

Dear ZRA Member,

Please email your departure and arrival schedule for the 2023 ZRA Annual Conference directly to me at <u>threedoos@verizon.net</u>, with the subject line ZRA Arrival/Departure at your earliest convenience. The information below will be compiled and emailed to attendees on Friday September 8, 22 and 29. This will help us ensure that everyone is accounted for, assist with ride sharing, and help attendees looking for a familiar face upon arrival.

- Arriving airport
- Arrival date and time
- Airline/Flight #
- Method of travel from airport to hotel (Embassy Suites by Hilton South Bend at Notre Dame)
- Departing airport
- Departure date and time
- Airline/Flight#
- Method of travel from hotel to airport

If you have further questions regarding this process, please feel free to contact me.

Sincerely, Karen Poly 2023 ZRA Annual Conference Host Assistant