

Subject: Save The Date! 6th Annual Bank of America Card Summit Tuesday, March 24, 2015

Save the date for the 6th Annual Bank of America Card Summit.

Date: Tuesday, March 24, 2015
Location: Richmond Convention Center
Time: 8:00 am to 4:30 pm

This will only be open to current Program Administrators and their backups registered with the Department of Accounts.

There is no cost for this event.

We will be sending out additional information regarding registration information in mid-February.

We hope you will be able to join us for this event!

For attendees who would like to stay at a hotel in Richmond on Monday, March 23, 2015, the Bank has blocked 20 rooms at the Hilton Garden Inn Downtown Richmond, 501 East Broad Street, Richmond, VA. The rooms will be available on a first-come, first-serve basis.

If you are interested in staying at the hotel, reservations can be made by calling the Hilton Garden Inn's toll free reservations number: **1-877-782-9444**. When making reservations please identify yourself with the **Commonwealth of Virginia Annual Card Summit** to ensure that you receive the discounted rate. The discounted room rate is \$113.00/night plus taxes. All reservations must be made by **Saturday, February 21, 2015**.

The Hotel requires one night's room deposit or guaranteed with a major credit for each reservation request received. Guestrooms may be canceled prior to 48 hours before arrival without penalty of a no show fee of one night's room and tax. If a guest fails to arrive on the expected date of arrival, the room deposit will be forfeited as a "no-show" fee and the room will be released for the remaining dates reserved.