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## **SAE G-14 Americas Aerospace Quality Group (AAQG)**

**Next Meeting: Portland, OR – Tuesday, March 10 – Thursday, March 12, 2009**

### **Doubletree Hotel & Executive Meeting Center Portland-Lloyd Center**

1000 NE Multnomah

Portland OR 97232

Phone: 503-281-6111

[http://doubletree1.hilton.com/en\\_US/dt/hotel/RLLC-DT/index.do](http://doubletree1.hilton.com/en_US/dt/hotel/RLLC-DT/index.do)

### **Hotel Reservations:**

The Doubletree is located approximately 11 miles (20 minutes) from Portland International Airport. A block of sleeping rooms is reserved at the hotel for attendees of this meeting. The room rate is \$139 single/double, per room night, plus taxes. These rooms are on a first come, first serve basis.

To make reservations, contact the hotel directly. When making your reservations, ask for the "**SAE International G-14 AAQG Meeting**" sleeping room block in order to receive the above room rate. The cutoff date for making reservations at the group rate is Friday, February 20, 2009.

Online: Reservations can also be made online at:

<http://www.portlandlloydcenter.doubletree.com/>

Select your dates under 'Check Availability', click 'Go' and enter your group code which is **G14**.

### **Registration Information:**

A \$50 registration fee will be charged to each meeting attendee (regulatory agency employees exempt). If you plan to attend the SAE G-14 AAQG Committee Meeting, please complete the registration form located on the previous screen.

For all questions concerning registration or to register over the phone, please contact SAE Customer Service at 1-877-606-7323 (1-724-776-4970 outside the U.S. and Canada) or email: [customerservice@sae.org](mailto:customerservice@sae.org).

### **Meeting Schedule/Agendas:**

Following is a tentative meeting schedule. A detailed meeting schedule is posted on the previous screen.

Tuesday, March 10 - Team Meetings and RMC

Wednesday, March 11 - Team Meetings and RMC AM / Main Meeting PM

Thursday, March 12 - Main Meeting AM

Agendas: All CHAIRS are asked to submit their agendas to Becky Lemon for posting on the website when available. These agendas will help attendees to justify their travel requests.

## **Travel Planning:**

Transportation - For driving instructions, visit the hotel website (link above).

The Doubletree Hotel is adjacent to the MAX Light Rail line which allows easy access from the airport and into the heart of downtown Portland. Transportation by subway/rail from the airport to the hotel is approximately \$2.60.

Location – The Doubletree is located across the street from Oregon’s largest shopping mall, Lloyd Center, and is 4 easy walkable blocks to the Oregon Convention Center.

Message to Attendees: SAE International has made every effort to secure the best possible group nightly room rate for you at this event. That rate results from a negotiated overall package of event needs such as sleeping rooms, meeting room space and other requirements. Contracts with the venue include a provision to reduce event costs if SAE meets or exceeds its minimum sleeping room block guarantee. Conversely, event costs will increase if SAE falls short of its minimum room block guarantee. **Please help SAE keep the costs of this event as low as possible by booking your housing needs at the designated host hotel and through the reservation process created by SAE.** Reserving elsewhere means you are booking outside the contracted room block, jeopardizing SAE's ability to meet its contracted obligations and to keep registration fees to a minimum. SAE appreciates your support and understanding of this important issue. Thank you

## **SAE Intellectual Property Policy:**

SAE's intellectual property is its most valuable asset. As such, the Society expends considerable resources maintaining and protecting its rights to its intellectual property.

SAE reserves the right to copyright any of its print products, electronic products, databases, audio/visual products and any other subject matter. This is intended to protect SAE and its members from unauthorized copying and distribution of SAE intellectual property. SAE's intellectual property may only be used in a manner that furthers the organization's purposes.

It is also SAE policy that the copyrights and other intellectual property rights of third parties be respected and not infringed upon by SAE or any of its committees, or any employee, member or other person acting on behalf of SAE.

As a participant in SAE Technical Committees, individuals agree that the collective work of the committee(s) is the property of SAE, and SAE is charged with its publication, dissemination, and protection.

## **SAE Membership Offer:**

In appreciation of the hard work of our standards committee participants, we are currently offering you a special SAE Membership rate of \$80 (a \$20 discount). If you are interested in becoming an SAE Member and would like to take advantage of this special offer, please complete the "SAE Member Application" form when completing the Registration Form for this meeting. For a list of some of the new, exclusive benefits of SAE Membership, please visit our website at the following link:

[www.sae.org/membership](http://www.sae.org/membership).

Please forward this meeting notice to anyone who may be interested in participating in this meeting or learning more about the activities of this committee.

**Questions**

If you have any questions, please contact Becky Lemon at 724-772-4083 or [lemon@sae.org](mailto:lemon@sae.org).