

THE AMERICAN EMPLOYMENT LAW COUNCIL

****ONLINE REGISTRATION AVAILABLE AT www.certifiedtravel.org or www.aelc-law.org ****

MEMORANDUM

**RE: Seventeenth Annual American Employment Law Council Conference
 October 21-24, 2009
 The Ritz-Carlton Laguna Niguel
 Dana Point, California**

Date: June 15, 2009

FROM: Michael Reiss, 2008/2009 AELC Meeting Chair

The Seventeenth Annual American Employment Law Council Conference will be held October 21-24, 2009 at The Ritz-Carlton Laguna Niguel in Dana Point, California, just outside Laguna, CA. The conference will begin with early registration and a reception on Wednesday, October 21st commencing at 6:00 pm and will end at 12:00 pm on Saturday, October 24th.

Certified Travel Associates, Inc. will administer the travel and registration process for the Seventeenth Annual AELC Conference in Dana Point. We ask that you direct all communications regarding conference registration and hotel accommodations to the Conference Services Division at Certified Travel – 19 Aviation Road, Albany, NY 12205. Telephone (800) 237-1517 or (518) 783-6001; fax (518) 783-6003 or email conferences@certifiedtravel.org.

CONFERENCE VENUE

The Ritz-Carlton Laguna Niguel, Dana Point, CA - Situated atop a 150-foot bluff, this peaceful sanctuary soars above the standard Laguna hotels with refined elegance, a graceful atmosphere, and impeccable service. The mild Southern California climate invites guests to enjoy a variety of outdoor activities – at the resort and in the surrounding area.

Standard Guest Rooms are \$350 per night single or double occupancy.

Executive Garden Suites are \$575 per night single or double occupancy. Executive Garden Suites are 784 square feet. They have one-bedroom with a separate living area that includes a luxurious sleeper sofa and a private balcony that overlooks the garden.

Group rates will be honored three (3) days before and three (3) days after the conference dates, based on availability. These rates do not reflect the current room tax of 10.1%. Please note the Ritz Carlton Laguna Niguel charges a Resort Fee of \$10 per room, per day. This cost covers high speed internet access in all guestrooms, full use of the fitness center, beach recreation equipment and shuttle service to and from the beach. Check-in time is 4:00 pm; check-out time is 12:00 pm. For information on upgrade options at the host hotel or bookings at nearby hotels, please contact Certified Travel's Conference Services Division at 800-237-1517 ext. 4.

ABOUT DANA POINT/LAGUNA

Dana Point/Laguna is Southern California's premier seaside artist haven – with quaint cottages, subtropical gardens and sandy coves, stretching along a seven-mile scenic coastline. Artists began arriving more than a century ago, drawn by the year-round, picture-postcard weather. Today, distinguished visitors from around the world come to Laguna Beach to enjoy the superb art galleries, restaurants, and idyllic resort atmosphere.

TRANSPORTATION / PARKING

Certified Travel is available to assist with booking flights and car rentals. Please call Certified Travel for travel arrangements at 800-237-1517 x 313 and identify yourself as a participant in the AELC meeting in Dana Point as soon as possible in order to ensure the lowest rates possible. Valet parking is complimentary for this program at The Ritz-Carlton Laguna Niguel.

TRANSFERS

The **John Wayne Orange County Airport** in Santa Ana is 25 minutes from The Ritz-Carlton Laguna Niguel. The **San Diego International Airport**, in San Diego is 45 minutes away. **Los Angeles International Airport** is 1 hour and 20 minutes away. Private transportation services (sedan/limousine) to from all airports can be arranged by contacting The Ritz-Carlton Laguna Niguel Concierge Desk at 949-240-5094. 24 hour advanced notice is required.

REGISTRATION

The advance conference registration fee of \$850 for In-House Counsel, and \$950 for Outside Counsel includes your \$100 annual membership fee, which gives you access to the AELC web-site, www.aelc-law.org. **Early Bird registration discount of \$100 available for registrations received by July 14, 2009!** Ticketed meals are separately described in the enclosures. Registration will include one copy of the course materials for this program. Hotel reservations will be on a first come, first served basis. *We advise early registration, as space is limited.* Upon receipt of the deposit and paid registration fee, confirmation will be forwarded to you. No confirmation will be sent without payment in full. The hotel balance is due upon departure and is payable directly to the hotel.

You may now register online at www.certifiedtravel.org or www.aelc-law.org. Online registration will allow you to pay all fees by credit card. You can also register directly with Certified Travel by fax at (518) 783-6003, by regular mail or by overnight express. Faxed registrations will only be confirmed if paying by credit card. Otherwise, the faxed form must be followed immediately by a completed, signed registration form and check delivered to Certified Travel, Attn: Conference Services Division, Certified Travel, 19 Aviation Road, Albany, NY 12205. When mailing in your form, please include your conference registration fee, the first night hotel deposit, payment for any spouse/guest events and any ticketed meals you may wish to reserve. *All registration and ticketed meal fees must be paid in full prior to attendance at the conference.*

CONTINUING LEGAL EDUCATION

The Council will seek credits against CLE requirements for this program in all jurisdictions from which participants in the conference wish credit. Attorneys admitted to practice in states with mandatory CLE should so state on the registration form. Participants may be required to file for credit on their own behalf in some jurisdictions due to local rules. In such cases, the Council will provide the necessary forms and proof of attendance.

SPECIAL THURSDAY DINNER & TICKETED THURSDAY AND FRIDAY LUNCHESES

We have arranged for a special wine tasting and dinner for all of the conference participants and guests on Thursday evening. The cost is \$110 per person. The dress is smart casual.

We have arranged ticketed lunches for Thursday and Friday. Thursday's lunch will include small group discussions for corporate counsel; for managing partners and practice group chairs; and for other attendees of the program. Friday's lunch provides an opportunity for participants to meet and network among themselves. Lunches are \$49 per person. Sign-up is available on the enclosed registration form.

GOLF

Arrangements for golf are being handled by Lawrence Ashe. Please fill out and return the enclosed form to Certified Travel to register or contact Lawrence for further information at (404) 253-6000. **There is a 14-day cancellation penalty. This will be charged to your credit card in the event of a late cancellation or no show.**

TENNIS

Arrangements for tennis are being handled by Pete Wade. Please fill out and return the enclosed form to Certified Travel to register or contact Pete for further information at (614) 462-2276 or fwade@szd.com. **Tennis must be paid for in advance.**

SPOUSE/GUEST EVENTS

SPOUSE/GUEST BREAKFAST

There will be a Spouse/Guest Breakfast on Thursday, October 22, 2009 at 9:30 am. The cost is \$40 per person. This includes a full breakfast and a chance to meet old friends and make new ones.

VERY SPECIAL SPOUSE/GUEST TOUR: CATALINA ISLAND

We will meet in the hotel lobby to begin our adventure on Friday October 23rd beginning at 9:00 am. The cost is \$175 per person and is non-refundable.

The Catalina Express Ferry will depart from the Dana Point port at 9:45 am and will “cruise” to Avalon (approximately 1 hour and 30 minutes). After disembarking on Catalina Island, we will enjoy an early lunch at approximately 11:30 am at the Catalina Country Club.

We will begin the Skyline Drive Tour at 1:00 pm. This is a narrated journey along the scenic “Skyline Drive”. The tour takes us ten miles into Santa Catalina Island’s protected wilderness area. Along the trip we’ll see spectacular vistas, deep canyons, quiet coves and endless blue ocean.

Following the tour we will be on our own to visit shops and to relax until the return ferry boards at 3:15 pm. The Catalina Express Ferry will depart the Avalon port at 3:45 pm and will return to Dana Point at 5:15 pm. We will be back at the hotel at about 5:50 pm. A TRULY FUN DAY!!

THE SPA

You can escape to a gentler pace at The Ritz-Carlton Spa, Laguna Niguel, where the constant presence of the ocean inspires renewal. All 12 treatment rooms within this California spa resort are bathed in soft hues of aqua and beige and tranquil water features add to the overall sensory experience. Engage in casual conversation with friends while being pampered, courtesy of our circular-shaped manicure and pedicure salon. High-style locker rooms, public spaces, and saunas ensure a soothing aura throughout this luxury spa resort in Southern California – set to the ever-present rhythm of the surf.

We encourage you to sign up for spa therapies and treatments in advance – THEY WILL FILL UP QUICKLY. The spa can be reached at 800-624-6070.

FITNESS CENTER

The Ritz Carlton’s ultra modern fitness center offers top-of-the-line Precor and Icarian cardiovascular equipment complete with TV and multimedia capabilities. The center also features Resistance & Weight Training, Personal Training Sessions and Wellness Classes such as Yoga and Pilates (for additional fees)

CANCELLATIONS AND REFUNDS

All cancellations and refund requests must be made *in writing* to Certified Travel. Prepaid program registrations cancelled fourteen (14) or more days before the opening session of the conference will be refunded, less \$300 for annual membership and printed conference materials and less a \$100 administrative and handling fee. No-shows and those cancelled fewer than fourteen (14) days prior to the opening session will receive AELC Membership, access to the AELC website, and a complete set of conference materials subsequent to the conference, in full consideration of the fees paid. ***All ticketed meals and events (except the spouse tour) are refundable up to 14 days prior to the event.***

There is a \$50.00 service charge on any hotel cancellation once the reservation has been made. In addition, the hotel will charge a one night fee for any cancellation received within 14 days of the arrival date, failure to “show”, late arrival or early departure. Reservations made within 14 days of arrival will be subject to an additional \$15.00 charge. Please note there is no penalty for revising a reservation prior to your arrival at the hotel.