



**ICJ Annual Business Meeting**  
**September 10 – 13, 2018**  
**Marriott New Orleans – NOLA Canal Street**  
**555 Canal St**  
**New Orleans, Louisiana**

The Commission will reimburse the Commissioner or their Designee from each state to attend this meeting in accordance with the ICJ Travel Reimbursement Policy.

To view the TRAVEL REIMBURSEMENT POLICY [click here](#).

To view the AGENDA [click here](#).

PLEASE COMPLETE THE FOLLOWING **THREE STEPS** TO ATTEND THE 2018 ABM

**1. MEETING REGISTRATION – NO REGISTRATION FEE REQUIRED - \$0**

- Last day to register - **August 3**  
Register by completing the registration form –  
[2018 Annual Business Meeting Registration](#)

**2. HOTEL RESERVATIONS – ROOM RATE \$148 PLUS TAXES PER NIGHT - \$174.31**

**Hotel Registration**

- Last day to reserve lodging at the group rate - **August 3**  
**Marriott Rewards**
  - Please be sure to include your rewards number when you reserve your room. Only Marriott Rewards Members will receive complimentary Wi-Fi in their room as well as other applicable rewards program credits.
  - All non-Marriott Rewards attendees are encouraged to join prior to making your hotel reservations @ <http://www.marriott.com/rewards/rewards-program.mi>
- Reserve your room online by clicking the link: <https://book.passkey.com/e/49525694>  
screen 1 - select your check-in and check-out dates  
screen 2 - you will see the \$148 rate, press SELECT  
screen 3 - under section 2, select room and preferences  
screen 4 - you will be prompted to enter your credit card information to guarantee your room. No charges will be billed to your card in advance of check-in.
- Should you prefer to call for your reservations or need to modify or cancel a reservation, call (504) 581-1000. NOTE, should you plan to extend your stay, you must call to book your reservation.
- Reservation changes and cancellations must be made 72 hours prior to arrival to avoid penalty.

**3. TRANSPORTATION ARRANGEMENTS**

- **Flying** - Purchase Airline Tickets prior to **August 17, 2018**. Approved reimbursed participants have the option to call Altour Travel Authority (800) 445-0419. *Any cancelled airline tickets purchased in advance by ICJ are subject to reimbursement by the traveler.*
- **Driving** - Refer to the travel policy.