



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Betsy Shotwell

**SUBJECT:** SEE BELOW

**DATE:** January 9, 2017

Approved

Date

1/10/17

## INFORMATION

### **SUBJECT: NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE MARCH 11-15, 2017**

The National League of Cities (NLC) will hold its annual Congressional City Conference in Washington, D.C. at the Marriott Wardman Park Hotel on March 11-15, 2017. The City of San José has a long history of attending the League's Conferences and participating on the organization's policy committees. As in years' past, the Conference provides an excellent opportunity for City officials and staff to participate in programs and workshops that offer professional growth, inform participants about successful and innovative community services and educate attendees on critical national issues affecting cities.

The Conference begins on Saturday, March 11, 2017, with the NLC University Seminars. The sessions are for Municipal Leaders consisting of a series of educational sessions specifically designed to help officials become more effective. In addition to providing professional growth opportunities, policy development is one of the primary purposes of the annual Conference. It provides cities with an opportunity to focus attention on local control and prepare a positive program at the federal level to strengthen cities. The League's policy committees will meet during this Conference to determine their issue areas for study in 2017.

During the Conference, attendees will be able to attend legislative briefings, attend workshops and hear from national leaders on key issues of concern to local government. The program will also include general sessions featuring members of the Administration and Congress. The Conference will conclude on Wednesday, March 15, 2017 with roundtable discussions and briefings on Capitol Hill.

A Conference Preliminary Schedule can be found on the NLC's Conference website at [www.nlc.org](http://www.nlc.org). Those interested in attending should fill out the "early bird" registration form and send it in to the NLC no later than January 31, 2017. "Advance" registration will be valid until March 10, 2017. Attendees are responsible for their own flight arrangements.

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**Registrants unable to attend will receive a refund of paid registration, less a \$100 processing charge, if the NLC office receives a written request postmarked no later than February 17, 2017. After that date, no refunds for registration are available. The deadline for housing cancellations is 72 hours prior to arrival.**

We would appreciate knowing if you are planning on attending and the intended dates of your arrival and departure.

/s/

BETSY SHOTWELL

Director, Intergovernmental Relations

For question, please contact Betsy Shotwell, Intergovernmental Relations Director, at (408) 535-8270.