

**From:** Tom Stephenson [mailto:tstephe1@swarthmore.edu]

**Sent:** Friday, September 02, 2016 2:30 PM

Dear AALAC Colleagues,

On behalf of Fran Blase and Mary Osirim, I am pleased to provide you with registration and program information for the upcoming AALAC Assembly to be held at Swarthmore College, October 7-9, 2016, and hosted jointly by Bryn Mawr, Haverford and Swarthmore Colleges.

If you have not already done so, you are now invited to identify a delegation of 3 or 4 faculty and a dean/provost to join us at Swarthmore for what we believe will be an exciting program, which is attached.

AALAC will pay for all local accommodations and meals, and will reimburse up to \$2000 in travel expenses for each institution. Deans/provosts who require up to an additional \$1000 in travel reimbursement should contact Andy Shennan at Wellesley.

In the meantime, please use the link below to register for the Assembly, providing the name and contact information for each member of the delegation from your institution. You can use one form to register up to three participants and can use more than one form.

<https://forms.haverford.edu/provost/view.php?id=76256>

Also, you may use the contact information provided on the registration form to make your own housing reservations, at either the new Inn at Swarthmore, or the Philadelphia Airport Marriott. (Rooms (37) are limited at the Inn at Swarthmore and will be allocated on a first come-first served basis.) We will provide transportation from the Marriott to campus throughout the Assembly (it's about a 25 minute trip.) All inn/hotel charges will be billed directly to Swarthmore. (Note however that the Marriott will ask for a personal credit card to hold the room reservation. It will only be charged for incidental expenses.) Please try to make these reservations by September 15 so that we get the best rate at the Marriott.

Many thanks, and we look forward to welcoming you to the Tri-Colleges next month!

Best regards,

Tom

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