



Joint Region Meeting (Regions I – X)

October 2, 2023

Louisville Marriott Downtown, 280 West Jefferson, Louisville, KY, 40202

Phone: (502) 627-5045 / [Louisville Marriott Downtown Website](#)



RESERVATION DEADLINES

8/28/23	Hotel Reservations (Cutoff Date for Group Block)
9/14/23	Joint Region Meeting & Reception
9/15/23	Chapter Leadership Program

SCHEDULE

Monday, October 2, 2023 - Joint Region & Breakout Meetings

7:00 a.m. – 8:00 a.m.	Continental Breakfast, Check In/Badge Pickup for Joint Region Meeting
8:00 a.m. – 11:30 a.m.	Region General Session REGISTER HERE
12:00 p.m. – 1:30 p.m.	Awards Luncheon
1:45 p.m. – 5:00 p.m.	Region Breakout Meetings
5:30 p.m. – 7:00 p.m.	Region Reception REGISTER HERE <i>(Reception is Complimentary for Region Committee Members & Executive Directors)</i>

Region Meeting Attendees: *Region Committee Members & Executive Directors*

Region Committee Members Include: *Region Directors, Immediate Past Region Chair, Region Finance Officer, National Government Relations Representative, Chapter Presidents, and Chapter Regional Representatives.*

HOTEL INFORMATION & RESERVATIONS

Louisville Marriott Downtown, 280 West Jefferson, Louisville, KY, 40202 / [Website](#)

- Group Rate: \$219
- Group Rate Including Estimated Tax (16.07%) and Fees: \$254.19 /night (single occupancy); \$254.19 /night (double occupancy)

Sun	Mon	Tue
10/1/23	10/2/23	10/3/23
\$219	\$219	\$219

Individual reservations can be made by reserving online [HERE. https://book.passkey.com/go/ChapterLeadershipProgram2023](https://book.passkey.com/go/ChapterLeadershipProgram2023). Hotel Reservation Cancellation is allowed up to 48 hours prior to the arrival date without penalty. However, check your personal reservation confirmation. **Check In Time:** 4:00 p.m. **Check Out Time:** 12:00 p.m.

Cutoff Date: August 28, 2023

Hotel reservations by Group attendees must be received on or before 8/28/23 (the “Cutoff Date”). After the Cutoff Date, Hotel will release the unreserved rooms for general sale. Reservations received after the Cutoff Date will be confirmed on a space-available basis at prevailing rates.

HOTEL AMENITIES & EXPERIENCES

- Free Wi-Fi for all hotel guests throughout the hotel
- Fitness Center & Yoga Studio
- Indoor Pool
- Onsite restaurant and lounge options
- More detailed information found [HERE](#)

MEETING REGISTRATION

Joint Region Meeting & Breakout Meeting & Reception (October 2, 2023)

To register, follow these steps:

- Log-in to your AI account.
- Register for 10/2/23 Joint Region & Breakout Committee Meetings [HERE](#).
- Register for 10/2/23 Region Reception [HERE](#).

Guest registration is separate.

Guests attending the region meetings will be charged \$175 (includes breakfast, lunch, and breaks).

Guests attending the reception will be charged \$70.

The Meeting and Reception are complimentary only for Region Committee Members and Chapter Executive Directors.

OTHER TRAVEL INFORMATION

Hotel Parking *

- Onsite Parking Available
- Daily Rate: \$40
- Daily Valet Rate: \$45

*Additional parking options are available (within the hotel area). Check various smartphone applications such as, “SpotHero.”

Logistics & Area Information

- [Driving Directions & Hotel Area Map](#)
- [Louisville Muhammad Ali International Airport](#) (8 miles from the hotel property). Other airports include: Cincinnati/Northern Kentucky International Airport and Indianapolis International Airport.
- [Other Area Information \(airport, ground transportation, traveler assistance, etc.\)](#)
- [Restaurant Options](#)
- [Plan & Prepare for Your Stay](#)
- [Things to See and Do in Louisville, KY](#)

COVID WAIVER

By attending and registering for this Appraisal Institute Region event, you acknowledge that travel and gathering may result in the contraction and spread of communicable disease, including COVID. You agree that the Appraisal Institute and its agents are not responsible for any liability arising from the contraction or spread of communicable disease arising from your attendance at the event.

REGION COMMITTEE MEETING ATTENDANCE REQUIREMENTS ARE PROVIDED IN ATTACHMENT A (NEXT PAGE).

ATTACHMENT A

REGION MEETING ATTENDANCE REQUIREMENTS

Mandatory Attendance Members:

Members serving in the following positions are required to attend Regional Committee meetings.

- Region Chair
- Region Vice Chair
- Third Region Director
- Immediate Past Region Chair
- Region Financial Officer
- Chapter Presidents
- Chapter Vice Presidents (if also serving as Regional Representative)
- National Government Relations Committee Member

If you are a Chapter President or Chapter Vice President, you are eligible to attend and vote by proxy **IF** you have an excused absence and there are no elected Chapter Alternates available to attend the meeting in your place. All other Mandatory Attendance Members are eligible to attend and vote by proxy if they have an excused absence.

Voluntary Attendance Members:

Members serving in the following positions on the Regional Committee are not required to attend Regional Committee meetings.

- Chapter Regional Representatives (except the President and Chapter VP)

If no elected Chapter Alternate Regional Representative can attend the Regional Committee meeting, regional representatives may attend and vote by proxy. An excused absence is not required for regional representatives.