

October 29, 2007

Dear CSAP Cohort VII New Grantee:

The Cohort VII New Grantee Technical Assistance Training will be held at the Gaylord National Resort and Convention Center on the Potomac, 201 Waterfront Street, National Harbor, Maryland.

Cohort VII New Grantee Technical Assistance Training: December 2 – 4, 2008

- There will be plenaries and several informative breakout sessions held over the course of three days.
- The first two days will start at 8:00 a.m. and end at 5:00 p.m. The third day will start at 8:00 a.m. and end at 4:00 p.m.
- An agenda will be sent to you via the MAI list serve and posted to the registration website as available.

Instructions for Registering for the Cohort VII New Grantee Technical Assistance Training

There is no registration fee for the Cohort VII New Grantee Technical Assistance Training. You must complete advance online registration by Friday, November 7, 2008. To register online, go to CSAP's logistics contractor website (CRP, Inc.) at www.crpcorp.com, and right click on *Cohort VII New Grantee Technical Training* and complete the required forms. This online registration process will be operational beginning Thursday, October 30, 2008.

Once you have completed the registration for the Cohort VII New Grantee Technical Assistance Training, proceed to right [Click Here to Book Your Room at Gaylord National Resort and Convention Center](#) for the Gaylord National Hotel and Convention Center to make hotel reservations. If you prefer to contact the hotel directly, please call (301) 965-2300 to reserve a room and refer to group code: MAI Cohort VII. A room rate of \$209.00 plus 16% tax (\$33.44) totaling \$234.44 per night, is available for meeting participants. Included in your room rate is a \$15.00 (resort fee) which will cover several in-room amenities which, at the time of check-in will include:

- Wired and wireless high speed-internet access
- Pool and Fitness Center access
- Designated complimentary in-room beverages (two bottles of water a day)
- Daily newspaper (Washington Post)
- Digital Safe
- Local and toll free 800 telephone calls (20 minutes per call)

****The deadline for reserving a room at this discounted rate is 5:00 P.M., Friday, November 7, 2008. Please register for the Cohort VII Training and hotel 48 hours after receipt of this email notice.***

If you have any questions regarding the Cohort VII New Grantee Technical Assistance Training Meeting registration or logistical questions, please contact Ms. Stacey Brown: at CRP, Inc. Ms. Brown can be reached at 202-362-0691, or email at sbrown@crpcorp.com.

Any questions or concerns regarding your participation at the training should be discussed with your Project Officer.

We are looking forward to seeing you in December and having an informative and productive time together!

Sincerely,

Claudia Richards, MSW, LICSW
Chief, Community Grants and Program Development Branch
Division of Community Programs
SAMHSA/Center for Substance Abuse Prevention