



## American Society of Legislative Clerks and Secretaries

**TO:** All Members, American Society of Legislative Clerks and Secretaries  
**FROM:** Terry Spieler, Secretary of the Missouri Senate and President of ASLCS  
**DATE:** February 2, 2012  
**RE:** 2012 ASLCS Spring Business Meeting

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The 2012 ASLCS Spring Meeting will be held in Phoenix, Arizona, April 20 to April 22. **The Spring Meeting is a business meeting at which the Executive Committee and ASLCS Committees will meet to continue their work for the year. The 2020 Mason's Manual Commission will also meet.** A preliminary agenda is attached.

### **HOTEL RESERVATIONS**

A block of rooms has been reserved at the Hyatt Regency Phoenix, 122 N. 2<sup>nd</sup> Street, Phoenix, Arizona 85004. Each attendee is responsible for making his/her own hotel and travel arrangements. The phone number for the Hyatt Regency Phoenix is (602) 252-1234, ext. 1. You can also make your hotel reservation online:

[http://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=8229448](http://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=8229448)

**When making hotel accommodations, please indicate that you are attending the ASLCS Spring Business Meeting to receive the conference room rate of \$145 single/double per night (excluding tax). The cut-off date to receive the conference rate is Friday, March 30, 2012.**

Reservations must be held by a major credit card guarantee and deposit, equal to one night's stay. All room cancellations must be made **24 hours** prior to your arrival date or your deposit will be forfeited.

For more information about the Hyatt Regency Phoenix visit: <http://phoenix.hyatt.com/hyatt/hotels/index.jsp?null>

### **TRANSPORTATION**

Phoenix is served by the Phoenix Sky Harbor International Airport and several major airlines, including: Continental, Delta, United and US Airways. To see a complete list of airlines and for more information about the airport visit:

<http://skyharbor.com/>.

The Hyatt Regency Phoenix is approximately 7 miles, or a 20 minute drive, from the airport. The hotel does not provide shuttle service to and from the airport. The following transportation providers are contracted to provide service to and from Sky Harbor Airport: Apache Taxi (480) 557-7000, AAA/Yellow Cab (480) 888-8888 and Super Shuttle (602) 244-9000).

### **PHOENIX INFORMATION**

Known as the "Gateway to the Grand Canyon," you'll notice that the sky is bigger and the stars are brighter in Phoenix. Phoenix features world class spas and resorts that are sure to help you unwind. Enjoy the city's sports stadiums and arenas, or take advantage of year-round golfing. Phoenix is also renowned for its vibrant cultural attractions such as the Phoenix Art Museum and the Desert Botanical Garden. If the sports and arts attractions don't interest you, perhaps you might enjoy some of Phoenix's trendy, eclectic shopping centers or indulge in some local cuisine at one of Phoenix's many fantastic restaurants. ASLCS is sure to enjoy exploring much of what the city of Phoenix has to offer! Learn more about the city by visiting: <http://www.visitphoenix.com/index.aspx>

### **CONFERENCE REGISTRATION**

There is no fee to attend the spring meeting, but in order to provide all attendees with information please complete the attached registration form and return it to Angela Andrews by **Friday, April 6, 2012**.

I look forward to seeing you in Phoenix!



**ASLCS SPRING BUSINESS MEETING  
REGISTRATION FORM**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

GUEST NAME (if applicable): \_\_\_\_\_

PLEASE NOTE ANY SPECIAL DIETARY NEEDS: \_\_\_\_\_

ARRIVAL INFORMATION (if known)

Date: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Time: \_\_\_\_\_

DEPARTURE INFORMATION (if known)

Date: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Time: \_\_\_\_\_

Please **return this form by April 6, 2012** to:

Angela Andrews  
NCSL  
7700 East First Place  
Denver, CO 80230  
Email: [angela.andrews@ncsl.org](mailto:angela.andrews@ncsl.org)  
Phone: (303) 856-1349  
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