February 20, 2016

**MEMORANDUM TO:**

**LEVEE BOARD PRESIDENTS**

**MEMBER AGENCIES**

You are cordially invited to attend the 31st Annual Workshop of the Association of Levee Boards of Louisiana which will be held as a joint effort with the Coastal Protection and Restoration Authority. The Workshop will be held on May 5-6, 2016, at the Crowne Plaza Hotel, Constitution Avenue (I-10 and College Drive), Baton Rouge.

Enclosed is a pre-registration form to be dispersed among your employees and filled out and returned to this office no later than **Wednesday, April 6, 2016**. The registration fee is **$495** per delegate. There is no fee for the spouse/guest or speaker. Cancellations must be received by this office **1 week** prior to the workshop date; otherwise registration fee will be charged. Invoices for payment will be sent following the workshop.

If overnight stay is necessary, reservations may be made at the Crowne Plaza Hotel, (800) 678-4065. Room rates are $96 (plus tax) single and $96 (plus tax) double. To receive this special rate, you must identify yourself as an attendee of the Association of Levee Boards of Louisiana Workshop. You may also register on-line at [www.crowneplaza.com/execcenterbtr](http://www.crowneplaza.com/execcenterbtr) with the promotion code of ALB. The room block cut-off date is **Monday, April 4, 2016**, after which, rooms are subject to availability.

The Workshop Committee is currently working on the program and it will be sent out as soon as it is finalized. **All Commissioners are encouraged to invite their legislators to the entire program but especially to the evening reception on Thursday, May 5th.**

Be reminded that Act 601 of the 2012 Regular Legislative Session requires that each Levee Board Commissioner must attend a training session conducted by DOTD or CPRA, at least once during their term for non-coastal districts and twice during their term for coastal districts.

If you have any questions, please email me at louisianalevee@live.com.

Sincerely,

**Via Email**

Amber C. White

Staff Support