

July 15, 2002

TO: Members, Association of Southern Region Extension Directors (ASRED) and  
Association of Extension Administrators (AEA)

SUBJECT: 2002 Fall Meeting – St. John, U. S. Virgin Islands

We are pleased to host the 2002 Fall Meeting of ASRED and AEA in St. John, U. S. Virgin Islands. Enclosed are the following documents:

- Agenda of 2002 Fall Meeting
- Conference Registration Form
- Hotel Reservation Form
- Hotel Room Descriptions/Rates
- Hotel Activities
- Information about St. John

**Registration:**

Registration fee of \$385.00 includes all activities as listed on the agenda (unless otherwise noted). Spouse/guest registration fee (\$150) includes participation in all activities as listed on the agenda (unless otherwise noted), as well as a tour of St. Thomas on Monday, September 23, 2002.

**Hotel Reservation/Information:**

- 1) Complete the enclosed hotel reservation form and forward directly to the hotel by **September 11, 2002** to receive the hotel rate discount. The group reservation is under the name of **UVI/ASRED-AEA Meeting**. Rates are valid one week before and after meeting dates.
- 2) Westin Hotel offers transfers to and from St. Thomas airport to the resort. The hotel will coordinate these transfers. Please ensure that your arrival/departure dates are noted on the hotel reservation form. Round-trip rates are: \$65.00/adult; children - 4 to 12 years of age - \$45.00; and children - 3 years of age and under – is complimentary. The rate includes taxi, ferry, all gratuities and bellman portage, and unlimited use of Westin ferry for trips to St. Thomas for the duration of your stay. NOTE: PARTICIPANTS SHOULD CHECK IN AT THE ST. THOMAS AIRPORT LOUNGE IN THE BAGGAGE CLAIM AREA; GO TO WESTIN BOOTH, WHERE HOTEL STAFF WILL MAKE NECESSARY ARRANGEMENTS FOR TRANSFER TO HOTEL IN ST. JOHN.

Please allow approximately **three (3) hours** (approx. 1 hour sea/ground transportation from Westin Hotel – St. John to St. Thomas airport and 2 hours for check-in at St. Thomas airport) when making your travel arrangements back to the mainland.

We are offering a tour of the University's Agricultural Experiment Station and farms on St. Croix on Thursday, September 26, 2002. The additional cost of this optional tour is \$120 per person. If anyone is interested in participating in the St. Croix tour, please indicate on the Registration Form and/or contact Raquel Silver at (340) 692-4061 (office phone) or [rsantia@uvi.edu](mailto:rsantia@uvi.edu) (e-mail). Arrangements are in place to bring all interested participants to St. Croix and back to St. John on the same day.

We look forward to hosting the 2002 Fall Meeting of ASRED and AEA in September 2002.

If you need additional information, please do not hesitate to contact me in St. Croix at (340) 692-4091/[kgarcia@uvi.edu](mailto:kgarcia@uvi.edu) (e-mail) or Raquel Silver, as noted above. During the Conference, I or someone from my office will be available in St. Thomas at (340) 693-1080 (CES office in St. Thomas) or (340) 513-3326 (mobile).

Sincerely,

Kwame N. Garcia, Sr.  
CES State Director  
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