**To:** USSEC Board of Directors

**From:**  Dereck Haigwood, Chairman

**Cc:** ASA, USB, FAS, QSSB, USSEC

**Date:**  July 25, 2018

**Re:** **CALL TO MEETING NOTICE**

USSEC July Board Meeting

Hilton Cartagena,

Carrera 1 No. 4 - 00

Bolivar, Colombia 130001

Tel: +57-5-69480000

**Registration: All registrations for the meeting, must be completed online using the following link:** <https://ussecbodjul2018.eventbrite.com>

**DEADLINE: Wednesday, July 11, 2018**

**Dates:** **Wednesday, July 25—**The USSEC Board of Directors will start with lunch in El Tinajero Restaurant then the meeting will follow taking place in the Manzanilla Room.

**Dress code:** The dress code for the USSEC Board Meeting is business attire.

**Lodging:** USSEC will be making reservations for all USSEC staff and Board Members. For all others, USSEC can make a reservation on your behalf at the meeting hotel Hilton Cartagena. The hotel room rate is $406 COP per night for a single, standard room plus applicable taxes. This rate also includes breakfast. Please indicate your check-in and out dates on the registration form. All hotel costs will be settled directly with the hotel.

**Transportation:** There are direct flights from many major US hubs to Rafael Núñez International Airport (CTG). There are taxis available outside upon arrivals, the approximate costs for taxis are $10 USD (one way). If you’re hiring a car, there will be onsite parking available at the hotel.

**Meeting Costs:** For any attendees other than USSEC staff and USSEC Board Members, you will be invoiced after the event for any catering costs.

**Additional Info:** The 2018 US SOY Americas Buyers Conference, presented by USSEC, will be held July 24-26 also at the Hilton Cartagena. This is the premier Americas Region event for your opportunity to network with some of the most influential buyers and importers in the Region. Come see marquee presenters like Iowa State's Dr. Elwynn Taylor and Informa's Ken Erickson.The event will be capped off by a round robin, professionally translated opportunity for you to introduce your company to foreign buyers. If you want to attend, please indicate on your Board Meeting online registration form. USSEC will cover all event catering costs. Please note that the USSEC Board of Directors meetings runs at the same time, therefore, you would only be able to attend for the evening of July 24, the morning of July 25, and the full day of July 26.

**Changes &** Hotel Cancellation policy is 72 hours in advance; any cancellations received after this

**Cancellations:** time may not receive a refund on deposit (if paid). Any meal cancellations made

after Tuesday, July 17 2018 are chargeable.

**Accommodations:** For questions about accessibility or to request accommodations please contact  inform the planner (contact details listed below) or by indicating on your registration

form.

**Contact:** Should you have any further questions regarding the USSEC Board Meeting or Americas Buyers Conference please contact Anna Friday, Tel +1 636 449 6014 or [afriday@ussec.org](mailto:afriday@ussec.org) .