

From: Marilyn Strutchen strutme@auburn.edu
Subject: Travel Logistics for the MET III Writing Team Meeting in Washington, D.C.
Date: May 7, 2024 at 4:50 PM
To: Marilyn Strutchen strutme@auburn.edu



Hello everyone,

Thank you for agreeing to serve on the CBMS MET III Writing Team. As mentioned in the invitation letter, we will convene the in-person meeting of the writing team in **Washington D.C., June 6-7, 2024**. Most participants will fly in on June 5th and out on the evening of June 7th. The meetings will be held at the headquarters of the Mathematical Association of America, 11 Dupont Circle NW, Suite 200, Washington DC, 20036. We will meet from 9:00 a.m. – 5:00 p.m. on Thursday, June 6, 2024, and from 8:00 a.m. to 4:00 p.m. on June 7, 2024. Please note that we have a tight budget, so we can only reimburse up to \$600.00 on travel. We ask that you purchase an economy ticket for your flight this week. Lodging costs will be covered up front. Please note that we will send out information about the hotel rooms in a later email.

We ask that you keep all costs to a minimum. We will provide a box lunch for Thursday and Friday of the meeting but will not be able to reimburse for meals outside of the meeting times. Please let us know if you are able to attend in person or if you prefer to attend via Zoom. Thank you again for agreeing to serve the mathematics education community in this capacity. Take care!

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