

Travis Voyles  
Vice Chairman

Reid J. Nelson  
Executive Director



Dear ACHP Members,

I am pleased to provide you with information to support your participation in the upcoming ACHP Summer Business Meeting, scheduled for Wednesday and Thursday, June 3 - 4, 2026. Please review the information below carefully and confirm your attendance as instructed. A provisional agenda is attached for your planning purposes.

### **June 3 and 4, 2026, Business Meeting and Member Events**

Vice Chairman Travis Voyles invites members or their designees to attend the in-person ACHP Business Meeting at the National Building Museum in Washington, DC. The meeting is scheduled for Thursday, June 4, from 9:00 a.m. to 11:30 a.m. (ET). This timing is intended to allow members traveling from outside the area to return home that afternoon. Wednesday, June 3, will serve as a travel day and will include a member reception.

### **Attendance Confirmation**

An Attendance Confirmation Form is attached. To ensure accurate planning, members or their designees are asked to complete and return the form no later than Friday, May 22. Please submit the form via email to Tanya DeVonish [tdevonish@achp.gov](mailto:tdevonish@achp.gov), or provide your response directly in the body of your email.

### **Travel and Accommodations**

For assistance with flight arrangements or reimbursement guidance, please contact Tanya at [tdevonish@achp.gov](mailto:tdevonish@achp.gov) or 202-517-0205.

A block of rooms has been reserved at Arlo Washington DC, located at 333 G Street NW, Washington, DC, for arrival on June 3 and departure on June 4, at the government rate of \$276 per night (plus applicable taxes).

If you require hotel accommodations, please contact Tanya DeVonish no later than Friday, May 15, to secure the group rate.

### **Wednesday, June 3, Reception**

The ACHP Foundation will host a reception at Arlo Washington, DC, in the courtyard of the Bodega restaurant (located on the first floor), 333 G Street NW, Washington, DC, from 4:30 p.m. to 6:00 p.m. Members are welcome to make individual dinner arrangements following the reception.

### **Thursday, June 4, ACHP Summer Business Meeting (In-Person)**

The Business Meeting will be held at the National Building Museum, 401 F Street NW, Washington, DC, in the first-floor auditorium, beginning at 9:00 a.m.

Because the National Building Museum does not open to the public until 10:00 am on June 4, attendees are asked to enter through the loading dock entrance at the east end of the building, adjacent to the parking lot.

### **Final logistics and Meeting Materials**

The final logistics and a link to meeting materials will be distributed at least a week in advance of the business meeting. These materials will include documentation supporting the agenda items.

If you have any questions regarding meeting logistics, hotel accommodations, or travel assistance, please contact: Tanya, [tdevonish@achp.gov](mailto:tdevonish@achp.gov) | 202-517-0205 or Artisha Thompson, [athompson@achp.gov](mailto:athompson@achp.gov) | 202-517-0227.

### **Action Items**

As a reminder, please:

- ✓ **Confirm Attendance**  
Complete and return the Attendance Confirmation Form by **Friday, May 22** (via email or in the body of an email to Tanya at [tdevonish@achp.gov](mailto:tdevonish@achp.gov)).
- ✓ **Indicate Designee (if applicable)**  
If you are unable to attend, designate a representative and include their information in your response.
- ✓ **Request Hotel Accommodations**  
Contact Tanya at [tdevonish@achp.gov](mailto:tdevonish@achp.gov) by **Friday, May 15**, to reserve a room at the government rate (or to request additional nights).
- ✓ **Arrange Travel**  
Coordinate flight arrangements and/or reimbursement details with Tanya DeVonish as soon as possible.
- ✓ **Review Meeting Materials**  
Review the agenda and supporting materials once distributed prior to the meeting.
- ✓ **Plan Arrival and Participation**
  - Arrive in Washington, DC, on **Wednesday, June 3** (for those traveling)
  - Attend the **ACHP Foundation Reception, June 3**, (optional) from 4:30–6:00 p.m.
  - Attend the **Business Meeting on Thursday, June 4, at 9:00 a.m.**

Sincerely,



Reid Nelson  
Executive Director