

**CEO Forum and Board meeting
Richmond, Virginia
12-16 November 2018**

SECOND BRIEFING: 14 September 2018

We look forward to seeing you at the ChildFund Alliance Board meeting and CEO Forum, 12-16 November 2018 in Richmond, Virginia. We are very grateful to ChildFund International, which is hosting the meeting on the occasion of its 80th Anniversary. We recommend you arrive on Sunday, 11 November as the 80th Anniversary sessions begin promptly on Monday, 12 November.

Please fill out the form on page 7 and return to Humberto Flaco at HFlaco@childfundalliance.org no later than 11 October 2018.

Schedule at a glance

Date	Time	Participants	Meeting/Activity	Location
Sunday 11 Nov	Day/evening	Board, CEOs, Secretariat staff	Arrival Check-in at Embassy Suites	Embassy Suites Hotel 2925 Emerywood Parkway Richmond
	Evening	All (voluntary)	Informal dinner	Embassy Suites
Monday 12 Nov	All day	All	ChildFund International Innovation Fair (read more about the Fair at https://cfa.ms/CFI-innov)	Greater Richmond Convention Center (GRCC) 403 North Third St. Richmond
	17:00 - 19:00	All	80th Anniversary Reception	GRCC
Tuesday 13 Nov	08:00 - 10:00	CEOs	CEO Forum (Day 1) Review of Items for Board Action	ChildFund International 2821 Emerywood Parkway Richmond
	10:15 - 18:00	Board & CEOs	Joint Meeting of the Board of Directors and CEO Forum	
	All day	Secretariat staff (not involved in	Innovation Fair, Day 2	GRCC

	Evening	meetings) All	Free evening	
Wednesday 14 Nov	10:00 - 16:00	Board of Directors Meeting	Board of Directors Meeting	ChildFund International
	9:00 - 17:00	CEOs	CEO Learning Day	ChildFund International
	19:30		Formal Dinner hosted by ChildFund International	The Boathouse 4708 E. Old Main St Richmond
Thursday 15 Nov	8:00 - 16:00	CEOs, Secretariat staff	CEO Forum (Day 2)	ChildFund International
Friday 16 Nov	As required	CEOs, Secretariat staff	Bilateral meetings	ChildFund International

Dress code:

The dress code for the Board and CEO Forum sessions is business casual. For the Innovation Fair and reception, and the Wednesday evening dinner, the dress code is business attire.

Accommodations:

Embassy Suites

2925 Emerywood Parkway
Richmond, VA 23294
Phone: +1-804-672-8585

<http://embassysuites3.hilton.com/en/hotels/virginia/embassy-suites-by-hilton-richmond-RICDNES/index.html>

In order to make a room reservation, please click on the booking link below. ChildFund International has secured a group rate with the Embassy Suites Hotel of \$129.00 per night from November 11 to 17. The deadline to guarantee this rate is October 29. Please note you will need a credit card in order to complete your room reservation.

Booking Link:

Please copy and paste the entire URL for it to work properly.

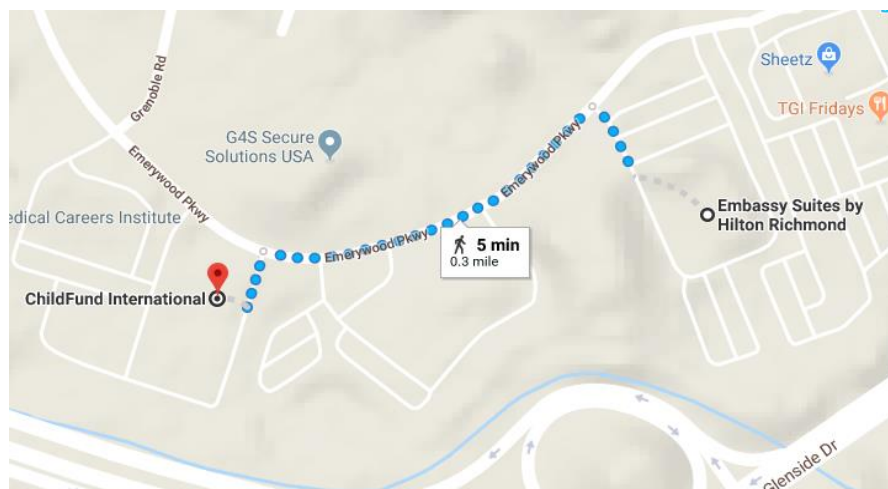
https://secure3.hilton.com/en_US/es/reservation/book.htm?inputModule=HOTEL&ctyhocn=RICDNES&spec_plan=CESCFA&arrival=20181111&departure=20181116&cid=OM,WW,HILTONLINK,EN,DirectLink&roomId=HILTONLINKDIRECT

Meeting Venue:

ChildFund International

2821 Emerywood Parkway
Richmond, VA 23294
Phone: +1-800-776-6767

Please note the distance from the hotel to the ChildFund International office is 0.3 miles (0.5K) (5-minute walk) – see map below:



Visas:

Many visitors coming to the USA need a visa. However, under the Visa Waiver Program, [citizens of a few countries are exempt](#) (this happens to include all ChildFund Alliance member countries). If you are *not* a citizen of one of these countries, you may need a visa even if you live in one of these countries.

In order to travel without a visa on the Visa Waiver Program, you must **have authorization through the Electronic System for Travel Authorization (ESTA) prior to boarding a U.S. bound air or sea carrier**. ESTA is the Department of Homeland Security (DHS), Customs and Border Protection's (CBP) automated web-based system to determine eligibility to travel without a visa to the United States for tourism or business. [Visit the ESTA webpage on the CBP website](#) for more information.

If you are traveling to the USA through another country, please be sure to check that country's visa requirements.

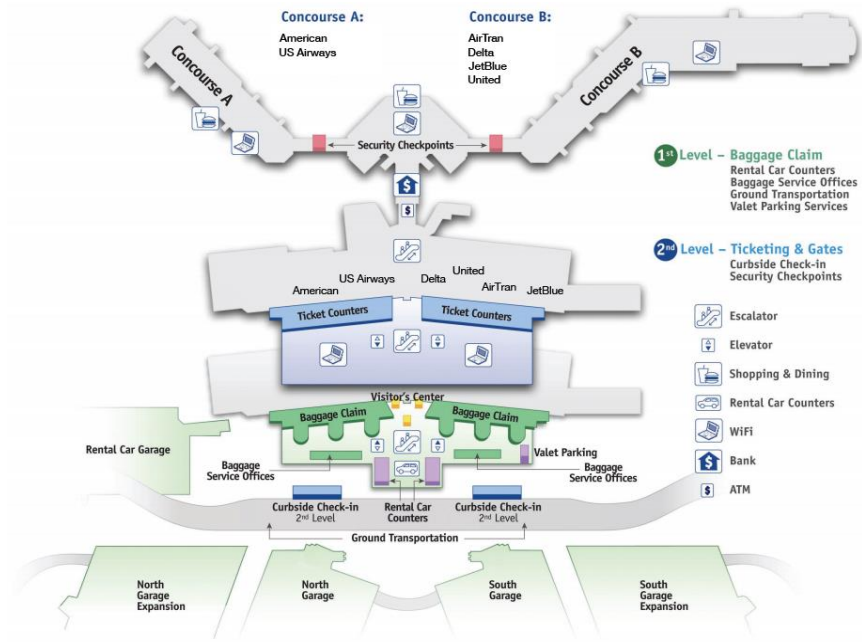
Airports:

Richmond International Airport

1 Richard E Byrd Terminal Dr., Richmond, VA 23250

<https://flyrichmond.com/>

If you will be arriving at the Richmond International Airport, below is the map of the terminals. There are blue signs that indicate the route to baggage claim.

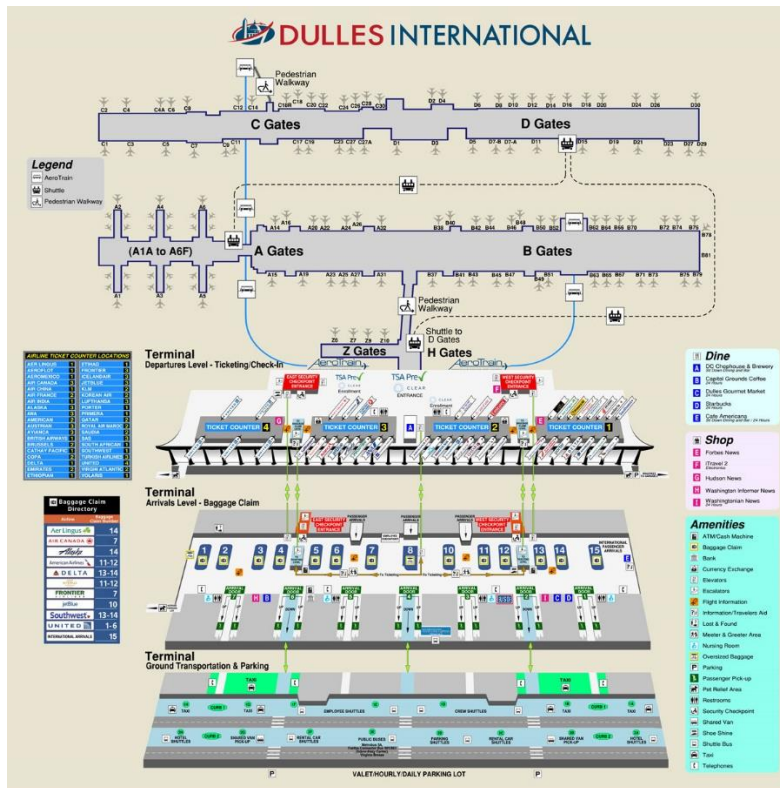


Dulles International Airport (just outside Washington, DC)

1 Saarinen Cir, Dulles, VA 20166

<http://www.flydulles.com/iad/dulles-international-airport>

For those of you who will be arriving at Dulles International airport, below is a map of the terminals.



Airport Transfers

Richmond International Airport

Upon arriving at the Richmond International Airport, proceed to the exit to access ground transportation. You will find taxis and Ubers waiting outside of the terminal, which you may take to the hotel. In the unlikely event that there are no taxis outside the terminal, you may call one of the following taxi companies to request a pickup.

Richmond Cab Services

+1-804-398-2400

Airport Taxi Service

+1-804-322-1852

Henrico Taxi

+1-804-517-4000

Dulles International Airport

Washington Flyer Taxicabs serve Washington Dulles International Airport exclusively with 24-hour service to and from the airport.

No reservations are necessary for taxi service. Simply follow the signs for Ground Transportation or Taxi to the lower level of the Terminal, DOWN the ramp to Door 2 or Door 6. A customer service representative is available 24 hours a day.

Passengers wishing to board a non-Washington Flyer cab must make advance arrangements directly with the operator of that company for pickup at Dulles. Non-Washington Flyer cab companies are prohibited from soliciting passengers for pick-up on airport property.

Airport Taxi Counter Location Map



Additional information:

ChildFund International has developed a comprehensive document with additional information:
https://www.dropbox.com/s/cclwvo2e85tms7x/ChildFund%20International%20Visitor%20Info_Richmond.pdf?dl=0

Key contacts:

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Mollie Bess, Administrative Assistant to Office of the President, ChildFund International
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Phone: +1.804.545.3608

INTENTION TO ATTEND

Please complete the form below and return by October 11th to: hflaco@childfundalliance.org

ChildFund Alliance Board and CEO Forum Richmond, Virginia, 12-16 November 2018	
Organization	
Name/Title	
Name of accompanying family or friends (if applicable)	
Email address	
Mobile phone #	
Special dietary requirements	
CEO Forum day one	Y/N
Board Meeting	Y/N
CEO Forum day two	Y/N
Arrival date/time	
Airline/flight #	
Departure date/time	
Airline/flight #	
COMMENTS	