



**Subject:** Important Information Regarding Ex-Im Bank Conference Check-In

We look forward to your participation in the **Export-Import Bank's 2010 Annual Conference**. We are very excited to announce that President Obama will be addressing the conference during the morning plenary on Thursday, March 11<sup>th</sup>.

As a result, every attendee will be required to go through a security scan. Please note the following important details:

- Early bird check-in will occur on Wednesday, March 10<sup>th</sup> from 5:00 to 11:00 pm in the exhibit hall at the Omni Shoreham Hotel. You are strongly encouraged to pick up your name badge at that time. Please note that **your conference name badge will be required in order to access the ballroom for the President's remarks as well as meeting rooms.**
- If you are not able to pick up your name badge on Wednesday, we will re-open check-in at 6:30 am on Thursday, March 11<sup>th</sup>. Please come early to avoid lines and make sure you allow adequate time to get through security.
- If you have not paid your registration fee, please contact Mindy Stewart ([mindy@cmpinc.net](mailto:mindy@cmpinc.net) or 703-536-4992) to make your payment **by close of business on Tuesday, March 9<sup>th</sup>**. This will significantly expedite check-in.
- The United States Secret Service security screening will commence at 7:00 am on Thursday. Doors to the ballroom will close promptly at 8:15 am. **Therefore, if you do not allow adequate time to get through security, you will not be admitted to the opening plenary.** This is Secret Service policy.
- Please avoid backpacks, briefcases, computer cases, large handbags when lining up for security screening Thursday, to avoid serious delays. Conference materials will be available for you in the ballroom. Therefore, when you check-in, you will only to receive a name badge. We suggest you view/print the latest conference agenda via the Ex-Im Bank's web site:  
[http://www.exim.gov/news/annualconf/2010/ann\\_conf\\_2010\\_agenda.pdf](http://www.exim.gov/news/annualconf/2010/ann_conf_2010_agenda.pdf)
- Walk-in registrations will **not** be accepted.

We cannot emphasize enough the importance of checking in early. This is an exceptional opportunity to have President Obama join us Thursday morning.