



Automotive Trade Association Executives

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## SERVICE DIRECTORS MEETING NOTICE

February 8, 2008

TO: ATAE's and Service Directors

FROM: Tim Jackson, Colorado Automobile Dealers Association  
Tammi McCoy, Colorado Automobile Dealers Association

RE: 2008 Service Directors Meeting

The 2008 ATAE Service Directors Meeting has been scheduled for July 20-23, at the St. Julien Hotel & Spa in Boulder, Colorado.

Attached you will find:

- Meeting Registration Form
- Meeting Sponsor Form (*please forward to those who may be interested*)

***\*This is your chance to add speakers to the agenda that most interest YOU. Please contact us before promising someone a spot, so that we don't have multiple presenters on the same topic. We will be requiring potential speakers to fill out a content outline prior to approval, to ensure that we have quality and applicable content from all presenters.***

Please be sure to complete the enclosed forms and return them by Friday, June 20, 2008.

Following you will find a *tentative* schedule of events:

Sunday, July 20	Arrivals Reception 6:30 – 8:30 pm (outside terrace, weather permitting)
Monday, July 21	Breakfast 7:30 am – 8:30 am Business Session 8:30 am – 4:30 pm Dinner 6:00 pm
Tuesday, July 22	Breakfast 7:30 am - 8:30 am Business Session 8:30 am – 4:30 pm Dinner 6:00 pm
Wed, July 23	Breakfast 7:30 am – 8:30 am Idea Roundtable 8:30 am – 11:30 am

Please schedule all departing flights after 3:00 p.m. on July 23, in order to complete the meeting with full attendance. Information regarding the final agenda will be forwarded to you as presenters are identified. If you have any questions concerning registration or other suggestions/ideas please contact Tammi McCoy at 303.282.1449 or [tammi.mccoy@cadaonline.org](mailto:tammi.mccoy@cadaonline.org).

*We look forward to another very successful and valuable meeting!*