



August 8, 2007

To: All CISCO Customers

I am very pleased to announce that we are once again having our CISCO National Users Group Meeting. This will take place at the Sirata Beach Resort and Conference Center in St. Petersburg, FL starting October 14, 2007. The focus for this conference will be training. We will be conducting small breakout sessions covering all of our systems. Please refer to the enclosure for the details.

In order to make this possible, we are holding a block of rooms at a special government rate. I am required to confirm with the hotel the room count by August 27, 2007. I realize that this may be short notice but we need to know if you will be attending and the number of rooms you will require by that date.

Please reply to Ellen Rennard at ellen@cisco-ps.com or by phone at 800-862-2627 with the following information: Department Name, Department Telephone Number, Names of Attendees and Guests, Number of Rooms .

Sincerely,

A handwritten signature in black ink, appearing to read "H. C. Sereboff".

H. C. Sereboff
President

HCS:lcs

**SIRATA BEACH RESORT AND CONFERENCE CENTER
ROOM REGISTRATION INFORMATION**

5300 Gulf Blvd, St. Pete Beach, Florida 33706

www.sirata.com

OCTOBER 14TH - 18TH 2007

1. **YOU ARE RESPONSIBLE** for making your hotel reservations directly. You can contact the hotel at 1-800-344-5999 / 1-727-363-5170. Please be sure that you have first completed your CISCO registration.
2. We have secured the best possible room rates which are established by GSA. CISCO has no control over these rates and they are subject to change and availability. The hotel has agreed to extend the group rates for 2 days prior and 2 days following the conference dates based on room and rate availability. Room rates are based on single or double occupancy. Each additional person 18 years of age or older will be charged an additional fee of \$15.00 per room, per night.
3. **The hotel has established a reservation cut off date of September 21, 2007, by 11:00 p.m. EST.**
4. **It is imperative that you identify yourself as part of the CISCO USERS GROUP** when making your reservation to ensure that you are part of our room block and are afforded the government room rate.
5. **In order to receive the government room rate and possibly a tax exemption you must have with you at check-in a statement on letter head indicating that you are on official business and an applicable tax exemption certificate. This is a hotel requirement and will not be waived.**
6. The hotel has waived the parking fee for all overnight guests with a vehicle. However, if you drive but do not have a room at the Sirata you will pay an \$8.00 per day parking fee.
7. Tampa International Airport is the closest major international airport. The airport code is TPA. There is shuttle service available through Super Shuttle as well as cab service available from the terminal. You can complete your arrangements on Super Shuttle's website at www.supershuttle.com.

Please feel free to contact me with any questions you might have or if you need any further assistance. Questions about the accommodations should be directed to the Sirata.

Sincerely,

Ellen Rennard – CISCO
1-800-862-2627
ellen@cisco-ps.com

Dear CISCO Conference Attendee:

Thank you for your interest in attending the 2007 User Group Conference being held at the Sirata Beach Resort and Conference Center located on St. Pete Beach, Florida.

The conference will open with a Welcome Reception on Sunday evening, October 14, beginning at 7:00 p.m. The sole focus of the conference is training this year. Workshop sessions begin on Monday, October 15 and go through Wednesday, October 17. Classes begin each morning at 8:30 a.m., and conclude at 5:00 p.m. A closing farewell dinner banquet will be held Wednesday evening beginning at 7:00 p.m.

Thursday, October 18, is reserved for one on one meeting sessions by appointment only for those with special requests, granted on a first come first serve basis. You may contact the CISCO personnel who you would like to meet with directly during session breaks or in the evening to schedule your appointment.

The conference/workshop fee is \$125.00 per agency personnel and \$75.00 per guest. This entitles you to attend all sessions and both you and your guests may enjoy the welcome reception, closing dinner and our hospitality suite.

Please carefully and completely read the following registration instructions. It is important that you follow these instructions to ensure a smooth registration process. Attached you will find a packet that includes hotel reservation instructions and airport information. A detailed conference agenda will follow.

1. **Please register for the conference with CISCO prior to making your hotel reservations through the hotel. After reading all instructions, click on the registration button below to access our online registration form.** Please be sure to provide ALL requested information. All attendees should be listed on the registration form including all guests. Please indicate on the registration form the person who should be considered the primary contact for billing or further correspondence. Please indicate Guests by clicking in the Guest box next to the name.
2. Be sure to pay attention to the hotel's **registration deadline of September 21st, 2007.**
3. Once you have completed and submitted your registration form and it has been processed you will receive an e-mail which will include an invoice for EACH registered attendee.
4. When making remittance **please attach to your check a copy of each invoice included in your payment.** Guest fees may be paid for by personal check, money order or cash. We are not equipped to take credit cards. We ask that you attach the appropriate invoice to personal payments also so that we can ensure proper credit to your account.
5. **You are responsible for making your reservations with the hotel. Please see the attached Hotel Registration Document for further information and instructions.**

PAYMENTS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN OCTOBER 8TH, 2007.

Please address your payment envelope to:
ATTN: Laura Sereboff – CONFERENCE INFORMATION
CISCO
5305 Gulf Drive, Suite 1
New Port Richey, FL 34652

I look forward to seeing you in October! Feel free to contact me with any questions that you might have or if you need assistance with the registration process.

[CLICK HERE TO REGISTER](#)

Sincerely,