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***CONFIDENTIAL ATTORNEY-CLIENT
PRIVILEGED MEMORANDUM***

DATE: February 1, 2016

TO: Hotel Association of New York City, Inc.
Labor Relations Members
General Managers, Human Resources Directors and Controllers

FROM: Kane Kessler, P.C.
Labor and Employment Law Department

RE: Notice: Human Resources Directors Training:
Monday, March 7, 2016 at 2:30 PM

Our Human Resources Director Training Program focuses on educating Human Resources Directors new to the New York City Hotel Industry and refreshing current Directors in the key areas of labor relations. This program addresses a number of important topics, including, but not limited to evaluating discharge and discipline; handling meetings with the Union; dealing with Union information requests; Union visitation; hiring; recognizing past practice; making changes in work assignments and combination jobs and other topics.

We have scheduled Human Resources Directors Training as follows:

Date: Monday March 7, 2016

Time: 2:30 p.m.

Location: Radisson Martinique on Broadway
49 West 32nd Street
New York, NY 10001
(Ballroom C - 2nd Floor)

We look forward to seeing you on March 7.

cc: Joseph E. Spinnato, Esq.
Vijay Dandapani, Chairman