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CONFIDENTIAL ATTORNEY-CLIENT
PRIVILEGED MEMORANDUM

DATE: July 30, 2015

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: REMINDER: Human Resources Directors Training:
Monday August 3, 2015 at 2:30 p.m.

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.

REMINDER: We have scheduled Human Resources Directors Training on **Monday, August 3, 2015 at 2:30 p.m. at The Kitano Hotels New York, in the Penthouse on the Hotel's 18th Floor.** The Hotel is located at 66 Park Avenue, New York, NY 10016

We look forward to seeing you on August 3.

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