

Dear Member:

In August of this year, the ITE headquarters office will move to a new location. It seems like we just moved to our current location, but that was almost 10 years ago. The current building owner has decided to have only governmental agencies as tenants, so we were not able to renew our lease.

In looking for a new location for our offices, we set the following criteria: a long-term lease (15 years with options for extensions); access to public transportation (we will be within a block of two Metro stations); proximity to affordable hotels; a low-crime area; and affordable rent. Our new space at 1627 I Street, NW, in Washington, DC, meets these criteria.

In designing the space, we have emphasized the ability to better connect the membership and volunteer leaders with activities conducted at ITE Headquarters. We will be able to conduct online broadcasts of discussions on new legislation and regulations that affect our members from an in-office Web studio. This studio will enable us to include international content in seminars and committee meetings that may be conducted simultaneously. Meanwhile, our conference room will include broadcast capabilities to enhance collaboration between members and volunteer leaders. Using state-of-the-art technology, our reception area and conference room will recognize current and past leaders and award recipients.

In 1999 our members contributed more than \$300,000 to our new office Millennium Fund. Coupled with the allowance provided by the building owners, we were able to build out and furnish our current space. The furniture in the current space will be used at our new location. The building owner's allowance and the 80th Anniversary Fund will once again allow us to have office space and equipment that will continue to serve our membership and staff through the duration of the lease. We will recognize your contribution to our new office space by combining your contributions from the Millennium Fund and the 80th Anniversary Fund.

Help your Institute enhance its member connectivity with a contribution to the 80th Anniversary Fund. Please view the opposite side of this letter for recognition levels and sponsorship opportunities.

Please join us, your fellow ITE members and the sections and districts that have already contributed to the 80th Anniversary Fund. Thank you for your continued support of the Institute and its programs.

Sincerely,



Paul Eng-Wong

ITE International President



Thomas W. Brahm

ITE Executive Director and CEO