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June 18, 2012

Dear Fellow:

Enclosed is your LDT stipend check for the Equal Justice Works 2012 Leadership Development Training (LDT), which will take place from Tuesday, October 23 to Thursday, October 25, 2012 at the Westin Arlington Gateway Hotel in Arlington, VA.

As mentioned in the May 9, 2012 e-mail memo, you are required to book and pay for your travel to LDT. We strongly recommend booking your travel as soon as possible to ensure the best rates and availability of flights. The amount of your LDT stipend check is based on your project location and has been calculated based on your estimated:

- round trip flight (or train) ticket,
- any ground transportation to and from airports and the training hotel,
- baggage fees, and
- additional meals that are not part of the LDT program.

Equal Justice Works will not reimburse you for any additional expenses, nor will you be required to return any funds. Although we do not believe it will be necessary, you are welcome to ask your host site for additional reimbursement if necessary. Attendance at LDT is mandatory. In the event that you need to be excused from the training, such as for a medical reason, for example, you must receive prior approval from Equal Justice Works staff. If you do not attend the Equal Justice Works 2012 Leadership Development Training (LDT), you will be required to return all your LDT stipend monies.

For additional information regarding hotel, local travel, a copy of the agenda, or other details, please see the May 9th e-mail memo or log onto <http://www.equaljusticeworks.org/node/77810>.

Next steps:

- If you have not already, please register for LDT by no later than Monday, August 20, 2012 at <http://equaljusticeworks.wildapricot.org/widget/events?&eventId=473600>.
- Save the Date: Friday, September 14 from 2 to 3 pm EDT for a mandatory webinar; details to come.

If you have any questions, please contact Eric Harsch ([eharsch@equaljusticeworks.org](mailto:eharsch@equaljusticeworks.org); 202-466-3686 ext. 140).

Thank you and we look forward to seeing you in October,

David Simmons,  
Director of Development and Fellowships