

MEMORANDUM

From: Dr. Howard R. Balanoff, Professor & Director
To: CPM Graduation Candidates
Subject: **Reminder: CPM Graduation at the Texas Capitol on December 12th**

The arrangements for the December 2016 Texas CPM graduation ceremony have been finalized. The graduation will take place on Monday December 12, 2016 in the Texas Capitol at 2:30 p.m. in the Capitol Auditorium. The CPM Graduation Speaker will be Dr. Ken Matwiczak, Senior Lecturer, LBJ School of Public Affairs, The University of Texas at Austin and Colonel, United States Army-Retired.

The CPM graduation will begin at 2:30 pm and last for about 1 hour. A reception for the graduates and guests will follow at about 3:30 pm in the Capitol Legislative Conference Room E2.2002A which is located on the second underground level in the Texas State Capitol. The reception will last until about 4:30 p.m. Since parking is a major problem around the Capitol Complex, we urge you to come early. Someone from the CPM Program will be available about 2:00 p.m. in the Texas Capitol Rotunda on the first floor in the center of the building to direct people to the Capitol Auditorium which is located on the first underground extension floor of the Capitol.

Visitor parking for the Capitol Building is located between 12 & 13th Street and San Jacinto. If traveling on I-35, exit on 15th Street and travel west. There will be a street light at the corner of 15th and San Jacinto. Turn left on to San Jacinto Street and head south. The garage will be to your left as you pass 13th Street. Also, metered parking (3 hours maximum) is available on 11th Street and other streets adjacent to the Texas Capitol.

The Capitol Auditorium is located in the first underground extension of the Capitol. You can reach the extension by taking the elevators in the original Capitol building to the E1 floor. Exit the elevator and walk down the corridor. The Capitol Auditorium is on the right hand side across from the Capitol Gift Shop.

Please contact me if you have any questions. If you need to reach me on graduation day, my cell phone number is 512/694-7864. I'll look forward to seeing everyone on Graduation Day.

Sincerely,

Howard Balanoff