

From: Soura, Christian  
To: Erica Brown <Erica.Brown@scdhhs.gov>  
Date: 10/31/2013 9:45:03 AM  
Subject: RE: Travel Details - NYC

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Got it – thanks.

CLS

Christian L. Soura  
Deputy Chief of Staff

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From: Erica Brown [mailto:Erica.Brown@scdhhs.gov]  
Sent: Wednesday, October 30, 2013 3:55 PM  
To: Soura, Christian; John Supra  
Subject: Travel Details - NYC

Hi John & Christian,  
Confirming some details for the upcoming convening in NYC:

Monday (11/4)

Flight: confirmation sent by e-mail from Harvard's travel agent (Christian only)  
Hotel: Springhill Suites at 25 West 37th Street, confirmation number 88357484 (Christian only)  
Dinner: Principals only - 7:00pm @ American Flatbread TriBeCa Hearth (205 Hudson Street)

Tuesday (11/5)

Breakfast: Principals only - 8:00 @ Bank of America Tower (One Bryant Park – I'll confirm the floor by Friday)  
Conference: 9:00-4:00 @ Rockefeller Foundation Office (420 Fifth Avenue, 22nd Floor)

Additional Details:

- Dress is business casual (Banks are aware of this)
- SIB Lab will reimburse for local travel expenses, so please keep all taxi receipts and send them to me (I will then submit to Harvard).
- As a heads up, at the beginning of the day, Jeff will do introductions and ask everyone to explain their role and what they are hoping to get out of the day.
- Jeff has requested that everyone attending read the attached Memphis NFP Evaluation. The Evaluation component of the conference will focus on this study.

Please let me know if you have any questions. I fly in late Monday night so I'll see you both Tuesday morning at Rockefeller.

-Erica

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Erica Brown

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