



## Post-2015 Charette Logistics February 19 – 21, 2014

Please find below logistics details for the Post-2015 charette. Please contact Alex Sveikauskas at [alexandra.sveikauskas@opensocietyfoundations.org](mailto:alexandra.sveikauskas@opensocietyfoundations.org) or x1620 (internal OSF), 212-548-1620 (external OSF line), or 845-332-0128 (cell) if you have any questions.

### **Hotel:**

*Rooms have been reserved for you at:*

Courtyard New York Manhattan

1717 Broadway, New York, NY 10019 USA (2-1/2 blocks walking distance from OSF)

### **Meeting Venue:**

Open Society Foundations

224 West 57<sup>th</sup> Street, New York, NY 10019

Conference room LLABC (the basement level)

**Meals:** *Breakfast and lunch will be served daily outside of conference room LLABC (the basement level). Vegetarian options will be available.*

*Offsite Dinner (Vegetarian options will be available):*

When: Wednesday, February 19<sup>th</sup> Time: 7:00pm

Location: Nocello , 257 W. 55<sup>th</sup> St. NY, NY 10019 (2 blocks walking distance from OSF)

**Expenses:** The Strategy Unit will cover all expenses for the meeting including economy-class airfare, transportation and hotel costs for the duration of the charette.\* For internal participants, please use the following division code, category of work , and event codes to code your Post-2015 expenses in your Amex Expense Report after the charette:

**Division code:** 105005. Administration-Management: Strategy Unit: Strategy and Budget Operations

**Category of work:** Central/Program Administration

**Event Code:** Name: OI005 Post-2015 Charette, Event Code: OI005

If you are coming from a Foundation, the Strategy Unit will be making a budget allocation to cover your costs associated with attending the Post-2015 Charette. Please send a copy of your receipts to Alex at the email above, by Friday, February 28<sup>th</sup>.

\* Please note the Strategy Unit will cover a total of up to three nights in the hotel per participant.\* Only economy-class airfare will be covered unless you have made prior arrangements with the Strategy Unit due to special physical requirements.