

## 2016 EDF Climate Corps Fellow Training May 23-27 - New York City Travel Information

### Location:

#### Roosevelt Hotel

45 E. 45<sup>th</sup> Street (at Madison Ave.)  
New York, NY

### Agenda:

Monday, May 23<sup>rd</sup> – Travel day; welcome reception hosted by EDF, 5:30-7:30pm (optional)

Tuesday, May 24<sup>th</sup> – Training registration starts 8:00am; sessions until 5:00pm

Wednesday, May 25<sup>th</sup> – Training sessions, 8:00am-5:15pm

Thursday, May 26<sup>th</sup> – Training sessions, 8:00am-5:15pm; reception, 6:00-8:00pm

Friday, May 27<sup>th</sup> – Travel day

### What you need to do by Friday, April 15<sup>th</sup>:

1. Book your transportation to New York City – **Fellows are only required to book transportation to/from the training. Lodging arrangements will be made by EDF.**
2. Submit the [Training Travel Form](#).

**Costs:** Travel costs to the training are reimbursable as specified in the Fellow Agreement, but keep in mind that fellows are expected to pay up-front for airfare, hotel, meals and incidentals.

### Travel information:

- **Airfare/Transportation:** You **do need** to book transportation.  
**Fellows should plan to arrive on Monday, May 23<sup>rd</sup> and depart on Friday, May 27<sup>th</sup>.**  
There are three airports in the Greater New York City area.  
[LaGuardia Airport](#) (LGA), [John F. Kennedy International Airport](#) (JFK) and [Newark Liberty International Airport](#) (EWR)
- **Accommodations:** You **do not need** to book a hotel room.  
Rooms have been reserved for all fellows for four nights (Monday, Tuesday, Wednesday, and Thursday) at the Roosevelt. All fellows, including New York City-based fellows, are required to stay at the training hotel. Please be advised that all rooms will accommodate two fellows of the same gender. On the [Training Travel Form](#), fellows have the option to request a roommate.
- **Meals:**  
Breakfast, lunch, and snacks will be provided during the training on Tuesday, Wednesday and Thursday. Fellows will be charged \$35/person/day to their hotel room for catering expenses. Please specify dietary restrictions on the [Training Travel Form](#). All other meals should be reimbursed by your host organization in accordance with their policies and within the travel reimbursement guidelines as specified in the Agreement. Please keep all receipts for reimbursement.
- **Hotel charges:** You **do need** to pay your hotel bill.  
Fellows should be prepared to present a credit card (or debit, though not recommended) at check-in and pay for their portion of the hotel room, catering charges and any incidentals upon departure. The room rate is \$239/night will be split between you and your roommate as well as catering charges of \$35/person/day. Including taxes and fees, we estimate \$700 in total hotel charges per fellow. Please note that it is the hotel's policy to authorize a \$50/day for incidental fees upon check-in on credit cards and charged to debit cards. These funds are typically released by the issuing banks within 5-7 days. Please note, some banks take longer, and debit cards should be avoided if possible as the money is taken from the clients balance and held.

### Other details:

- Dress code for the training is business casual. Please note that on Thursday there will be a photographer on-site for professional headshots and group photos, as well as an evening reception.
- All fellows are required to bring a laptop with MS Office to the training.

For questions regarding training logistics and travel, please contact Yesh Pavlik ([ypavlik@edf.org](mailto:ypavlik@edf.org)).

For questions regarding EDF Climate Corps program and policies or host travel policies please contact your EDF Engagement Manager.