

SUPPORT | PARTNER | ELEVATE

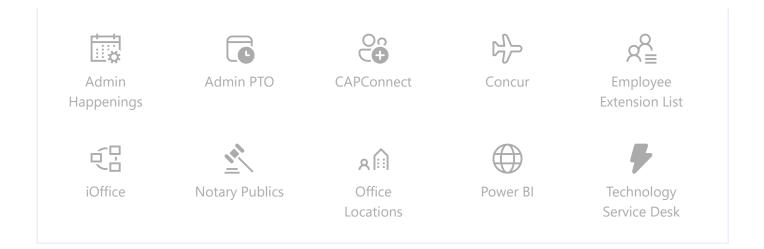
Our mission as culture carriers is to provide first class support for our clients, colleagues, and communities by ensuring a white glove experience

ADMIN NEWS

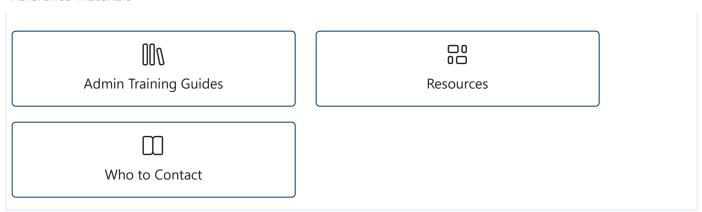
Admin Training Team will be conducting a training session on Nitro on Tuesday, May 9 at 2:00pm EST. If you are interested, please reach out to us at AdminTrainingTeam@captrust.com.

"The two most important days in your life are the day you are born and the day you find out why". – Mark Twain

Quick Links

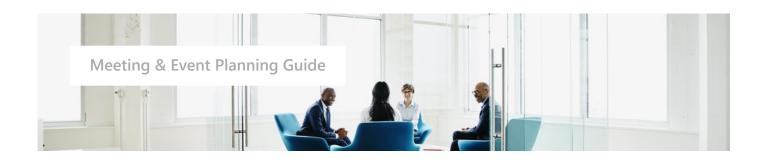


Reference Materials



Planning a Visit to Raleigh

- 1. Notify the front desk at <u>frontdesk@captrust.com</u> with the names and dates of any visitors, including employees.
- 2. Any employee MUST utilize the new Technology Service Desk to request a visitor badge prior to their arrival.
- 3. If you need to reserve a desk or office space, log into iOffice and click reservations.
- 4. To arrange ground transportation, please see page 16 of the Meeting & Event Planning Guide.
- 5. Please review the Meeting & Event Planning Guide below for additional information.





Upcoming Events See all

+ Add event

15

MAY

16

Rick Shoff Acq Prospect Mon, May 15, 1:00 PM

Rick Shoff Acq Prospect Tue, May 16, All day

мау **16** Kimley-Horn Q1 review Tue, May 16, 9:00 AM мау **15** Rick Shoff pm event Mon, May 15, 5:30 PM

16

QA Client Advisory Board Meeting Tue, May 16, All day





