



Mindy Jafek <mjafek@roblox.com>

Re: VP APPROVAL: Web Summit 2021 | Travel to Lisbon - November 2-5

Mindy Jafek <mjafek@roblox.com>
To: Desiree Fish <dfish@roblox.com>
Cc: Irina Efremova <iefremova@roblox.com>

Fri, Oct 15, 2021 at 4:31 PM

Cool. Thanks both.

Will definitely follow the travel policy - this is the latest one I found on [Confluence](#).

On Fri, Oct 15, 2021 at 4:23 PM Desiree Fish <dfish@roblox.com> wrote:
Got it. Makes sense.

On Fri, Oct 15, 2021 at 4:12 PM Irina Efremova <iefremova@roblox.com> wrote:

Chiming in on the schedule we discussed with Mindy. The conference starts Monday by the way with an evening reception.

- 11/2 (Tue) – depart SFO, landing in Lisbon the following day 11/3.
- 11/3 (Wed) – arrive in Lisbon, check into the hotel and then check the venue/prep. Jon/Zara arrive in the evening too, meet them to brief on upcoming meetings and schedule next day.
- **11/4 (Thu) – main conference day with panel/media meetings with Jon (all day, 9am – 6pm). Jon/Zara have a VIP dinner invite that evening too.** (We are starting to pitch meetings + an interview early next week, US media ourselves and UK media will be pitched by Outcast)
- 11/5 (Fri) – usually flights to SFO depart in the morning and land in SFO later on Friday, that's why I recommended Mindy stays an extra day if she'd like b/c Fri would be travel anyway, so she can work more comfortably during the day, but also have an extra evening in Lisbon if she'd like the extra time and can book her own hotel for an additional night.
- 11/6 (Sat) – departure.

So, 11/2 Tue – 11/5 Fri would be work-related travel and event days.

From: Desiree Fish <dfish@roblox.com>
Date: Friday, October 15, 2021 at 4:06 PM
To: Mindy Jafek <mjafek@roblox.com>
Cc: Irina Efremova <iefremova@roblox.com>
Subject: Re: VP APPROVAL: Web Summit 2021 | Travel to Lisbon - November 2-5

hi, see you tonight Mindy,

but what are the days you need to be there for work (when is Jon on?

You aren't staying for the entire conference or are you?

for the trip, I am supportive of you going to support Jon, just adhere to the policy as I know you will and all good!

On Fri, Oct 15, 2021 at 2:32 PM Mindy Jafek <mjafek@roblox.com> wrote:

Hi Desiree - We are finalizing details for Jon's fireside chat with Zara Larrson and wanted to get approval in writing for the trip per our travel policy.

I will book my flight/hotel through Trip Actions (signed up today) and will be staying at a separate hotel close to the Intercontinental where Jon and Zara will be staying (Intercontinental is sold out). I plan on staying through Saturday, but will pay for that myself.

Let me know if you need anything else from me for approval.

Cheers,

Mindy

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Mindy Jafek

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Image removed by sender.

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Desiree Fish

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