

Avon – Pfizer Metastatic Breast Cancer Grants Program Retreat

Travel and Hotel Information

Each participant is responsible for making her/his own travel arrangements and hotel reservations, before the reservation cut-off date, as outlined below.

Agenda: The agenda runs from approximately 1:00pm on Wednesday, December 2, through 5:00pm on Thursday, December 3. Avon anticipates that most participants will arrive in New York on Wednesday morning, December 2, and depart on Friday, December 4. If the travel schedule from your area does not allow you to arrive and depart at these times, please email Meka Moskowitz.

Expenses: Avon will reimburse economy level air, bus or train fare and ground transportation costs for Retreat participants (receipts required). In addition, Avon will provide a hotel room for each participant as described below; meals as outlined on the Retreat agenda; and Retreat registration and related materials. No additional reimbursements (including meals not outlined on the agenda, hotel room nights in addition to December 2-3, 2015, transportation expenses, and rental cars) will be provided unless approved in advance by Avon. Information on how to request a travel reimbursement will be circulated prior to the Retreat.

Hotel: The host hotel is **The Tuscany – St Giles Grand Hotel**, 120 East 39th Street (Between Park Ave and Lexington Ave), New York, NY. Please make your room reservation by **November 4, 2015**.

To make a reservation **call 212-686-1600, dial -0- for the operator, and ask to speak with in-house reservations** between the hours of 9:00am–6:00pm Monday through Friday or 10:00am–6:00pm on Saturday or Sunday. Reference **Avon Foundation NYC Symposium**. You will be required to provide a credit card to hold the reservation and pay for any incidental charges you choose to accrue, but the cost of the room and tax will be charged to the Avon Foundation master account. The Tuscany – St Giles Grand Hotel also offers reservation assistance via email at reservefax@stgilesnewyork.com.

The room block will be held until 5:00pm EST November 4, 2015. Reservations are on a first-come first-served basis, and cannot be guaranteed after the cutoff date.

Avon will provide hotel rooms for the nights of Wednesday, December 2, and Thursday, December 3 only. If you would like to extend your stay either before or after the Retreat to enjoy New York, you will be financially responsible for any additional hotel nights beyond December 2-3, 2015.

If the travel schedule from your area does not allow you to arrive in NY by around 11 am on Wednesday, December 2, please contact Meka Moskowitz for approval of a hotel extension **BEFORE** making your travel reservations.

Trains, Planes, and Automobiles: The Retreat will be held in New York City. The closest airports and stations are:

LaGuardia Airport (LGA)

Approximately 8.4 miles northeast of hotel

[Ground Transportation Info](#)

John F. Kennedy International Airport (JFK)

Approximately 14.9 miles southeast of hotel

[Ground Transportation Info](#)

Newark Liberty International Airport (EWR)

Approximately 16.4 miles southwest of hotel

[Ground Transportation Info](#)

Penn Station (Bus, Train, Amtrak, Subway)

Approximately 1.3 miles southwest of hotel

[Ground Transportation Info](#)

Grand Central Station (Bus, Train, Subway)

Approximately 0.3 miles north of hotel

[Ground Transportation Info](#)

There are many options in ground transportation, including:

- [Super Shuttle Van Service](#) from airports – estimated cost is \$18-\$21 per person for Shared Ride Van Service
- Taxi Service – Estimated fare (not including toll / tip) is around \$40 from LGA, \$45 from JFK and \$60 from EWR
- NY Mass Transit – Details on options can be found at the ground transportation links listed above. The closest subway stop to the hotel is Grand Central Station serviced by the 4, 5, 6, 7, and S subway lines (0.3 mi)

Meeting Venue: The meeting venue is the Apella Event Space at the Alexandria Center (<http://www.apella.com/>). The Apella is located at 450 E 29th Street (East of 1st avenue, between 1st Avenue and the East River). We will provide a shuttle bus for travel between The Tuscany Hotel and the Apella Event Space. Information on the bus service will be sent prior to the meeting.

Questions: Please direct questions to Meka Moskowitz: meke.moskowitz@avon.com