

ECRI Sponsors Meeting: December 2019 - New York, USA (3rd - 6th December 2019)

ECRI Sponsors,

Following Jon's earlier preliminary announcement, set out below are the details for our **Year End - 2019 Sponsors Meeting** and other Meetings which will take place in **New York, USA**.

1. Dates and Overall Schedule :-

- **Tuesday 3rd December** - ECRI Board Meeting in '1409 Executive Board Room', Grand Hyatt New York (14.00 - 17.00 hrs) (Board Members and invitees Only)
- **Tuesday 3rd December** - Welcome Reception in 'Alvin', Grand Hyatt New York (18.00 - 20.00 hrs)
- **Wednesday 4th December** - Day 1 Sponsors Meeting in 'Carnegie & Broadway', Grand Hyatt New York (08.00 - 17.00 hrs)
- **Wednesday 4th December** - Group Dinner at 'The Union Club, New York', 101 East 69 Street, New York (19.00 - 22.30 hrs)
- **Thursday 5th December** - Day 2 Sponsors Meeting in 'Carnegie & Broadway', Grand Hyatt Hotel New York (08.00 - 14.00 hrs)
- **Thursday 5th December** - SIG Meeting - Development, Civil, Buildings, Power and Infrastructure in '1409 Executive Board Room', Grand Hyatt New York (14.30 – 17.30 hrs) (Separate Invitation)
- **Friday 6th December** – SIG Meeting – Onshore & Offshore Oil & Gas in '1409 Executive Board Room', Grand Hyatt New York (08.00 – 13.00 hrs) (Separate Invitation)

2. Venue :-

All of the main Sponsor meetings will take place at:
Grand Hyatt New York
109 East 42nd Street at Grand Central Terminal
New York
NY 10017
USA

Tel: + 1 212 883 1234

Website: <https://www.hyatt.com/en-US/hotel/new-york/grand-hyatt-new-york/nycgh>

The Grand Hyatt New York is located in Mid Town Manhattan and connected to Grand Central Station. The hotel is 8 miles from LaGuardia Airport, 15 miles from JFK International Airport and 17 miles from Newark Liberty International Airport. The hotel can arrange transportation to/from the airport if required.

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3. Sponsors Meeting Details / Timings :-

Welcome Reception – Tuesday 3rd December 2019 :-

Reception with drinks and canapés / cocktail snacks will take place at the Grand Hyatt New York from **18.00 hrs.** until **20.00 hrs.** in 'Alvin' located on the Conference level of the hotel.

Sponsors Meeting Day 1 Plenary Session – Wednesday 4th December 2019 :-

Arrival, Registration and Refreshments from **08.00 hrs.** outside the Plenary Session Room 'Carnegie & Broadway'. The meeting will commence at **08.30 hrs.** Coffee / tea breaks and lunch will be provided and the meeting will finish at **17.00 hrs.** Lunch will be served in 'Edison & Winter Garden' next door to the main plenary session. 'Carnegie & Broadway' and 'Edison & Winter Garden' are located on the Conference level of the hotel.

For the afternoon session, we will use a Breakout Group format using break out rooms 'Booth, 1401 Executive Board Room and 1409 Executive Board Room'. The allocated breakout room for each Group will be announced during the meeting and signage for the rooms will be provided.

4. Sponsors and Guests Dinner - Wednesday 4th December 2019 :-

This will take place at:

The Union Club

101 East 69 Street
New York
NY 10021

Tel: +1 212 734 5400

Website: <https://www.theunionclub.com/>

A Pre-Dinner Drinks Reception and Dinner is arranged for the evening of the 4th December at The Union Club. Pre dinner drinks/canapés will be served from 19.00 hrs in the 'King Room'. Dinner will be served at 20.00 hrs in the 'Evarts Room'. Union Club is a 30 minute walk or a 10 minute drive from The Grand Hyatt New York Hotel. Transportation options will be confirmed nearer the date.

Please note: "Union Club requires formal jacket & tie for the gentlemen and equal formal attire for the ladies. No jeans or sneakers are permitted."

I would appreciate it if you could let me know whether you have any special dietary requirements, so that necessary catering arrangements can be made.

5. Sponsors Meeting Day 2 Plenary Session – Thursday 5th December 2019 :-

Arrival, Registration and Refreshments from **08.00 hrs.** outside the Plenary Session Room 'Carnegie & Broadway'. The meeting will commence at **08.30 hrs.** Coffee / tea breaks and lunch will be provided and the meeting will finish at **14.00 hrs.** Lunch will be served in 'Edison & Winter Garden' next door to the main plenary session. 'Carnegie & Broadway' and 'Edison & Winter Garden' are located on the Conference level of the hotel.

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6. Dress Code :-

Dress code for the Welcome Reception and Meeting(s) is at your discretion but you all seem to be comfortable with "smart casual" or your normal business attire, whichever you prefer. Please note the 'jacket and tie' requirements for the dinner at The Union Club.

7. Hotel Accommodation and Travel / Transportation :-

As with previous ECRI Sponsors Meetings, you are responsible for making your own travel and local transportation arrangements as well as selecting, booking and payment for your accommodation as well as complying with any booking / cancellation rules set by your hotel. This allows you to stay in an hotel of your choice and manage and change your own booking accordingly. You will also receive the booking confirmation direct from the hotel.

To assist you with your hotel room booking, we have negotiated concessionary rates and reserved an allocation of **Grand King and Grand Doubles** from **Sunday – 1st December to Saturday 7th December** at the **Grand Hyatt New York** as follows :

Grand King – single rate \$379 / double rate \$379 / triple rate \$404 / quad rate \$429

Grand Double – single rate \$379 / double rate \$379 / triple rate \$404 / quad rate \$429

Grand King with Full American Breakfast (from hotel restaurant) – single rate \$399 / double rate \$419 / triple rate \$464 / quad rate \$509

Grand Double with Full American Breakfast (from hotel restaurant) – single rate \$399 / double rate \$419 / triple rate \$464 / quad rate \$509

The guest room rates are quoted exclusive of any applicable taxes (which are currently 14.75% + 3.50%), applicable service fees and/or Hotel specific fees in effect at the time of the event.

All rates are per room per night and also include **in-room internet access**. Prices are quoted in US Dollars.

It is important to note that the Grand King/Grand Double room allocation and negotiated rates are available for booking only until **18th October 2019** after which any unreserved rooms from our allocation will be released back to the hotel and the then applicable rates and availability will apply.

To make a reservation please click on the Group link below:

<https://www.hyatt.com/en-US/group-booking/NYCGH/G-LEGR>

Alternatively, in case of difficulty, you should contact **KJ Birch**, our dedicated contact at the Grand Hyatt New York:

KJ Birch

Event Planning Manager

Grand Hyatt New York

+ 1 646 213 6888 TELEPHONE

+ 1 646 213 6839 FAX

kenneth.birch@hyatt.com

ECRI Sponsors Meeting: December 2019 - New York, USA (3rd - 6th December 2019)

8. Outline Programme :-

Jon Nield will be issuing detailed **Agendas for Day 1 and Day 2 Meetings** in due course and closer to the date.

9. R.S.V.P. :-

To allow us to begin finalising the arrangements, would you please let me know:

1. Whether you will be able to attend the Sponsors Meetings on **4th & 5th December** and whether any Company colleague will be joining you.
2. Whether you (and your Partner / Colleague, if present) will be able to attend the Welcome Reception at the Grand Hyatt New York on the **3rd December 2019**.
3. Whether you (and your Partner / Colleague, if present) will be able to attend the Sponsors Dinner at the Union Club on the **4th December 2019**.
4. Whether you will be able to attend the SIG Meeting – Development, Civil, Buildings, Power and Infrastructure on the **5th December 2019** and whether any Company colleague will be joining you.
5. Whether you will be able to attend the SIG Meeting – Onshore & Offshore Oil & Gas on the **6th December 2019** and whether any Company colleague will be joining you.
6. Whether you (and your Partner / Colleague, if present) have any specific dietary requirements.

Can you please confirm your attendance or not and provide the above information by return. Please can you also let me have your cell phone number so that we can reach you in New York if necessary.

10. Cancellation :-

If, prior to attendance, you find that for whatever reason you are unable to attend, please **immediately** let me know because the Meeting will probably be oversubscribed, and we would want to fill your place with another attendee.

11. Pick-Up / Side Trips :-

The Grand Hyatt New York can arrange pick-up and transfer from the airport if you wish together with City / Local side trips whilst in New York.

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If you have any questions relating to the meeting or require further information, please let me know. We look forward to welcoming you all to our meetings in New York in December.

Kind regards
Susan

Susan Mahon

Engineering & Construction Risk Institute
Event Coordinator
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