



Theatre Communications Group  
520 Eighth Avenue 24th Floor New York NY 10018-4156  
T 212 609 5900 F 212 609 5901 www.tcg.org

2010 TCG FALL FORUM ON GOVERNANCE  
*Changing Lives*  
November 12–14, 2010  
New York City

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## GENERAL INFORMATION, TRAVEL AND LODGING

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### Meeting Sites

**Friday, November 12, 6:00 pm–9:30 pm**

Bryant Park Grill  
25 West 40<sup>th</sup> Street (between 5<sup>th</sup> and 6<sup>th</sup> Avenues)  
(212) 840-6500  
<http://www.bryantpark.org/amenities/dining.php>

**Saturday, November 13, 8:30 am–5:00 pm**

**Sunday, November 14, 8:30 am–12:30 pm**

The Desmond Tutu Center  
180 Tenth Avenue (between 20<sup>th</sup> & 21<sup>st</sup> Streets)  
(212) 929-3888  
<http://www.ahl-tutucenter.com>

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### Registration

A registration table will be set up at Bryant Park Grill on Friday and at The Desmond Tutu Center on Saturday and Sunday.

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### Food and Drink

Your registration fee includes one dinner, one lunch, two continental breakfasts and various coffee breaks (please see the [agenda](#) on our website). *Participants with special dietary or physical requirements should contact Chris Shuff at [cshuff@tcg.org](mailto:cshuff@tcg.org) or (212) 609-5900 x248 as soon as possible, if the requirement was not already noted on your registration form.*

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### What to Pack

Dress for the Friday night dinner is business attire. Dress throughout the remaining Forum is informal. In New York, the average daily temperature in November can range anywhere from 40–52° F. We recommend that you dress in layers and bring an umbrella/raingear in case of fall showers.

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### Transportation from Airports:

- **Super Shuttle**

(212) 258-3826

[www.supershuttle.com](http://www.supershuttle.com)

Runs from LaGuardia, JFK and Newark airports. To locate the shuttle from the airport, follow signs to the baggage claim area and locate the ground transportation counter. They will assist you further. You do not need reservations from the airport, but returning to the airport requires reservations. The cost from JFK and Newark is \$19 per passenger and the cost from LaGuardia is \$15 per passenger for most Manhattan destinations.

- **Carmel Car Service**

(800) 9-CARMEL or (212) 666-6666

[www.carmelcarservice.com](http://www.carmelcarservice.com)

Make your reservation 24 hours in advance. The cost from JFK is \$40 curbside and \$75 from baggage claim, plus tip and toll. The cost from LaGuardia is \$28 curbside or \$63 from baggage claim, plus tip and toll. The cost from Newark is \$43 curbside or \$78 from baggage claim, plus tip and toll.

- **AirTrain JFK**

<http://www.mta.nyc.ny.us/mta/airtrain.htm>

Take AirTrain JFK to/from Jamaica or Howard Beach station and connect to/from MTA Long Island Rail Road (LIRR) trains, MTA New York City Transit subways and local buses. The cost is \$5 plus cost of the subway or LIRR train. Take AirTrain to connect to the following trains and subways:

- the LIRR at Jamaica Station
- the E, J/Z subways at Jamaica Station
- the A subway at Howard Beach Station

- **AirTrain Newark**

<http://www.panynj.gov/airports/ewr-airtrain.html>

Take AirTrain to/from Newark Airport Train Station and connect to/from NJ Transit or Amtrak trains. If you choose to use NJ Transit, connect with trains that run on the Northeast Corridor or North Jersey Coast Line. If you choose to use Amtrak, connect with trains that run on the Northeast Corridor Line. The cost of the AirTrain is \$5.50 plus the cost of the connecting train. Check with NJ Transit or Amtrak to determine ticket cost, check train schedule and confirm that the train you want stops at your destination.

## Transportation to the Meeting Sites:

The MTA subway system runs throughout New York City. You can purchase a MetroCard in the station. The cost is \$2.25 per ride.

- **To reach Bryant Park Grill (25 West 40th Street, between 5<sup>th</sup> and 6<sup>th</sup> Avenues):**

<http://www.bryantpark.org/amenities/dining.php>

Take the **7, B, D, F or V** train to **42<sup>nd</sup> Street/Bryant Park**. The entrance to the Grill is across the park on 40<sup>th</sup> Street. Alternatively, take the **1, 2, 3, 7, N, R, Q or W** train to **42<sup>nd</sup> Street/Times Square** and walk one block east to Bryant Park. The entrance is on the far side of the park on 40<sup>th</sup> Street.

**Parking** for the Bryant Park Grill is available at **Bryant Car Park**, 39<sup>th</sup> Street between 5<sup>th</sup> and 6<sup>th</sup> Avenues (212) 768-8038.

- **To reach The Desmond Tutu Center, (180 Tenth Avenue between 20<sup>th</sup> and 21<sup>st</sup> Streets):**

<http://www.ahl-tutucenter.com>

Take the **C** or **E** train to **23<sup>rd</sup> Street**; exit onto 8<sup>th</sup> Avenue. Walk south to 21<sup>st</sup> Street, turn right and walk to 10<sup>th</sup> Avenue. Turn left and the Tutu Center is on the left (east) side of the street.

Or take the **A** train to **14<sup>th</sup> Street**, exit onto 8<sup>th</sup> Avenue. Walk north to 20<sup>th</sup> Street, turn left and walk to 10<sup>th</sup> Avenue. Turn right and the Tutu Center is on the right (east) side of the street.

**Parking** is available on the street.

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## LODGING

TCG has arranged for a number of hotel options for the Fall Forum. Given the fact that November is in the midst of the high season, rooms are in short supply. We urge you to reserve early to avoid disappointment. The negotiated rates listed below are only good through Friday, October 1. The Friday dinner is at Bryant Park Grill, 40th Street and 5th Avenue, and the remainder of the Forum will be held at the Desmond Tutu Center, (which has a very limited number of rooms available, see below\*) 180 10th Avenue at 20th Street.

**Lois Lane Travel****www.loislanetravel.com**Reservations: (888) 212-8966 or email [reservations@loislanetravel.com](mailto:reservations@loislanetravel.com)

Lois Lane Travel is TCG's travel agent and has access to a number of hotels at amazing discounts (supplies are limited at each hotel). No extra booking fees will be charged. Keep in mind, you must cancel 72 hours in advance of your arrival date to avoid a penalty.

**DO NOT CALL THE HOTELS FOR THESE RATES. THEY ARE ONLY AVAILABLE THROUGH LOIS LANE TRAVEL. Rates do not include taxes.**

<p><b>Carlton on Madison</b> 88 Madison Avenue (East 28th/29th St.) <b>\$279 - \$339/night</b></p>	<p><b>Hampton Inn Chelsea</b> 108 West 24th Street (6th Ave.) <b>\$269/night</b></p>
<p><b>Desmond Tutu Center*</b> 180 10th Avenue (20th St.) <b>\$279/night (Friday and Saturday nights only)</b></p>	<p><b>Hotel Gansevoort</b> 18 9th Ave. (West 13th St.) <b>\$365/night</b></p>
<p><b>Fashion 26 Hotel</b> 152 West 26th St. (6th/7th Ave.) <b>\$269/night</b></p>	<p><b>MAeve Hotel</b> 62 Madison Avenue (East 27th St.) <b>\$199 - \$239/night</b></p>
<p><b>Gem Hotel Chelsea</b> 300 West 22nd St. (8th Ave.) <b>\$259/night</b></p>	<p><b>Wyndham Garden Hotel</b> 37 West 24th St. (5th/6th Ave.) <b>\$259 - \$279/night</b></p>

**Club Quarters****www.clubquarters.com**

Reservations: (212) 575-0006, (800) 992-2694

Downtown: 52 William Street (between Wall &amp; Pine Streets)

World Center : 140 Washington Street (between Cedar &amp; Albany Streets)

Midtown: 40 West 45th Street (at 6th Avenue)

Rockefeller Center: 25 West 51st Street (at 6th Avenue)

Club Quarters is a private, full-service hotel designed for the business traveler. Rooms include high speed wireless internet access, cordless and speakerphones with voicemail and data ports, cable/satellite, on-demand movies and coffee/tea maker.

Reservation Code: Refer to "Theatre Communications Group" for the membership rate when calling. The online password is "TCG." Rates range from \$216 - \$304/night plus taxes, depending on location and room size. You must cancel 72 hours in advance of your arrival date, before 5:00 pm (EST), to avoid a one night's charge penalty.