

Avon Foundation Breast Cancer Forum

Conference Travel Information

The Avon Foundation Breast Cancer Forum will be held **March 1-2, 2011 at *Apella***, the event space at Alexandria Center located at 450 East 29th Street, New York, NY. The host hotel for the event where Forum attendees will stay is the Carlton Hotel located at 88 Madison Avenue (at 29th Street), New York, NY. The Avon Foundation for Women ("Avon") invites you to attend and encourages you to travel to New York on February 28 or the morning of March 1 depending upon where your travel originates. [Please click this link to register.](#)

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

Agenda: The agenda runs from approximately 12:00 noon, Tuesday, March 1 through 5:00pm, Wednesday, March 2.

Avon anticipates that participants will arrive in New York either February 28 or the morning of March 1, and depart on Wednesday March 2.

Expenses:

Research scientists with active Avon grants are encouraged to use travel funds from their grant to cover travel to this event. If you do not have a current Avon award, or there are other financial issues, Avon will reimburse the cost of economy class travel for you to attend this event.

Avon will provide a hotel room for each participant as described below; meals as outlined on the Forum agenda; and Forum registration and related materials. No additional reimbursements (including meals not outlined on the agenda, transportation expenses, and rental cars) will be provided unless approved in advance by Avon.

Flights:

The host hotel is the Carlton located at 88 Madison Avenue (at 29th Street) in New York, NY. The closest airports are:

John F. Kennedy International Airport – JFK

Approximately 17 miles east of hotel
\$45 cab fare (excluding tip)

LaGuardia Airport – LGA

Approximately 8 miles east of hotel
approximately \$30 cab fare (excluding tip)

Hotel:

Avon has reserved a block of rooms at the Carlton Hotel, located at 88 Madison Avenue (at 29th Street), New York, NY. Please make your room reservations by January 14, 2011 directly with the Carlton by calling 800-601-8500 and identifying your affiliation with the Avon Foundation for Women. The hotel will ask you for a credit card to hold the reservation and pay for incidental charges, but the cost of the room and tax will be charged to the Avon Foundation master account. The room block will be held until Friday, Jan. 14. Reservations are on a first come - first served basis, and cannot be guaranteed after Jan. 14.

Avon will provide hotel rooms for the nights of Monday February 28th, Tuesday March 1st, and as needed, Wednesday March 2nd. Please only reserve a room for the night(s) you require, and be advised that you will be financially responsible for any additional nights beyond those listed above.