

**From:** Linas, Melinda M. <[melinda.linas@chicagopolice.org](mailto:melinda.linas@chicagopolice.org)>

**Sent:** Wednesday, October 4, 2023 3:33 PM

**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>

**Cc:** Erin Lauesen <[erin.lauesen@chicagopolice.org](mailto:erin.lauesen@chicagopolice.org)>

**Subject:** Follow up regarding international travel

Mr Berlin,

I am following up upon our return from New Zealand.

Earlier this year I was designated by the City of Chicago and Chicago Police Department to be the Executive Sponsor and Conference Co-Chair for the International Association of Women's Police Training conference that will be hosted by Chicago next year in September 2024. Sgt Erin Lauesen and I have been tasked with organizing and coordinating all that needs to be done to host this major, international conference. Part of our duties included giving a presentation and being a part board of directors discussions in the days leading to the conference. Here is a breakdown of the travel:

September 10, 2023 - Sgt Lauesen and I flew out of O'Hare airport and arrived in Auckland New Zealand on September 12, 2023.

September 14, 15, 16, 2023 - delivered presentation of the 2024 Chicago IAWP conference to IAWP board of directors and attended IAWP Board meetings.

September 17 - 21, 2023 attended the IAWP Conference.

September 22, 2023 - After action review with IAWP advisor

Expenses:

Roundtrip Coach airfare paid for by The Chicago Police Foundation

Lodging from Sept 12 - 21, 2023 paid for by The Chicago Police Foundation

Conference Registration fee paid for by The Chicago Police Foundation

All other expenses including food and ground transport were paid by ourselves

Please let me know if you need anything more.

Thank you very much,

Melinda Linas

[Melinda Linas](#)

[Commander](#)

[014 District - Shakespeare](#)

[Chicago Police Department](#)