From: Nava, Roxanne
Sent: Thursday, September 25, 2014 1:11 PM
To: Superfine, Richard
Cc: Guerra, Maria
Subject: disclosure pursuant to 2-156-142(d)(12)

Hello Steve,

On Thursday, September 18th and Friday, 19th I traveled to Washington DC for CFED’s conference in my official capacity for the Department of Business Affairs and Consumer Protection. .  The details of the conference are listed below:

* + *Cities Promoting Small Minority Owned Businesses* at CFED’s [2014 Assets Learning Conference](http://assetsconference.org) (ALC).  This event will brought together over 1,000 stakeholders in the asset-building and financial inclusion fields and will took place September 17-19 at the Washington Marriot Marquis in Washington, DC. *Cities Promoting Small Minority Owned Businesses* is the panel I was asked to speak on.  In this panel there were 3 speakers (including me). I spoke about how Chicago is working to promote the growth of small minority-owned businesses through access to capital, customers and contracts. Participants will learn how these initiatives are not only helping the business owners build assets, but also the employees and communities they operate in. There were approximately 50 -75 attendees in the session. My panel took place Friday, September 19th from,   10:15-11:45 am.  I attended the conference activities during the rest of the time.
	+ Participation was approved by the Commissioner.
	+ As a speaker, the Conference registration is fee is waived
	+ They are providing a $1,000 stipend to defray travel cost.  The travel cost were $1,002.76 and include the following:  airfare ($722), transportation to/from airport($20), hotel expense ($250.76), and meal ($10). The $2.76 over the stipend are on reimbursable and on me.

Please let me know if you need anything else. Thanks.

Roxanne



Information for Speakers

## 2014 Assets Learning Conference Washington, DC September 17-19, 2014

# **Presentations**

# Speakers must provide CFED with electronic versions of their presentations (PowerPoint, Prezi, etc.) no later than 11:59 pm EDT on Friday, August 29, 2014. CFED will upload presentations onto the laptops in which the presentation is being delivered. Please submit your presentation to Sean Luechtefeld (info@assetsconference.org).

# **Handouts**

Speakers will be responsible for bringing copies of their handouts to their session at the Assets Learning Conference. We also strongly encourage all speakers to provide CFED with electronic copies of their handouts for their sessions so they can be uploaded to the conference website, [www.assetsconference.org](http://www.assetsconference.org). Please submit electronic versions of your handouts to Sean Luechtefeld (info@assetsconference.org) no later than 11:59 pm EDT on Friday, August 29, 2014.

If you need to ship handouts to the Conference hotel, please do so using the address below, and schedule your materials to arrive no earlier than Wednesday, September 10, 2014.

Hold for <GUEST NAME>, CFED Assets Learning Conference

Guest arriving <ARRIVAL DATE>

Washington Marriott Marquis

901 Massachusetts Avenue NW

Washington, DC 20001

# **Speaker Biographies**

Please submit a brief biographical profile for inclusion in the Conference materials. In order to achieve “brief,” we recommend that you focus (in 10 or fewer lines of 12 pt. font) on your experience and expertise that relates to the topic of your session. The Conference organizers reserve the right to edit and format biographical submissions for consistency. You will submit your biographical profile using the [Speaker Information Form](https://docs.google.com/forms/d/1VTXPPsxDxIUKTx4WNJMq3aC_CRj1gxhKjfYGIBOztoI/viewform?usp=send_form).

If you have any questions about the content of your session, please contact your Session Manager. For all logistical needs and questions, please contact Sean Luechtefeld at info@assetsconference.org.

# **Compensation**

**Conference Registration**

All speakers will have their registration costs for the Conference waived. In order to receive your free registration, you must register at <https://www.assetsconference.org/2014alc?categoryid=596953> using code SPK.

**Stipend to Defray Travel Costs**

Rather than reimburse travel costs, CFED will provide non-local speakers with a stipend in the amount of $1,000 that can help offset their travel and lodging costs. Non-local is defined as anyone who resides outside a 25-mile radius of the Washington Marriott Marquis. In order to receive your stipend, you must fill out the [Speaker Information Form](https://docs.google.com/forms/d/1VTXPPsxDxIUKTx4WNJMq3aC_CRj1gxhKjfYGIBOztoI/viewform?usp=send_form) and indicate the name and address to which a check should be sent.

**Hotel/Lodging**

Although CFED will not pay for the cost of your lodging, speakers are encouraged to book at the special Assets Learning Conference rate of $264 per room per night plus applicable local taxes and fees. You will receive information about how to book within the ALC block when you register for the Conference. The deadline to make hotel reservations at the special Conference rate is August 26, 2014.

**Other Transportation**

CFED will not reimburse for ground transportation to and from the hotel including taxi, airport shuttle or metro fares.

**Meals**

CFED will not reimburse for meals, as meals will be provided during the conference.

**Automobile Travel**

CFED will not reimburse for automobile travel expenses, such as gas or mileage.

**Submitting Information**

In order to confirm your speaking role at the 2014 Assets Learning Conference, you must fill out the Speaker Information Form. Filling out the form will require you to provide CFED with the following information:

* Your name
* Your title
* Your organization
* Your email address
* The name of the session in which you will speak
* The name or organization to whom your honorarium check should be made out
* The address to which your honorarium check should be sent
* Any special audio/visual needs for your session
* Whether you will use PowerPoint (or other presentation software) during your session
* Your biographical profile
* Any special needs you may have

You are required to submit the information in the form no later than 11:59 pm EDT on Friday, August 1, 2014. Failing to submit the Speaker Information Form by then without prior written consent may result in your removal from the Conference program.

Please direct all questions to Sean Luechtefeld at info@assetsconference.org.