

From: Lesley Groff <[REDACTED]>
To: Martin Nowak <[REDACTED]>
Cc: [REDACTED]
Subject: Re: Dinner at the Institute Dec. 1st
Date: Tue, 29 Nov 2016 20:30:16 +0000

I think any of that would work just great! It sounds like you will need to play by ear to see if your meeting room will be available...Jeffrey is not fancy...just wants it organized and comfortable!

> On Nov 29, 2016, at 2:39 PM, Gallagher, Katherine <[REDACTED]> wrote:

>
> If they don't need that room prior, then a 6:30p start should work! Depending on how many people will be there during the day, they can visit in Martin's office and then move to the meeting room for dinner.

>
> Alternatively, if you think it would be preferable, I can check with Harvard Kennedy School (downstairs from us) if they have a room available.

>
> Katherine

>
>> On Nov 29, 2016, at 2:29 PM, Lesley Groff <[REDACTED]> wrote:

>>
>> Hi Katherine...the dinner will start at 6:30pm and be about 8 or 9 people...is there another room available?

>>
>>> On Nov 29, 2016, at 2:13 PM, Gallagher, Katherine <[REDACTED]> wrote:

>>>
>>> Hi Lesley,

>>> Do you know how many people we are expecting? We have a seminar scheduled for 4p - 6p in our meeting room that day.

>>>
>>> All the best,
>>> Katherine

>>>
>>>> On Nov 29, 2016, at 12:09 PM, Lesley Groff <[REDACTED]> wrote:

>>>>
>>>> Hello [REDACTED] and Katherine...Jeffrey now has a dinner planned for the evening of Thursday Dec. 1st with Tom Pritzker and Sultan (others I am sure)

>>>>
>>>> [REDACTED] in the past Katherine has been terrific in helping with suggestions for ordering in dinner...please coordinate with her...

>>>>
>>>> Katherine, can we be sure to have an appropriate room and chairs for the dinner like always :)

>>>>
>>>> I will be sending along full itinerary...probably tomorrow as we keep tweaking it!

>>>>
>>>> Thank you,
>>>> Lesley

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