

Hello all,

We are looking forward to having you in Madison! The purpose of this note is to give you a few final details about the 2019 Hurst Institute before your arrival.

- Upon your arrival to Madison, please feel free to get acclimated with the area. I will be at a registration table in the main lobby of the Lowell Center (where you will be staying) from **4:00pm-6:00pm**. Please be sure to stop by at some point during this time to pick up some materials from me.
- The opening reception and dinner will take place on Sunday night at the home of lead scholar Mitra Sharafi, Professor of Law and Legal Studies (with History affiliation) at the University of Wisconsin-Madison. Taxis will pick you up from the Lowell Center at 6:15pm to transport you to Mitra's home. Taxis will pick you up from Mitra's home at 9:00pm to transport you back to the Lowell Center. Mitra's address is:
 - 1715 Chadbourne Ave., Madison, WI, 53726
- You will be provided 6 dinners while in Madison—the opening dinner at Mitra's house on June 9th, three dinners at local restaurants on June 12th, 13th, and 14th, a dinner at the home of Associate Dean and Institute for Legal Studies director Susannah Tahk on Sunday, June 16th, and the closing dinner at a local restaurant on June 21st. We will provide wine at most dinners; **however, we will not be providing any other alcohol at dinners**. You must pay for any other alcohol you order at the restaurants.
- Mitra Sharafi has a small, friendly dog, and Susannah Tahk has two elusive cats. Please notify me if these pets may present a problem for you.
- There will be no A/V available when you give your presentations.
- You will have the weekend and many afternoons free. Madison is a beautiful city with many things to do. In particular, we recommend both walking up to the Capitol Square to enjoy the Farmers' Market on Saturday morning and spending time lakeside at the Memorial Union Terrace. We also suggest taking advantage of the B-Cycle bikes located throughout the city (especially useful for getting to the Monroe Street and Williamson Street areas): <https://madison.bcycle.com/>. Madison has some very good bike paths, which are often completely separate from the road (<https://www.cityofmadison.com/bikeMadison/planTrip/map.cfm>). For more information on things to do in Madison, stop at the visitor center in the Memorial Union

or consult <http://www.visitmadison.com/>.

- There will be a reimbursement form for travel expenses in the folder of materials you get when you check-in. I have also attached a form to this email. You can fill this out and send it to me via email after the Hurst Institute. Please remember to save your receipts. **Original receipts are required for reimbursement.** In order to be reimbursed in a timely manner, we would appreciate that you submit these materials by **Wednesday, July 1st**.
- If you have any last minute issues (such as travel delays), contact information for both Mitra and myself is below:
 - Mitra Sharafi's cell: (608) 354-9141
 - Michelle Preston's cell: (608) 214-5165
 - Sumudu Atapattu's cell: (608) 358-2668

As always please let me know if you have any more questions before or after your arrival. I will be happy to help in any way that I can.

I look forward to meeting you!

Michelle