

From: John Rich <John.Rich@cityofchicago.org>
Sent: Sunday, July 21, 2024 5:54 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: John Rich report from Montreal work travel July 7-11, 2024

Hello Steve,

I am following up to report on my work trip to Montreal, which occurred from July 7-11, including travel dates. This email comes on a working Sunday as I concurrently manage aspects of the Millennium Park 20th anniversary festival. When you return to work, please let me know if you need additional information, clarification, or detail.

By the invitation of Aaron Marquise, Deputy Director of Circus Arts Programming and Development at [La TOHU](#) in Montreal, I attended the [International Market of Contemporary Circus](#) (MICC) July 7-11. The MICC is held each year during the [Montréal Complètement Cirque Festival](#) in Montreal, Canada, and both events are produced by La TOHU.

MICC convenes a global community of professionals dedicated to the creation, presentation, and touring of contemporary circus and physical theatre in North America and around the world. I was invited and attended in an official capacity in order to facilitate research and relationship building for a potential cultural exchange through the Artist Residency programs I manage at the Chicago Cultural Center.

Because of a partnership between MICC and the Québec Government Office in Chicago, my airfare, hotel, and conference fee are directly covered or supported by reimbursements of expenses via invoice. The City of Chicago is invoicing both of these agencies based on the receipts of my expenses, incurred directly by me. The City of Chicago will then reimburse me up to the amount of the support provided by MICC and the Québec Government Office in Chicago.

External support provided

\$700 CAN (approx \$510 USD) from La TOHU/MICC to support housing

\$600 USD from Québec Government Office in Chicago for related costs

=approximately \$1100 USD in support

Primary expenses incurred

\$300.08 USD roundtrip flight

\$1047.00 CAN hotel accommodations (approx. \$763 USD)

\$160.00 CAN conference registration fee (approx \$117 USD)

=approximately 1180.08 USD in expenses

The expenses outlined above do not include ground transportation, meals, or other expense/conference costs, all of which were additional expenses beyond the provided support and therefore incurred as personal expenses.

Through the City's financial reconciliation process, amounts in Canadian dollars will be converted to exact USD on the date/time of purchase and verified by bank account line items.

My active scheduled engagement over these 5 days included: Sun July 7, travel + 8-10pm; Mon July 8, 8am-8:30pm; Tue July 9, 10:30am-10pm; Wed, July 10, 10am-7:30pm; and Thur July 11, travel day.

Most activity took place at La TOHU (2345 Rue Jarry E, Montréal, QC H1Z 4P3, Canada) and the National Circus School (8181 Ave du Cirque, Montreal, Quebec H1Z 4N9, Canada). Additional sites for activity included St. Denis Street, St. Denis Theatre, and Place Ville Marie.

Thank you, Steve. Again, if you require additional information or clarification, please do not hesitate to let me know.

Kind regards,

John

John Rich (he/him)

Dance and Theatre Coordinator

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