

**From:** Melani Lopera <Melani.Lopera@cityofchicago.org>  
**Sent:** Wednesday, March 5, 2025 10:10 PM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Cc:** Sendy Soto <Sendy.Soto@cityofchicago.org>  
**Subject:** Re: Travel Arrangements

Hello Steve,

I am reaching out to let you know Chief Soto attended the Homelessness Prevention Conference in Los Angeles, California on February 25, 2025. Chief Soto traveled from February 24-26th. The University of Chicago Inclusive Economy Lab paid for Sendy's hotel stay (for 2 nights) and airfare. Please let me know if other information is needed.

Thank you,

**Melani Lopera, MSW/MPH** (she/her)  
*Executive Assistant*  
Office of the Mayor  
**Email:** [Melani.Lopera@cityofchicago.org](mailto:Melani.Lopera@cityofchicago.org)



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**From:** Melani Lopera <[Melani.Lopera@cityofchicago.org](mailto:Melani.Lopera@cityofchicago.org)>  
**Sent:** Thursday, December 19, 2024 4:08 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Cc:** Sendy Soto <[Sendy.Soto@cityofchicago.org](mailto:Sendy.Soto@cityofchicago.org)>  
**Subject:** Re: Travel Arrangements

Hi Steve,

The University of Chicago Inclusive Economy Lab will pay for Sendy's hotel stay (for 2 nights). If, CPZ approves the expenses and travel the Mayor's Office will cover for Sendy's airfare.

Thank you,

**Melani Lopera, MSW/MPH** (she/her)

*Executive Assistant*

Office of the Mayor

**Email:** [Melani.Lopera@cityofchicago.org](mailto:Melani.Lopera@cityofchicago.org)



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**From:** Melani Lopera <[Melani.Lopera@cityofchicago.org](mailto:Melani.Lopera@cityofchicago.org)>

**Sent:** Thursday, December 19, 2024 1:49 PM

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

**Cc:** Sendy Soto <[Sendy.Soto@cityofchicago.org](mailto:Sendy.Soto@cityofchicago.org)>

**Subject:** Travel Arrangements

Hi Steve!

I am currently working on putting together a travel memo for Chief Homelessness Officer, Sendy Soto. She plans on attending the Homelessness Prevention Conference in Los Angeles, California on February 25, 2025. It is a one-day conference. The Homelessness Prevention Conference brings together the nation's top researchers, policymakers and practitioners to explore solutions and best practices to prevent homelessness before it begins. The conference is to promote discussion and collaborative learning on targeted homeless prevention. The Inclusive Economy Lab will pay for two hotel nights and airfare is not included. Chief Soto will be traveling from February 24-26th. Please let me know if you need additional information.

Thank you,

**Melani Lopera, MSW/MPH** (she/her)

*Executive Assistant*

Office of the Mayor

**Email:** [Melani.Lopera@cityofchicago.org](mailto:Melani.Lopera@cityofchicago.org)



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