**Schedule: Boston CBREGI Orientation**

**Thursday, July 16**:

10:00 – Meet at 271 Management Office, tour management office and 20th floor

5 Star Basics and important documents (Review questions)

5-Star Portal Tenant Events

Candy

Conference Center Reservations

Cookies

Kingsley

Tenant Handbook

Yearly List of Events

Philanthropy

Lunch and Learn Series

5-Star Report

12:15 – Lunch – Chick A Biddy

Bike Share

Paris Bistro

1:45 – Final Questions & Discussion

COIs (if needed)

Angus/Axis Introduction, building website and tenant portal (Jason at 271)

P2P Introduction: Invoices, VMA, P2P Resources Page (Jason at 271)

P2P Contracts and RFPs

Navigator REM Page

Global Standards

GBREGI Monthly/Quarterly Report Overview

4:00 – Depart for Airport