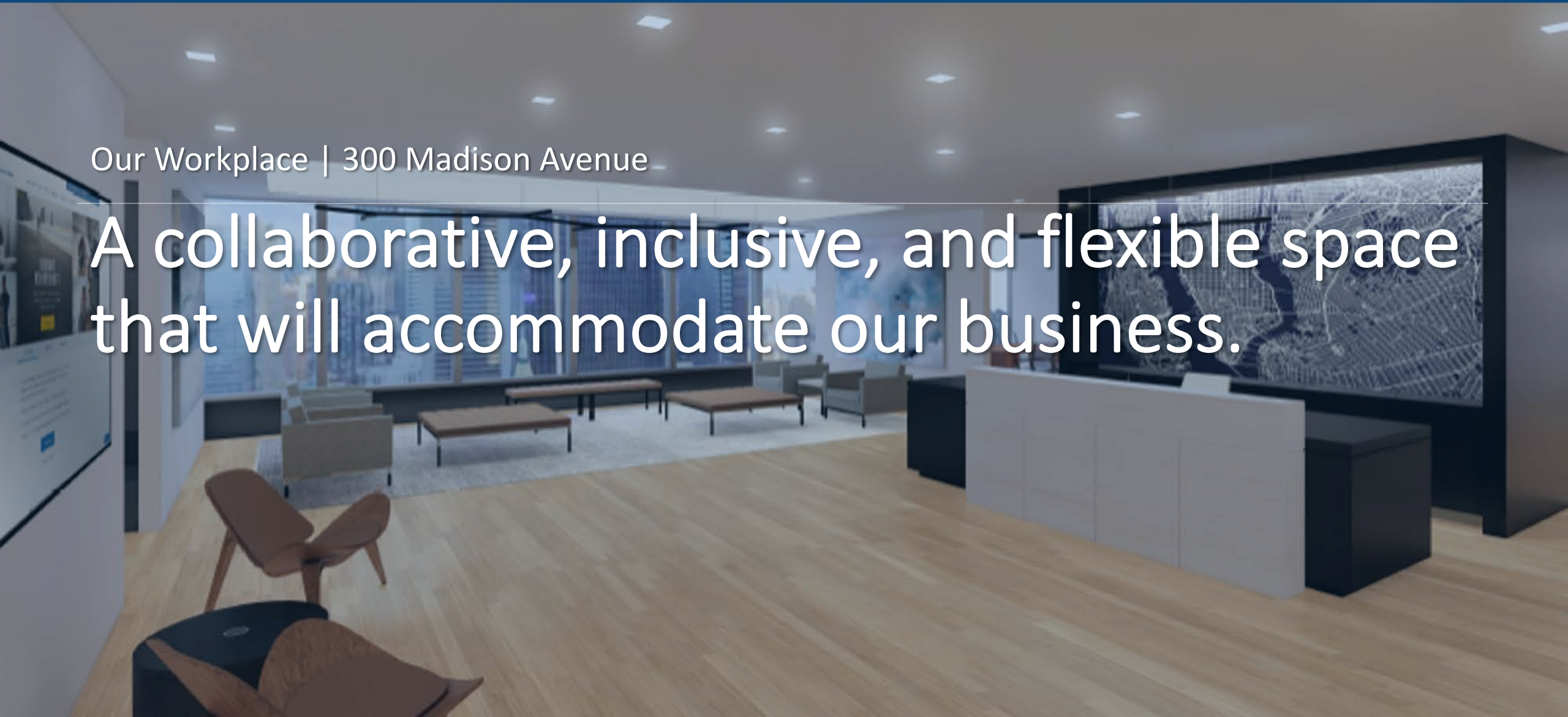


Summer 2022

# A Guide to Our Workplace 300 Madison Avenue

Our Workplace | 300 Madison Avenue

A collaborative, inclusive, and flexible space  
that will accommodate our business.



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I.

## Our Building



# I. Our Building | Overview

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300 Madison is a 35-story office building one block from Grand Central Terminal and easily accessible to all major forms of public transportation, the Theater district, and a full range of shopping, dining, and hotels.



# I. Our Building | Amenities

The building has bicycle parking<sup>1</sup>, an auditorium, conference rooms, loading dock/freight elevator<sup>2</sup>, and a café with catering services for tenants.



**The Auditorium** is available for half or full day use.<sup>2</sup>

Submit a reservation request to use the auditorium at 2-months prior to proposed use. Reservation requests shall include proposed date and time of use, estimated number of attendees, intended use, name of all vendors providing catering, products, and services. *Please note: No food or beverages (other than water) are permitted anywhere in the auditorium other than the green room.*



**Conference Rooms** may be reserved for use during and after business hours.<sup>2</sup>

Submit notice 2-months advance of any proposed use. Include proposed dates and times and conference rooms and/or atrium area to be used, intended use and description of the proposed use, names of all vendors.



**300 Madison Café :**

*Monday – Friday*

**Breakfast:** 7:30am – 11am (Grill open until 10am)

**Lunch:** 11:30am – 2pm

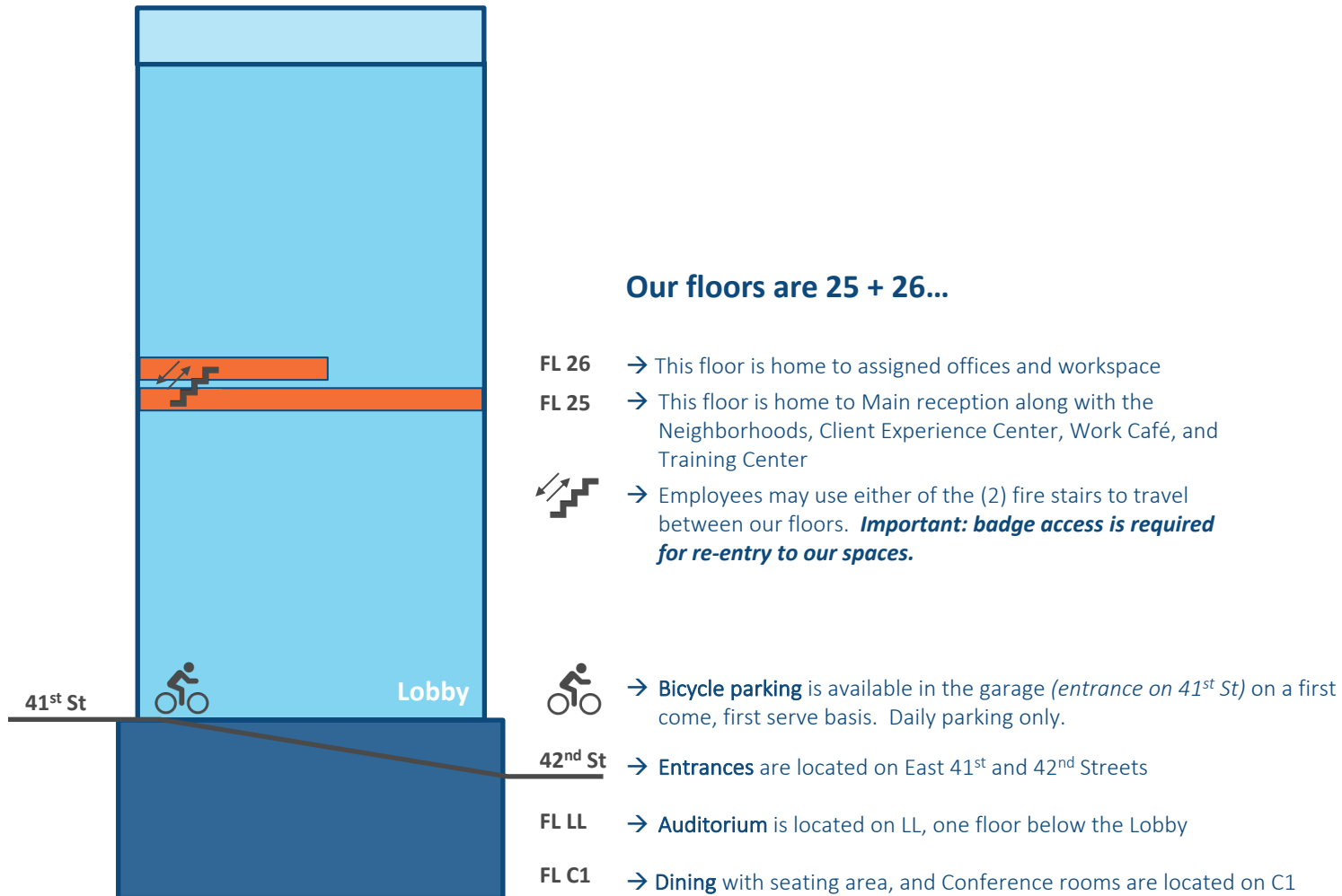
- ❖ Proudly Brewing Java City Coffee
- ❖ Hot Cereal
- ❖ Fresh Pastries, Bagels
- ❖ Hand Fruit
- ❖ Grab and Go, Sandwiches, Salads and Healthy Snacks
- ❖ Beverages

❖ Catering services<sup>2</sup>

<sup>1</sup> **Bicycle parking** is available in the garage (entrance on 41st St) on a first come, first serve basis. Daily parking only.

<sup>2</sup> For **reservations and catering services** contact: **Judith Madera** | Office Manager | 646.366.6680 | [judith.madera@nm.com](mailto:judith.madera@nm.com)

# I. Our Building | Stacking Diagram



# I. Our Building | Employee & Visitor Access

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**There are two entrances,** at the corner of East 42<sup>nd</sup> Street and Madison Avenue and on East 41<sup>st</sup> between Madison Avenue and 5<sup>th</sup> Avenue.



## Entering @ 42<sup>nd</sup> & Madison

- Take the escalators up to the main lobby/reception\*
- Use your key card to access the elevator lobbies
- Go to Elevator Bank 'B'
- Arrive at either our 25<sup>th</sup> or 26th Floor



## Entering on 41<sup>st</sup> Street

- Follow the corridor to the main lobby/reception\*
- Use your key card to access the elevator lobbies
- Go to Elevator Bank 'B'
- Arrive at either our 25<sup>th</sup> or 26th Floor

*\***Visitors** will check-in at the main lobby/reception to provide their photo ID and obtain their access badge for the day*

II.

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## Our Neighborhood



## II. Our Neighborhood | Public Transportation



### 300 Madison Avenue

1 - 5 Minute Walk

- 1 Grand Central Station**       
+ Metro North Railroad

- 2 Bryant Park**     

5 - 10 Minute Walk

- 3 Times Square**        
   + Grand Central Shuttle

10 - 15 Minute Walk

- 4 Port Authority Bus Terminal**   

15 - 20 Minute Walk

- 5 Penn Station**        
+ Amtrak + LIRR + NJ Transit

## II. Our Neighborhood | Parking Garages



### 300 Madison Avenue

#### Garages

- 1** **200 Park Ave** (entrance)  
MetLife building valet garage, operated by SP+
- 2** **101 Park Ave** (enter @ 119 E 40th St)  
Operated by City Parking
- 3** **90 Park Ave** (enter @ 29 E 39th St)  
Operated by Dock Parking
- 4** **261 Madison Ave** (enter @ 56 E 39th)  
Operated by Icon Parking

#### Parking apps (rates & reservations)



SpotHero



Pango



DropCar

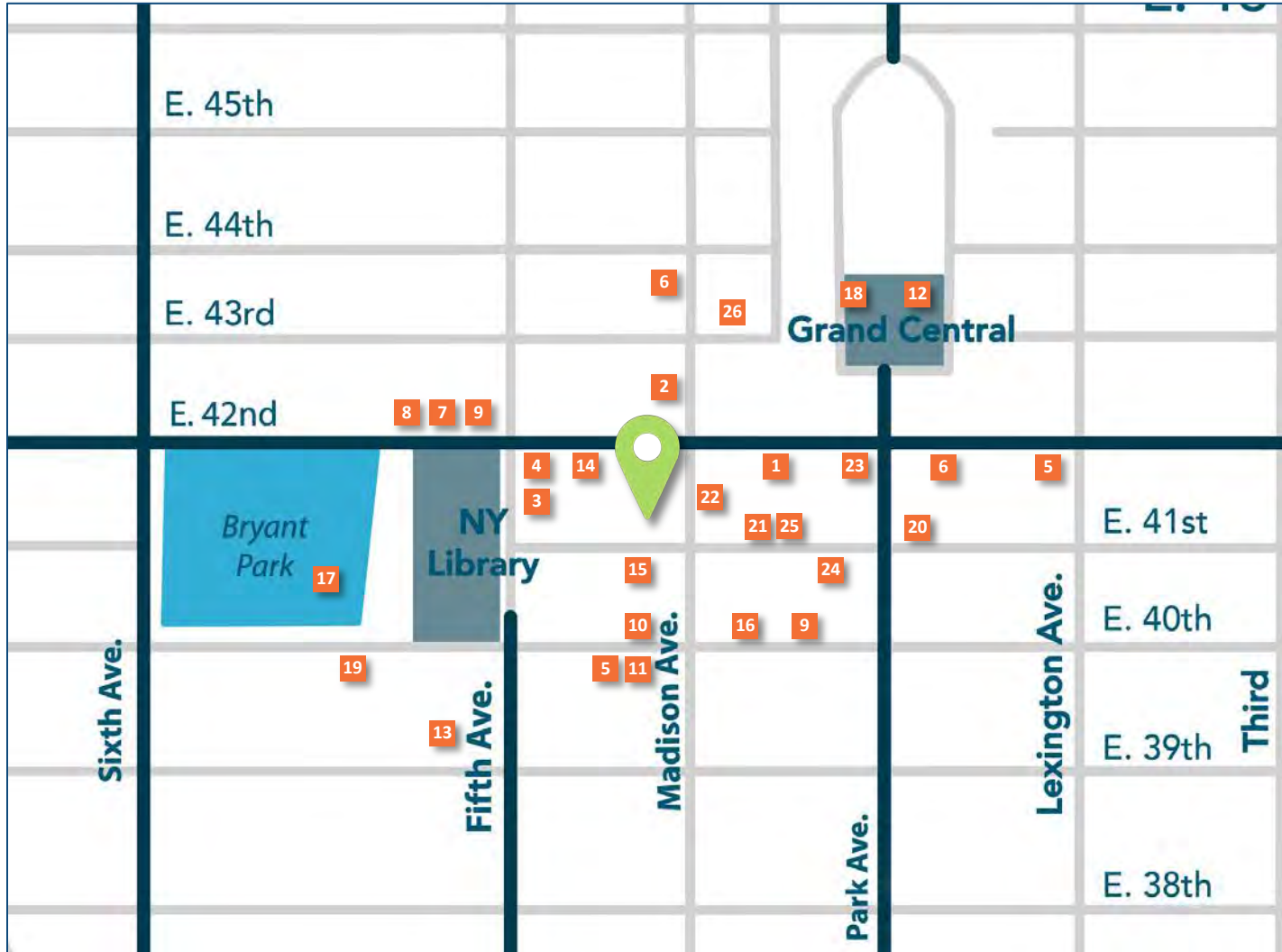


Park NYC  
\*for metered parking only



ParkMe

## II. Our Neighborhood | Coffee & Food



**300 Madison Avenue**

### Coffee + Tea

- |                      |                    |
|----------------------|--------------------|
| 1 Blue Bottle Coffee | 4 Dunkin'          |
| 2 Bluestone Lane     | 5 Gregory's Coffee |
| 3 Cha Cha Matcha     | 6 Starbucks        |

### Lunch

- |            |                         |
|------------|-------------------------|
| 7 Cava     | 11 Dos Toros            |
| 8 Chopt    | 12 Grand Central Market |
| 9 Chipotle | 13 Panera Bread         |
| 10 DIG     | 14 Tabletime            |

### Bars + Restaurants

- |                        |                                 |
|------------------------|---------------------------------|
| 15 Annie Moore's       | 21 Madison & Vine               |
| 16 Benjamin Steakhouse | 22 Pera Mediterranean Brasserie |
| 17 Bryant Park Grill   | 23 Pershing Square              |
| 18 Cipriani Dolci      | 24 Stout                        |
| 19 La Pecora Bianca    | 25 Bookmarks Rooftop Lounge     |
| 20 Los Tacos No. 1     | 26 The Company Building         |

*Selection of popular food and beverage spots in the area*

## II. Our Neighborhood | Community



300 Madison Avenue

1 [Grand Central Station](#)

2 [Bryant Park](#)

3 [NY Public Library](#)

4 [Empire State Building](#)

5 [Times Square](#)

6 [The Morgan Library & Museum](#)

7 [Museum of the Dog](#)

*Click each name link for more info.*

## II. Our Neighborhood | Bryant Park

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### Explore the park year round



#### Eat + Drink

*Find a multitude of dining options in our to-go kiosks, casual eateries, or elegant sit-down restaurant*



#### Things to Do

*Bryant Park annually hosts over 1,000 free activities, classes, events and more*



#### Find a program

*Summer arts series, reading room, free admission ice skating, and more make the park a year-round destination*

*Click each category link for more info.*

III.

## Our Way of Working



# III. Our Way of Working | Hybrid Model

**In our new space, we will have a mix of assigned and unassigned seating.** Most seats on the 25<sup>th</sup> floor will be unassigned with a small neighborhood of assigned seats. All workstations on the 26<sup>th</sup> floor will be assigned.

## What are Neighborhoods?

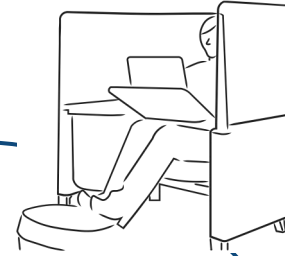
- Your team will have a seating in a neighborhood which will serve as your home base. For example, Network office staff may be grouped together in one neighborhood and Career Advisors in another.
- Seating within your neighborhood is **unassigned and available to be reserved** by any individual within your team.
- **Shared services** in the firm (conference rooms, exam rooms, work café, etc.) are located outside these neighborhoods and accessible to all.
- Additionally, there will be **casual seating** scattered throughout the space that can be used by all.
- There will be screens and tech set-up at each station in the neighborhoods



# III. Our Way of Working | Hybrid Model

## What are the benefits?

Work **where** and **how** you work best,  
including from home.  
Explore **new ways to work** with colleagues  
both in the office and virtually



An increased ability to **find a quiet place** to do focused work when needed.



Provide opportunities for newer colleagues to have an opportunity to **network and learn from more experienced colleagues** or managers.

**Sit next to colleagues** when you need to collaborate or work closely with them on an assignment or project.



# III. Our Way of Working | 25<sup>th</sup> Floor Neighborhoods



# III. Our Way of Working | A Day in the Neighborhood

Here's what work can look like...

**Morning:** Take your first call from the **Work Café** then stop at your locker, put away your bag, grab your supplies, and head to an open seat.



**Noon:** Pick up your lunch delivery from your favorite restaurant and tune into a webinar **at a workstation** with your headset.



**Mid-Day:** Head to a **huddle room** to review with colleagues. Review feedback and develop next steps and strategy.



**Afternoon:** Head back to a **workstation** in your neighborhood, grabbing a cup of coffee in the **Work Café** on your way to implement feedback from your team collaboration session.



**Late Afternoon:** Take a quick call in a **touchdown seat**. Take supplies to your locker and pack up your computer for the train ride home.

# III. Our Way of Working | A Day in the Neighborhood

Here's what work can look like...

**Morning:** Begin your day with a check-in with your manager over coffee in the **Work Café**.



**Mid-Morning:** Utilize a **conference room** to strategize with your colleagues. Technology in these rooms allows for easy plug and play.



**Noon:** Grab lunch in the **Building's dining area** and enjoy in the **Work Café**, running into a few colleagues along the way.



**Mid-Day:** Walk through the office and check-in with colleagues. Answer any questions and troubleshoot over a current project.



**Afternoon:** Head to a **focus room** for a video call. Your call ends early so you stay in the focus room to get some work done before heading home for the day.



**Late Afternoon:** Grab your bag from your **locker** and head to the bike storage room before enjoying the active commute home.

# III. Our Way of Working | Neighborhood Etiquette

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**This new way of working is going to require some new office etiquette.** Using spaces as intended and being self-aware of your volume will ensure that everyone has a great workplace experience. Ensuring a successful transition will require all of us to work together and be respectful of everyone's professional space and business.

## Noise and Distractions

- It is OK to talk in the open, but be aware that others may be trying to focus around you.
- Our open office space is designed for standard work practices. If you need a space to collaborate, alternative workspaces and collaboration spaces have been provided.
- If you wish to speak to someone across the room, go over to their space. And remember—if you can hear other people, they can hear you.
- Having your phone or computer set to speaker mode distracts neighbors and colleagues. If you have forgotten your headset, conversation should be moved into an enclosed space.

## Confidential Conversation

- Confidential conversations can and should be held in enclosed spaces.
- There are enclosed meeting rooms that can be reserved in advance for those planned conversations, as well as spaces to be utilized ad-hoc for unplanned conversations.
- All in person client meetings should be in an enclosed, reserved space.

## Clutter in Office and Meeting Spaces

- Meeting spaces and offices should look the same at the close of a meeting as they did at the start of a meeting.
- At the end of each meeting, papers and product should be removed, stored, or discarded; technology should be turned off and reset; chairs should be neatly tucked in; and any food debris should be removed from the room.

## III. Our Way of Working | **COVID-19 Protocols**

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Stay current on our **COVID-19** and **Vaccine protocols** by periodically checking our OneDrive using the links below:

**COVID-19 PROTOCOLS**

**VACCINE FAQs**



# IV.

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## Our Space



## IV. Our Space | 25<sup>th</sup> Floor



### Workspaces

- 1 Workstations
- 2 Private Offices
- 3 Focus Rooms

### Collaboration Spaces

- 1 Conference Room
- 2 Huddle Room
- 3 Open Collaboration / Casual Seating
- 4 Training Room

### Community Spaces

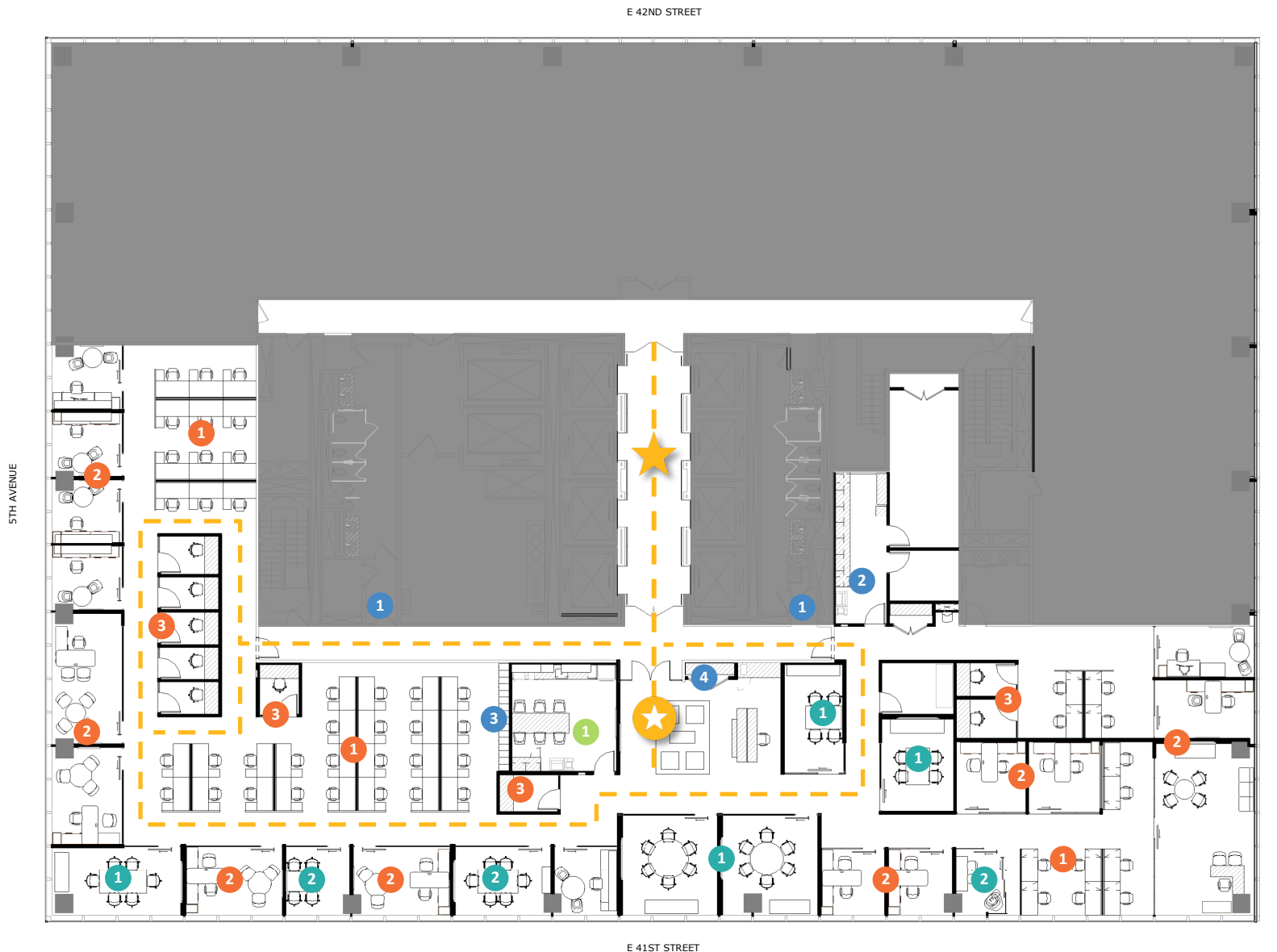
- 1 Work Café
- 2 Training Breakout Area and Lounge

### Support Spaces

- 1 Restrooms
- 2 Copy/Print area
- 3 Coffee Point
- 4 Lockers
- 5 Coat Closet
- 6 Wellness Room

- ★ Elevator Lobby
- ★ Reception
- Main Path of Travel

## IV. Our Space | 26<sup>th</sup> Floor



### Workspaces

- 1 Workstations
- 2 Private Offices
- 3 Focus Rooms

### Collaboration Spaces

- 1 Conference Room
- 2 Huddle Room

### Community Spaces

- 1 Pantry

### Support Spaces

- 1 Restrooms
- 2 Mail Room
- 3 Lockers
- 4 Coat Closet

- ★ Elevator Lobby
- ★ Reception
- Main Path of Travel

## IV. Our Space | Workstations

Standard and most common workspace in the firm. Most workstations are unassigned and available to staff within their neighborhood.

### Technology:

- Easily dock your laptop and connect to two monitors. Each workstation will also have a keyboard, mouse, and webcam.

### Furniture:

- All desks are height-adjustable, allowing for you to work standing or seated. For seated work, an adjustable, ergonomic chair will help you feel supported.
- Panels between desks allow for sound absorption and privacy from your neighbors.

### Etiquette:

- If you need to meet with those in your workspace for more than a few minutes, please consider moving to a meeting room or collaboration space.
- Be sure to use your headset rather than speakers on your phone or laptop to avoid distracting others.
- At the end of your time at a workstation, papers and product should be removed, stored, or discarded; technology should be turned off and reset; chairs should be neatly tucked in; and any food debris should be brought to the Work Café to be discarded.



*\*rendering... actual workstation images will be provided closer to our move*

For tech support submit a ticket here: [\*\*TECH SUPPORT TICKET\*\*](#)

## IV. Our Space | Private Offices

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Dedicated workspace with a door. These are limited and offered to individuals based on Length of Service and Pathfinder Star status.

### Technology:

- Easily dock your laptop and connect to two monitors.
- Each office will also have a keyboard, mouse, and webcam.

### Furniture:

- All desks are height-adjustable, allowing for you to work standing or seated. For seated work, an adjustable, ergonomic chair will help you feel supported.
- Panels between desks allow for sound absorption and privacy from your neighbors.



*\*sample images... actual office images will be provided closer to our move*



For tech support submit a ticket here: [TECH SUPPORT TICKET](#)

## IV. Our Space | Focus Rooms

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1-person workspace with a door. Meant to serve as a touch-down space to hold phone calls/virtual meetings. Not meant as full-time workspaces – reserve as needed and vacate when not using for a phone call/virtual meeting.

### Technology:

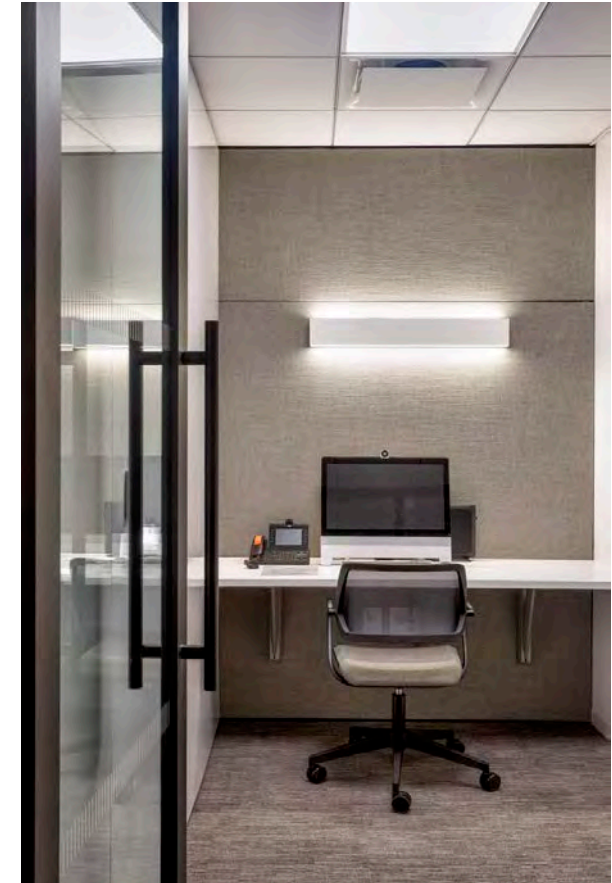
- Easily dock your laptop and connect to two monitors. Each focus room will also have a keyboard, mouse, and webcam.

### Reservations:

- You can check availability and make a reservation through the calendar system or directly on the touch-screen outside each room
- For impromptu meetings, the door side schedulers provide real time availability.
- *Detailed instructions will be distributed prior to the move...*

### Etiquette:

- Be mindful of the time. These spaces are intended for multiple people throughout the day.
- Before you leave, papers and product should be removed, stored, or discarded; technology should be turned off and reset; chairs should be neatly tucked in; and any food debris should be brought to the Work Café to be discarded.



*\*sample image... actual focus room images will be provided closer to our move*

For tech support submit a ticket here: [\*\*TECH SUPPORT TICKET\*\*](#)

## IV. Our Space | Conference Rooms

4 – 10 Person meeting rooms with a door. Meant to serve as meeting spaces for staff to meet with colleagues or clients, both in-person and virtually. Reserve as needed.

### Technology:

- A room scheduler will be outside of each conference room. See reservation information below.
- All conference rooms have A/V capabilities with 2 display monitors in each room, depending on the size and layout.
- A wireless adapter allows you to connect your laptop to the display monitor.
- There is also a conference phone in each room.
- A table-top touch-screen houses all the controls in one place.

### Reservations:

- You can check availability and make a reservation through the calendar system or directly on the touch-screen outside each room
- For impromptu meetings, the door side schedulers provide real time availability
- *Detailed instructions will be distributed prior to the move...*

### Etiquette:

- Before you leave, papers and product should be removed, stored, or discarded; technology should be turned off and reset; chairs should be neatly tucked in; and any food debris should be brought to the Work Café to be discarded.



*\*sample images... actual conference room images will be provided closer to our move*

For tech support submit a ticket here: [\*\*TECH SUPPORT TICKET\*\*](#)

## IV. Our Space | Huddle Rooms

2 – 4 Person workspace with a door. Meant to serve as a touch-down space to hold in-person and/or virtual meetings. Not meant as full-time workspaces – reserve as needed and vacate when not using for a phone call/virtual meeting/team meeting.

### Technology:

- All huddle rooms have A/V capabilities with one display monitor.
- A wireless adapter allows you to connect your laptop to the display monitor.
- There is also a conference phone in each room.

### Reservations:

- You can check availability and make a reservation through the calendar system or directly on the touch-screen outside each room
- For impromptu meetings, the door side schedulers provide real time availability
- *Detailed instructions will be distributed prior to the move...*

### Etiquette:

- Before you leave, papers and product should be removed, stored, or discarded; technology should be turned off and reset; chairs should be neatly tucked in; and any food debris should be brought to the Work Café to be discarded.



*\*sample image... actual huddle room images will be provided closer to our move*

For tech support submit a ticket here: [\*\*TECH SUPPORT TICKET\*\*](#)

## IV. Our Space | Room Reservations

Reservations are required for the following rooms:

- Conference Rooms
- Huddle Rooms
- Phone Rooms
- Exam Rooms
- Wellness/Mother's Rooms

To make a reservation:

- You can check availability and make a reservation through the calendar system or directly on the touch-screen outside each room
- For impromptu meetings, the door side schedulers provide real time availability
- *Detailed instructions will be distributed prior to the move...*



For tech support submit a ticket here: [TECH SUPPORT TICKET](#)

## IV. Our Space | Casual Seating and Open Collaboration

**No reservations needed...** take a break from your desk and/or collaborate with colleagues anytime during the day on the comfortable/lounge seating or at a touch-down space spread throughout the office. Power will be available at most spaces.



*\*sample images... actual furniture and space images will be provided closer to our move*

## IV. Our Space | Work Cafe

This space can be used for informal meetings or remote independent work, in addition to being a place for employees to enjoy their lunch.

### Equipment & Technology:

- Refrigerators will be available for employees to store their lunches that are brought from home.
- Refrigerators will be cleaned periodically with advance notification.
- The Work Café will also have TV screens for casual viewing.

### Beverage Services:

- The following self-serve beverages will be available for employees and their guests.
- Coffee
- Tea
- Filtered Water



*\*rendering... actual work cafe images will be provided closer to our move*

For tech support submit a ticket here: [TECH SUPPORT TICKET](#)

## IV. Our Space | Training Room and Breakout Area

Will serve primarily as a space where New Financial Representatives will attend Sales School.

### Training Room Furniture:

- All tables and chairs within the training room are movable and flexible to support gatherings of various sizes and purposes.

### Technology:

- The training room will have A/V capabilities with multiple monitors.
- A wireless adapter allows you to connect your laptop to the display monitor.
- A table-top touch-screen houses all the controls in one place for the instructor.

### Breakout Area / Coffee Bar / Lounge:

- Surrounding the training room are spaces for gathering pre/post training, while preparing for a class, or catching up with colleagues.
- These areas have a variety of seating options and wall space displaying our team achievements throughout the years.

### Coffee Bar:

- Coffee, tea, and filtered water are available here.



*\*rendering & sample images... actual training room and breakout area images will be provided closer to our move*

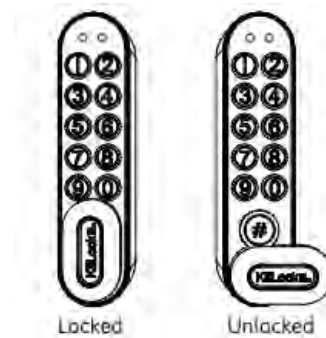
For tech support submit a ticket here: [TECH SUPPORT TICKET](#)

## IV. Our Space | Personal Storage Lockers

Day-use lockers with digital locks are located on the perimeter of the **25<sup>th</sup> floor Neighborhoods**. Availability is first-come, first-serve.



*\*sample image... actual locker images will be provided closer to our move*

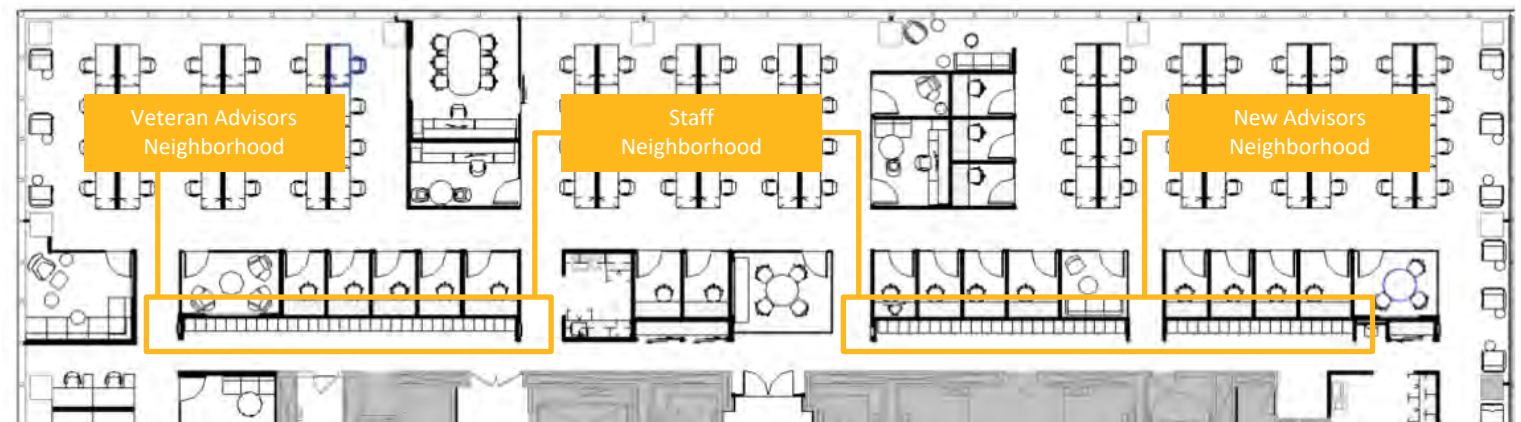


### Locking:

1. Make sure the KitLock tab is in the Unlocked position with the # button visible
2. Press the # button
3. Enter your own personal four-digit code
4. Rotate the KitLock tab counter-clockwise to the vertical position
5. Door is locked shut

### Un-Locking:

1. Enter your own personal four-digit code
2. Rotate the KitLock tab clockwise to the horizontal position
3. Open the door



## IV. Our Space | **Technology**

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For troubleshooting, service requests, inquiries, or other tech questions submit a ticket using the link below:

**TECH SUPPORT TICKET**



V.

## Frequently Asked Questions



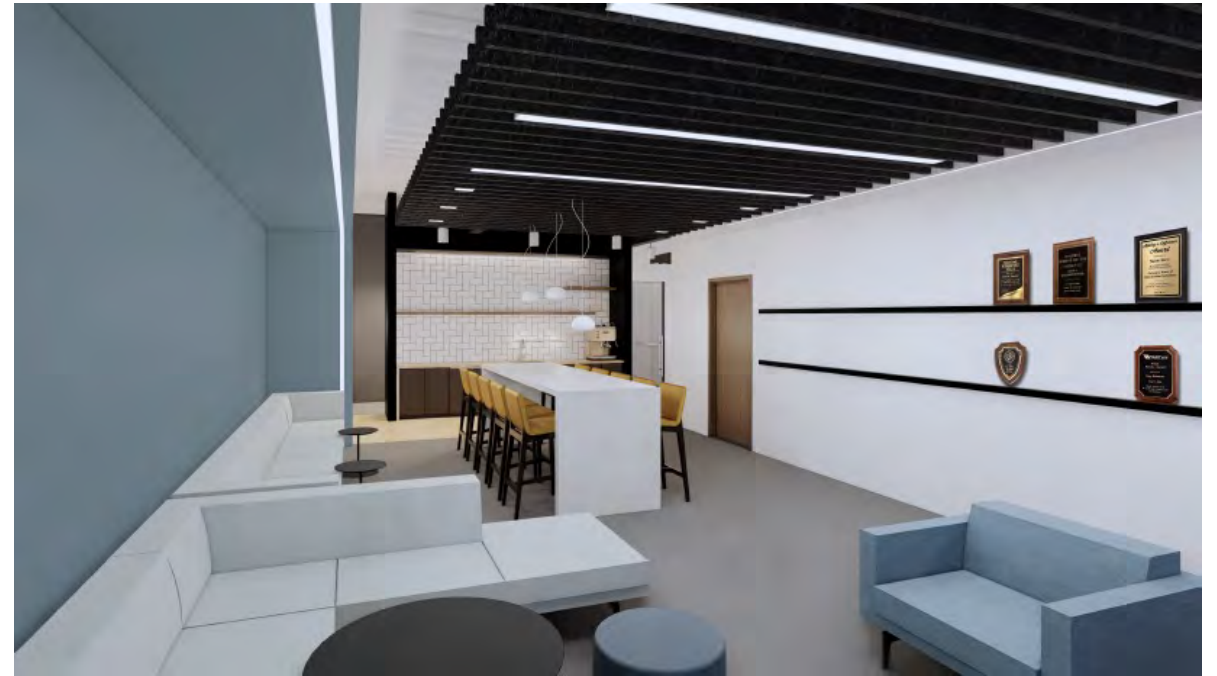
## III. Our Future Way of Working | FAQs

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**Still have questions?**

Visit the OneDrive for the latest information and contacts...

**FAQs**



# VI.

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## Contacts & Resources



# III. Our Future Way of Working | Contacts & Resources

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For further inquiries, requests, building reservations, and tech support:



**Judith Madera**  
Office Manager

646.366.6680  
[judith.madera@nm.com](mailto:judith.madera@nm.com)

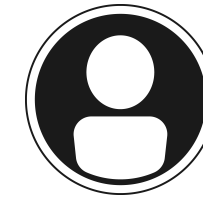
- General Office Inquiries
- Auditorium Reservations
- Building Conf. Rm Reservations
- Catering Requests



**Oksana Klymko**  
Receptionist

212-819-1800  
[Oksana.klymko@nm.com](mailto:Oksana.klymko@nm.com)

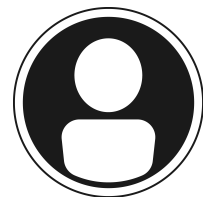
- General Office Inquiries
- Guest Access & Greeting
- Directory Questions
- Conference Room Reservations
- Office Supplies



**Mike Stenson**  
Chief Operating Officer

646-366-6670  
[mike.stenson@nm.com](mailto:mike.stenson@nm.com)

- General Office Inquiries



**Anthony Marmol**  
Operations Associate

212-819-1800  
[anthony.marmol@nm.com](mailto:anthony.marmol@nm.com)

- General Office Services



**Dieringer Scott**  
Technology Support

**TECH SUPPORT TICKET**

- Troubleshooting
- Equipment
- General Questions

