

You made it! Now what?



Unpack your boxes

Floor 26

your boxes will be waiting at your assigned spaces! Unpack and make your space your own.

Floor 25

take a look around the neighborhoods and select where you would like to sit today! For those with pre-arranged assigned spaces, unpack your boxes and make your space your own.



Take a tour

Stop by the café and grab your morning cup! Walk around the office to become familiar with layout and spaces that are available to you.

Check the list to get oriented!

- ☐ Have you explored the **neighborhoods**?
- ☐ Have you located and programmed a **locker**?
- ☐ Have you visited **both floors**?
- ☐ Have you found the **restrooms**?
- ☐ Have you explored the **amenities in the building**?
- ☐ Have you taken the **interconnecting fire stairs**?
- ☐ Have you explored our **surrounding neighborhood**?

Reference our **Employee Guidebook** for additional information and policies about our new workplace.



You are
Here!

300 Madison

Welcome to our new workplace

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

Neighborhoods & Common Areas

Work where you want. The seating within the neighborhoods on the 25th floor is unassigned and available to be reserved by any individual within your team. Conference rooms, exam rooms, work café, etc., are located outside these neighborhoods and accessible to all.

Health & Well-Being

We're all in this together so use the desk wipes provided throughout the neighborhoods before you leave. Take the interconnecting fire stair between floors for a little extra movement. Change your posture and take in the view with the shared soft seating on the 25th floor.

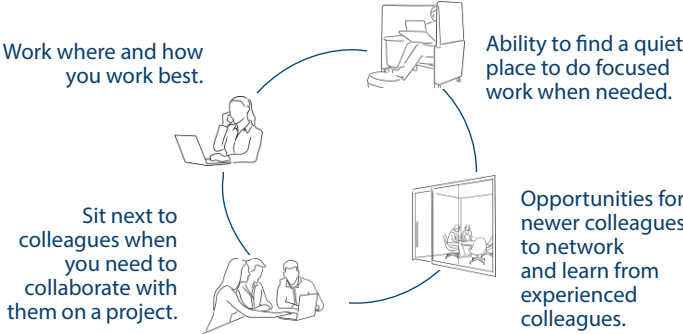
Sustainability

Did you know? The carpet and floor coverings throughout our space contain recycled content and their manufacturing supports carbon neutral footprints.

Amenities in the building:

The Auditorium: available for half or full day use
Conference Rooms: reservable during and after business hours
Bicycle Parking: available in the garage daily
300 Madison Café: M-F Breakfast & Lunch
Work Café on 25: Coffee, tea, and filtered water

The benefits and etiquette of our Hybrid Working Model



This new way of working is going to require all of us to work together and practice office etiquette.

- Noise and Distractions
Just as you will need time to focus, be aware that other may be trying to focus. Huddle rooms and focus rooms are best for extended conversations.
- Confidential Conversations
Private conversations should be held in enclosed spaces. All in-person client meetings should be in a reserved space or office.
- Clutter in Office and Meeting Spaces
At the end of your meeting or day, leave your desk or reserved space in the condition you'd wish to find it: clear of clutter, trash, or crumbs.

25th Floor



26th Floor



Need Help?

Day One Tech Support



Dieringer is your first point of contact for any and all tech problems. Use the **CLICK IT FOR TICKET** button on your desktop for:

- Laptop not connecting to docking station
- Webcam, monitor issues
- Printer not connecting
- Issues that need to be escalated to Home Office

General Office Support

Email 049-FACILITIES@NM.com or visit our **EMPLOYEE GUIDEBOOK | CONTACTS & RESOURCES** section in our to find the best source for:

- General Office Inquiries, Services, & Supplies
- Guest Access & Greeting
- Directory Questions
- Conference & Building Room Reservations
- Catering Requests

Floor Plan Legend:

- | | |
|------------------|---------------------------------|
| Restrooms | Huddle & Focus Rooms |
| Coat Closets | Conference Rooms |
| Copy/Print Areas | Training Room & Breakout/Lounge |
| Work Cafe | Exam Rooms |