

Associate Need-to-Know

FALL 2022 ASSOCIATE PRE-FIELD ORIENTATION

EVENT DATES

- **Regional Gatherings—Saturday, October 8:** Check with your region before making travel arrangements.
- **Pre-Field Orientation—Sunday–Friday, October 9-14**
- **Security Training—Saturday–Monday, October 15-17:** Please plan to attend unless otherwise notified.

LOCATION

- Most sessions and services will be held at **Central Assembly** (1301 N Boonville Ave, Springfield, MO 65802)
- Regional sessions will be held in various locations throughout the Springfield area. These locations will be communicated closer to the event.

SCHEDULE

- Orientation consists of a full week of sessions, regional gatherings, and services. Please be prepared to **attend all scheduled events** for the week.
- Refer to the Event Schedule for specific dates and times.

EXPENSES

- **All event-related expenses are eligible for reimbursement**, including travel (airfare, taxi/rideshare, rental car, long-term parking), lodging, meals in Springfield and in transit, childcare, and books from the recommended/required reading list. **Retain all receipts** and submit them on your Associate Expense Report (AER).

TRAVEL

- **Attendees are responsible for arranging travel to and from Springfield.** For assistance with flight arrangements, you may contact Adelman Travel at 417-888-4488. If you choose to drive, keep all travel receipts for reimbursement.
- **Attendees are responsible for transportation to and from the daily sessions.** Some sessions and gatherings take place apart from the main venue in locations throughout Springfield and the surrounding areas.

HOUSING

- **Attendees are responsible for arranging their own lodging.**
- The DoubleTree by Hilton in Springfield (417-831-3131) often offers discounts for AGWM attendees

MEALS

- **Lunch will be provided October 9-14.** Gluten-free options will be available.
- Several regions and departments will host meals throughout the week.
- **Orientation attendees will be responsible for all other meals throughout the week.** Please retain your receipts.

DRESS GUIDELINES

- **Sunday through Friday–business casual**
 - Jeans, capris, or khakis are acceptable.
- **Friday MA Commissioning Service–business professional**
 - Men: suit/sports jacket, slacks, tie (optional), and dress shoes
 - Women: dress or suit, skirts, blouses, slacks, and dress shoes/sandals

CHILDREN

- **Childcare is not provided** during orientation.
- Families with children (except for infants) should make childcare arrangements for the week of orientation. Due to the full week, many choose to leave their children with family or friends. Please retain receipts for any childcare expenses.

INTERNET/ELECTRONIC DEVICES

- Wi-Fi will be available at all event locations.
- Be prepared to operate laptops and other electronic devices on **battery power**. Access to outlets may be limited during sessions.

HEALTH AND WELLNESS

- We will follow the latest CDC guidelines regarding COVID-19 for this event.
 - If you are exposed to someone that has COVID-19 before or during the event, please take an antigen test and wear a mask for up to 10 days from time of exposure. You will not be asked to quarantine/isolate unless positive.
 - **If the results are negative**, it is recommended that you wear a mask for the duration of the event. You will be able to attend all sessions as normal.
 - **If the results are positive**, inform your regional leadership and event coordinator as quickly as possible and do not attend sessions until notified.
- **During the event:** In an effort to provide a healthy and safe environment, we ask that you remember the following guidelines:
 - Masking is recommended in indoor public settings.
 - Wash your hands frequently and thoroughly.
 - Cover coughs and sneezes.
 - Monitor your health daily.
 - If you feel symptoms of illness, please do not attend sessions.