

# NEED-TO-KNOW INFORMATION

## Summer Training and Renewal 2023

### EVENT DATES

**Please be prepared to attend all events for which you are scheduled.** Refer to the Event Schedule and app for times, locations, and attendees per event.

- MT/PFO iClassrooms Modules, April 2-June 3
- Training (MT) and Pre-Field Orientation (PFO), June 11-22
- Reentry Seminar, June 19-22
- Renewal (MR), June 23-29
- Financial Planning Seminar, June 23
- Retirement Seminar, June 23
- Security Training I, June 23-25
- Security Training II, June 30-July 2
- *Additional gatherings and trainings at the discretion of your regional/IM office*

### LOCATION

Most sessions and services will be held at **Evangel University**, 1111 North Glenstone Avenue, Springfield, MO 65802.

- Some event sessions occur elsewhere in Springfield or the surrounding area.

The MK program will be based at **Evangel University**.

- Some aspects of the MK program will be held elsewhere, but the MK office will be responsible for this transportation.

### EXPENSE REIMBURSEMENT

**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.

For veteran global workers, direct-billed charges (registration fee, MK program) will

be deducted from your (00) account with your August or September statement.

For new career and associate global workers, retain all receipts, and report expenses accordingly:

- Associates: Associate Expense Report
- New Career: Itineration Report

### Registration Fee:

- Associates: \$0/adult
- New Career: \$150/adult
- Veteran: \$150/adult

### TRAVEL AND TRANSPORTATION

**All attendees are responsible for arranging travel to/from Springfield and to/from daily sessions.**

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.

### HOUSING

**Attendees are responsible for arranging their own lodging.**

- **Evangel University** will not be offering lodging in dormitories this year due to renovations.
- **Several area hotels** offer discounts. Please contact them directly to inquire about the AG corporate rate:
  - [DoubleTree](https://www.doubletree.com): 417-831-3131
  - [Extended Stay America](https://www.extendedstayamerica.com): 417-823-9100
  - [Fairfield Inn](https://www.fairfieldinn.com): 417-833-959
  - [Home2 Suites by Hilton](https://www.home2suitses.com): 417-864-6632

## MEALS

Several regions and departments will host meals during events. **Attendees will be responsible for all other meals throughout the week.** Please retain your receipts.

## DRESS GUIDELINES

**Most sessions are business casual.**

- Jeans, capris, or khakis are acceptable.

**The Commissioning Services (MA and New Career) are business professional:**

- Men: Suit/sports jacket, slacks, tie (optional), and dress shoes
- Women: Dress or suit, skirt, blouse, slacks, and dress shoes/sandals

## CHILDREN

**Childcare and age-specific programs will be provided during all sessions.** Parents will receive further information from the MK office.

**Program Fees:**

- Re-entry: \$100 per child
- Training Career (MT): \$900 per child
- Training Associate (MT) \$350 per child
- Renewal (MR): \$850 per child
- Security Training: \$100 per child

## 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

To maintain a healthy and safe environment, please remember these guidelines:

- Wash hands frequently and thoroughly.
- Cover coughs and sneezes.
- Monitor your health daily.
- If you feel symptoms of illness, do not attend sessions.
- Self-administered COVID tests and face masks are available at the Information Desk if you need some.

## CONTACTS

Registration and event logistics: [Jonathan Foster](#)  
iClassrooms: [Andrew Wilson](#)  
MK program: [Rachel Clanton](#)  
Security Training: [Lana Ivanova](#)  
Financial Planning/Retirement/Reentry: [Lucy Donaldson](#)