

General Information Sheet

Spring 2024 Pre-Field/Candidate Orientation

Location

Most sessions and services will be held at [DoubleTree by Hilton Hotel](#) (2431 North Glenstone Avenue, Springfield, MO 65803).

Regional gatherings will be held in various locations throughout the Springfield area. These locations will be provided in the coming weeks.

Event Schedule

Please be prepared to attend all events for which you are [scheduled](#). Refer to the Event Schedule for times, locations, and attendees per event.

- [Regional Gatherings—March 9](#): Check with your region before making travel arrangements.
- [Pre-Field Orientation—March 10–15](#)
- [Security Training \(for MAs\)—March 16–18](#): MAs, please plan to attend unless otherwise notified.

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,

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

- [Associates](#): Associate Expense Report
- [New Career](#): Itineration Report

Dress Guidelines

[Sunday-Friday sessions—business casual](#)

- Jeans, capris, or khakis are acceptable.

[Wednesday WMB career interviews—business professional](#)

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

Housing

[Attendees are responsible for arranging their own lodging](#). The DoubleTree by Hilton Hotel (417-831-3131), our event venue, is offering a first-come, first-serve discount for AGWM attendees. You may call the number above and request a room under the “AGWM Spring Orientation 2024” block.

Their offered rate is \$139.00 a night for a King bedroom and comes with vouchers for breakfast at Gracie’s, the in-house restaurant. The number of discounted rooms are limited.

Meals

[Lunch will be provided on March 10, 14, and 15](#). In addition, 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.

Children

[Childcare is not provided](#) during orientation, except during the World Missions Board Interviews for New Career families with infants. Families with children (except for infants) should make childcare arrangements for the week. Please retain receipts for any childcare expenses.

Travel and Transportation

[All attendees are responsible for arranging travel to and from Springfield, and for transportation to and 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.

Contacts

[General Event Information](#)

- [Mobilization](#) – mobilizationevents@ag.org

[iClassrooms](#):

- [Andrew Wilson](#) – awilson@ag.org

[Security Training](#):

- [Lana Ivanova](#) – livanova@ag.org