Travel and Logistical Details - Portrait of a Graduate
March 2024- Convening and School Tour

Date: Monday, March 18 - Wednesday, March 20, 2024
Location: Springfield, MA

Registration
Please have all members of your team register as soon as possible and no later than February 13, 2023.

Hotel Accommodations: **Marriott Springfield Downtown**
2 Boland Way, Springfield, MA 01115

Check-in: Monday, March 18
Check-out: Wednesday, March 20

Reservations will be made on your behalf as part of the event registration process. All rooms are single occupancy. The Foundation will provide accommodation for two (2) nights. To reserve your hotel room, please include your expected travel dates while completing your registration form. The Learning Agenda will make a room reservation for you. Please notify The Learning Agenda if you need to make changes to your reservation. All changes or cancellations must be made no later than March 1, 2024.

Please be advised that you will be asked to present a credit card upon check-in for incidental charges. If you have any questions about your lodging, please contact Stephanie Moorei via email to smooreconsults@gmail.com.

Agenda

March 18

- 5:00 p.m.- Registration
- 6:00 p.m.- Welcome Dinner
- 7:00 p.m.- Convening Kickoff
- 8:00 p.m.- Peer Networking

March 19

- 7 a.m.- Breakfast
- 8 a.m.- 2 p.m.- Student Summit
- 2:15-4:30 p.m.- Team Time
- 5:15 p.m. Meet for Dinner
- 5:30-7:30 p.m.- Dinner

- 7: 30 p.m.- Chosen activities

March 20

- 7 a.m.- Breakfast
- 7:45-3:30 p.m.- Convening Day 3 & School Site Visits

Transportation and Directions
View Hotel Downstreet on Google Maps.

Additional transportation:

Shuttle from Albany Airport
There are 2 shuttles a day each way. There is currently no service on Tue & Sat. While taxis, rideshares and other on-demand services are available at airports and major transportation hubs, they are not prominent or reliable services once in The Berkshires and likely will not be available to return you to the Albany Airport. Please book your seat in advance to ensure that your travel to and from your Berkshire location is as stress free as possible.

COVID-19 Travel Policy

We appreciate your support in prioritizing the wellness of everyone. While things may evolve based on COVID-19 related circumstances at the time we travel, the current policy for this trip is as follows:

- We recommend that all participants are fully vaccinated for COVID-19. If you are not vaccinated, you will need to show proof of a negative COVID-19 test within 24 hours of the event.
- Masks will be optional for participants in our convening meetings at the Marriott Courtyard.
- While at the school visit, all members of our visiting groups should be masked when visiting. We are their guests and have a responsibility for the health and safety of their visiting school members.
- The on-site team from TLA will have antigen tests available. Anyone can request one and, if anyone is displaying symptoms, they will be asked to take a test.

Travel Expense Reimbursement Policy
The Barr Foundation will reimburse participants for the following travel costs and incidental expenses:

- Transportation to and from the meeting by **coach-class** train.
- If you are planning to use a personal automobile to travel to Shelton, CT, reimbursement will be according to IRS guidelines and rates. The 2023 rate is $0.655/mile. **You must submit a map with directions and miles traveled with your reimbursement request.**
- Ground transportation to and from the train station. You may use a taxi, shared ride service, or public transportation taking into consideration availability, personal security, and cost.
- Please contact Steph Moore before booking a group van or bus rental.

- Two additional meals while traveling (not to exceed $50 total).

All submitted expenses must be reasonable. **You must retain your original, itemized receipts for all reimbursement requests.** Reimbursements will be processed after the event. Access the reimbursement form here.