

FW: UniServ Focused Academy -Organizing Strategies for ESP Members - March 28 – 30, 2023

Medina, Karla [NEA] <KMedina@nea.org>

Tue 3/14/2023 4:12 PM

To: Holmes, Ellen [NEA] <eholmes@nea.org>

 2 attachments (3 MB)

UD Training Reimbursement.pdf; 00 Pre Attendance Resource.pdf;

When you send the day before email, can you add the below? Also as usual, the Monday facilitator meeting is in the general session room.

General Session: BALLROOM C

Breakfast/Lunch: BALLROOM DE

Wi-Fi Login Information:

- Network/SSID = **Hyatt_Meeting**
- Passcode = **uniserv2023**

From: Holmes, Ellen [NEA] <eholmes@nea.org>

Sent: Monday, March 13, 2023 1:52 PM

To: 'kabel@mea.org' <kabel@mea.org>; Lisa Ali <lisa.ali@nysut.org>; rbaker <rbaker@mea.org>; Benson, La'Keitha [AL] <la'keitha.benson@alaedu.org>; Cannon, Wendy [DE] <wendy.cannon@dsea.org>; Coutsubos, Nathan [AK] <nathan.coutsubos@neaalaska.org>; Docherty, Fran [CO] <fdocherty@coloradoea.org>; Eckart Banning, Natasha [VT] <neckartbanning@vtnea.org>; sfreirich@coloradoea.org; GIVENS, KELLY [AR] <kgivens@aeanea.org>; Gonzalez, Tara [FL] <tara.gonzalez@floridaea.org>; Graff, Suzanne [CA] <sgraff@cta.org>; Gumm, Allen <allen.gumm@nsea-nv.org>; Guros, Christopher [VT] <cguros@vtnea.org>; Mark@woodlandpeaks.org; Hernandez, David [CA] <dhernandez@cta.org>; Klein, Kris [MN] <kris.klein@edmn.org>; Kunz, Jeremy [IA] <jeremy.kunz@isea.org>; Pam McLendon <pmclendon@maetoday.org>; solvera@washingtonea.org; blake.plankers@edmn.org; Matthew Polk <mpolk@vtnea.org>; Pratt, Christopher <cpratt@mea.org>; Julian Quinonez [WA] <JQuinonez@washingtonea.org>; Romero, Lisa [NV] <lisa.romero@nsea-nv.org>; Rusnak, Chris [FL] <chris.rusnak@floridaea.org>; Lara Slesar <lslesar@vtnea.org>; Smotherman, Chesca [CO] <csmotherman@coloradoea.org>; joan.sommermeier@nysut.org; Staiano, Andrew [CA] <astaiano@cta.org>; Suggs, William [MD] <wsuggs@mseanea.org>; Triplett, Brian [MN] <brian.triplett@edmn.org>; Wilkinson, Laura [IL] <laura.wilkinson@ieanea.org>; Wood, Billie Jo [WA] <bwood@washingtonea.org>

Cc: Bollwahn, Virginia <vbollwahn@mea.org>; Chisolm, Naomi [NC] <naomi.chisolm@ncea.org>; Eischeid, Hedy [AK] <hedy.eischeid@neaalaska.org>; Harris, Seleste [MD] <sharris@mseanea.org>; DeNoia, Daria [OH] <denoiad@ohea.org>; Munyengeterwa, Divine [VA] <dmunyengeterwa@veanea.org>; West, Benjamin [CA] <bwest@cta.org>; Byrne, Katrina [NEA] <KByrne@nea.org>; Connor, Lisa [NEA-CGPS-ESPQ] <LConnor@nea.org>; Medina, Karla [NEA] <KMedina@nea.org>; Parker, Amber [NEA-CGPS-ESPQ] <AParker@nea.org>

Subject: UniServ Focused Academy -Organizing Strategies for ESP Members - March 28 – 30, 2023

Welcome to the **UniServ Focus Academy - Organizing Strategies for ESP Members**

When: Tuesday, March 28 – Thursday, March 30, 2023

Where: Hyatt at Olive 8, 1635 8th Avenue, Seattle, Washington 98101

I will be your contact for anything to do with content and learning. Karla Medina will be your contact for anything to do with logistics, travel, and expenses. In this email, you will find important information for your preparation and arrival. This is a long email that contains the details you will need. Read the

message in its entirety. For your convenience, I have included the registration email from Karla Medina at the end of this email. **You should have received your hotel confirmation via your work email. If you haven't, or the dates are incorrect, please contact Karla Medina immediately.** Our contact information can be found below.

Ellen Holmes eholmes@nea.org text 207-660-5589 (Please begin your text with who you are)
Karla Medina kmedina@nea.org

****PRE-ATTENDANCE ASSIGNMENTS****

Attached are your Pre-Attendance Assignments. This package is lengthy – but there is good guidance about how to use it and the amount of lead time should allow you time to prepare. It is designed to support your learning and growth during the Academy. Please make sure you can access the package and your work on it throughout your time with us in April. Any questions about this, please contact Ellen Holmes.

****ROOMING and MEETING DETAILS****

Our session begins at 8:30 AM on Tuesday, April 2nd- more information about meeting rooms will come the evening prior to the start date.

Each day begins with breakfast between 7:30 and 8:30 AM near our meeting room. We will conclude each day at 5:00 PM except on Thursday when we will conclude at 2:00 PM. **Please remember that when you registered you agreed to no flights prior to 4:00 PM. If you require an additional night at the hotel due to this, please make sure your hotel reservation reflects this. If it does not contact Karla Medina immediately.** Please expect emails each evening that include evaluations, resources, and updates about the meeting for the next day. These will come to your work email. Any issues with the meeting or requirements outlined below, please contact Ellen.

Please review our current COVID guidance previously sent with your registration email. Any issues with COVID, travel, or your hotel room, please contact Karla Medina.

Participation Expectations: Please work with your manager to ensure that ALL meetings with your leaders and members are covered during your entire time at the Foundations Academy. You will not have time to run meetings or take phone calls with the exception of lunch or breaks as outlined above. Make good use of the automatic out-of-office message and ask your members, leaders, and colleagues to respect it. Make sure your travel arrangements allow you to be present for the entirety of all sessions.

When you received directions to book airfare, you were notified that you would not book any return flights before 4:00 pm on Thursday. If any participant misses portions of the Academy, their manager will be contacted and costs associated with attending the Academy may be charged back to the affiliate. If you have to cancel close to the start of the meeting, any attrition costs associated with late cancellations from hotels and airlines will be charged back to your affiliate. You will need to have your work cell phones and your work laptops with you as we will be using these during our training. That said, it is expected that you ensure you are focused on the work at hand and not work outside of the training. Any questions about this, please contact Ellen Holmes.

Transportation to/from the Hotel: Please feel free to take Train, Taxi, Uber, Lyft, or an airport shuttle service. You will be reimbursed for this expense via the previously outlined voucher process. Please work to secure the most reasonable, cost-effective transportation between the airport and the hotel. If, for any reason, there is a disruption in your air travel to or from this event - do not contact Karla or Ellen. **Contact FCM Travel Solutions at 1-866-811-8502** so that they can assist you. Any questions about this, please contact Karla Medina.

What to Wear: Most of the time we will be able to be dressed in business casual - emphasis on casual. You already have the job, and we are already impressed. The meeting rooms will likely be extremely hot for some and very cold for others. Come prepared with layers so that you will be comfortable. Any questions about this, please contact Ellen Holmes.

****EXPENSES****

NEA has adopted a new policy for the reimbursement of UniServ travel. A copy of the October 22, 2022 memo, sent to all managers is attached for your review. Because this is a new policy, you will want to make sure that your manager is aware. NEA covers flights and hotel costs via direct bill. All other expenses you incur will be covered via the process outlined by your employer and the employer will be reimbursed via the process outlined in the attached memo.

PREVIOUS EMAIL FROM KARLA MEDINA

Dear UniServ Participants,

In this email, you will find important information for your preparation and arrival. I know that it's a lot but please read the message in its entirety. We would like to welcome you to the **UniServ Focus Academy - Organizing Strategies for ESP Members: Transitional**

When: Tuesday, March 28 – Thursday, March 30, 2023

Where: Seattle, WA

Hotel: Will be sent at later date

REGISTRATION

REGISTER HERE by February 20th to guarantee your spot! The waitlist will open on February 21st, and we will not be able to guarantee your spot once the waitlist is open.

AIRFARE

NEA will cover your travel arrangements to attend this training. To book your airfare, call FCM Travel Solutions at 1-866-811-8502 and reference meeting code **you receive after registering** as soon as possible.

Please do not purchase airfare independently as it will not be reimbursed by NEA.

- **Facilitators** – Arrive Sunday, March 26th - Meeting starts at 8:30 am Monday, March 27th and ends at 1:00 PM Thursday, March 30th (depart after 4:00 PM)
- **Participants** – Arrive Monday, March 27th - Meeting starts at 8:30 am Tuesday, March 28th and ends at 1:00 PM Thursday, March 30th (depart after 4:00 PM)

HOTEL

Hotel accommodations will be made for you with your room and tax direct billed to NEA. Please be prepared to provide a credit card upon check-in to cover any incidentals. Your check-in and check-out dates will coincide with your travel dates.

PRE-ATTENDANCE ASSIGNMENTS

Coming soon from Ellen Holmes

If you have any content-related questions, please contact Ellen Holmes by email at eholmes@nea.org or by text (207) 660-5589 (please begin your text with who you are).

TRANSPORTATION TO/FROM THE HOTEL:

Please feel free to take a Taxi, Uber, Lyft, or an airport shuttle service. Your state/local will be reimbursed for this expense.

WHAT TO WEAR: You should plan to wear comfortable clothes and remember to dress in layers as sometimes the rooms are hot and sometimes, they are cold. Please dress as casually and comfortably as you consider appropriate for learning with colleagues. All of you already have the job, so there is no need to dress to impress.

TECH REQUIREMENTS

You will need your laptop, chargers, etc. We will provide extension cords at each table. Prior to arriving, please work with your IT Department or Manager to ensure you can access the conference center Wi-Fi. This will not be a “secure” network so you may need to have your settings changed so that you can access it or bring your own mobile “hotspot” that is approved for use by your affiliate.

NEA TRAVEL EXPENSE REIMBURSEMENT

Payment will be made to the state or local you selected during registration after the training. **Please contact them about how you will be reimbursed for your expenses.** Hotel and airfare will be direct billed and paid by NEA.

NEA COVID PROTOCOLS

NEA continues to strongly encourage public health practices that reduce the risk of COVID-19 and requires certain mitigation measures to protect participants and event staff. Attendees of in-person NEA events must agree to NEA's COVID-19 Requirements. You will be asked to read and confirm the Agreement to Abide by COVID-19 Requirements before completing registration. You will also be asked to attest to being vaccinated against COVID-19 or if you are not vaccinated, to attest to an exemption for medical reasons or because of a sincerely held religious belief.

Please be aware that NEA reserves the right to increase mitigation measures as conditions warrant, such as by requiring additional COVID-19 screening testing, requiring all attendees to wear KN95, N95, or equivalent masks, or converting an event to virtual.

BEFORE YOU LEAVE HOME

- **Get your COVID-19 Vaccinations.** NEA requires meeting attendees to attest that they are vaccinated against COVID-19 or to attest to an exemption for medical reasons or because of a sincerely held religious belief. For purposes of this requirement, “vaccinated” means having completed a COVID-19 vaccine primary series.
 - NEA strongly encourages all meeting attendees to be up to date with their COVID-19 vaccinations, including the bivalent booster which protects against variants of the virus. You are “up to date” when you have received all doses in the primary series and all boosters recommended for you when eligible. You can determine if you are up to date with your COVID-19 vaccines by checking the CDC website here (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>).
- **COVID Test.** NEA strongly recommends that attendees take a COVID-19 test immediately prior to traveling to the event to avoid the unanticipated costs of being required to isolate at the event location. ***If positive or symptomatic, do not travel to the event.***
- **Self-Assessment.** Evaluate your own health and that of people with whom you are in close contact. Do not travel if you are sick, and carefully consider your risk of potential infection if you have been around someone with confirmed COVID-19 in the past 10 days.

ON-SITE REQUIREMENTS

Attendees should adhere to the following NEA recommendations and requirements to help prevent the spread of COVID-19:

- **Masks.** Meeting attendees are not required to wear masks. NEA reminds all participants that the decision to wear a mask in a group setting may be based on a variety of personal factors, including individual health concerns, caretaker concerns, upcoming family events, etc. Each attendee's decision will be supported and respected by the event community.
- **Social Distance.** Adhere to social distance protocols established by the event organizers and the venue, and respect others' personal space.
- **Self-Assessments.** Every morning and evening, assess whether you are experiencing any symptoms consistent with COVID-19, including but not limited to coughing or difficulty breathing, a new loss of taste or smell, or flu-like symptoms such as fever, chills or body aches. If you are not feeling well or are experiencing any of these symptoms, return to your room and isolate. Immediately seek medical advice and notify Karla Medina at kmedina@nea.org.

- **Screening Testing.** Event providers may determine that additional screening testing is recommended during the event. Cooperate with any additional COVID-19 testing

CONTACTS

Ellen Holmes is your contact for anything to do with content and learning. Karla Medina is your contact for anything to do with logistics, travel, and vouchers. Our contact information can be found below.

Ellen Holmes, eholmes@nea.org text 207-660-5589 (Please begin your text with who you are)

Karla Medina, kmedina@nea.org

CANCELLATIONS

1. If we incur an attrition charge from the hotel due to the late cancellation (rooms and food), we will have to charge your affiliate.
2. If you need to cancel and already booked your airfare, you must call FCM 1-866-811-8502 and cancel that flight. You will get a flight credit from the airlines, that you will have to use within 12 months to attend another UniServ program offering (unless your affiliate also wants to reimburse us for those costs). If you fail to cancel the flight, your affiliate will be asked to cover the cost of that flight.
3. Email Karla Medina (kmedina@nea.org) and Ellen Holmes (eholmes@nea.org) that you need to cancel.

WHAT'S NEXT?

You will receive an email with additional information at least 2 weeks before the training.

Please let me know if you have any questions.

Ellen Holmes

My pronouns: she/her/hers

Organizational Specialist

National Education Association

[207-660-5589](tel:207-660-5589) (text and voice)

For Information about UniServ Academies or Organizing Support Programs go to

<https://www.nea.org/UD-Org-Support>