



In partnership with



Healthy Meals Spring Summit 2024

Travel & Lodging Guidelines

and

Frequently Asked Questions (FAQs)

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HMI Grantee Travel & Lodging Guidelines

- Two (2) representatives from each School Food Authority (SFA) are invited to attend the Summit.
 - Double hotel room occupancy is expected. Please see [Special Accommodations](#) for more information.
 - The Summit attendees selected should be SFA staff working closely with the Healthy Meals Incentives grant work.
 - Action for Healthy Kids (AFHK) will make hotel reservations for all guests.
 - Registrants will receive a hotel confirmation number within 14 business days of registration via an email from the Marriott.
 - The hotel cost is covered by AFHK, but a credit card will need to be provided at the time of check-in for incidentals.
- Please book airline travel by March 15th, 2024.
 - Please book a basic economy fare flight and try to keep the airline fare under \$700. If a guest is unable to find a flight and requires an exception, please email Summit@healthymealsincentives.org so the AFHK/RMC Health Team can review. Submit your airfare receipt by March 15th via AFHK Portal by using the Summit **Airfare Reimbursement Form**. The link to this form will be emailed in the coming week.
 - We encourage Summit attendees to carpool or ride-share to the airport to reduce our carbon footprint. If an attendee is unable to share a ride and needs to park their vehicle in the airport garage, kindly retain all parking receipts for reimbursement after the event via **Summit Reimbursement Form**.
 - Keep all receipts; attendees will need to submit transportation receipts for baggage and ride-share/taxi rides to and from the airport.
 - If a registrant plans on driving to the Summit location, the attendee will be reimbursed for mileage at a rate of \$.67 per mile.
 - Parking fees are listed [above](#).
- Summit attendees will be paid for meals and incidentals on their travel days at the daily per diem rate as follows:
 - Monday April 8 is a travel day. The Spring Summit is a 1.5-day event on Tuesday, April 9, and Wednesday, April 10. Wednesday afternoon on April 10 is for travel.
 - April 8 - \$48 (if traveling on this day)
 - April 9 – none (\$5 for incidentals)
 - April 10 - \$34 (\$29 for dinner, \$5 for incidentals)
 - April 11 - \$48 (if traveling on this day)

Frequently Asked Questions (FAQs)

Registration

1. How do I register for the Summit?

Once invitees have received their invitations, please visit our official [website](#). Select the number of tickets (how many people are registering), enter the promo code “HMISpring2024”, then click “Register”. Complete all required information and click “Submit”. Registrants will receive an email confirmation to the email address provided during registration.

2. Can I bring a guest to the Summit?

Two (2) representatives from each School Food Authority (SFA) are invited to attend the Summit. Other guests are not permitted to attend Summit sessions unless they have been invited and registered as attendees. The Summit attendees selected to attend should be SFA staff working closely with the Healthy Meals Incentives grant projects.

3. What is the dress code for the Summit?

The dress code is business casual. We recommend dressing comfortably, but professionally, to make the most of the Summit experience.

4. Can I make changes to my registration details?

Yes, changes can be made to registration details up until March 1st. Please email Summit@healthymealsincentives.org with the updated information.

Agenda

1. When is the Summit?

The Summit is scheduled for Monday, April 8th – Wednesday, April 10th. The Summit attendees selected to attend should be SFA staff working closely with the Healthy Meals Incentives grant projects.

2. How can I obtain a copy of the Summit schedule?

The Summit schedule will be available on our [website](#) and can also be provided in the Summit app, which can be downloaded closer to the event date. Additionally, attendees will be able to view the agenda on the Summit mobile app.

3. Can I access presentation materials after the Summit?

Yes, presentation materials will be made available to Summit attendees on the grantee portal or through the Summit app after the event. Details on accessing these materials will be communicated during the Summit.

Venue Information

1. Where is the Summit venue?

The hotel accommodations and the Summit will take place at The St. Louis Marriott Grande Hotel, located at 800 Washington Ave, St. Louis, MO 63101. Double hotel room occupancy per SFA is expected. Please see [Special Accommodations](#) for more information.

2. How can I access Wi-Fi during the Summit?

Complimentary Wi-Fi will be provided for all Summit attendees. Information on how to connect to the Wi-Fi network will be available in the Summit materials, on-site signage, and the Summit mobile app.

Reimbursement

1. How do I get reimbursed for my airfare?

Submit your airfare receipt by March 15th via AFHK Portal by using the **Summit Airfare Reimbursement Form**. The link to this form will be emailed in the coming week.

2. How can I get reimbursed for my travel and meal expenses?

- Receipts for flights, parking, ride-share to and from the airport, and baggage fees are required.
- AFHK will accept screenshots of ride-share and all itemized receipts. Credit/debit card or bank statements will *not* be accepted.
 - If traveling by vehicle, mileage will be reimbursed at a rate of \$.67/mile.
- Travel encouraged on Monday and Wednesday; Monday and Wednesday are scheduled as travel days. If other travel arrangements are required, contact summit@healthymealsincentives.org

Note: Personal expenses will not be reimbursed. One attendee per hotel room will need to present a credit card for incidents. Any incidentals are considered personal expenses and will not be reimbursed.

Parking

1. Is parking available at the venue?

Yes, but it is recommended to Ride-Share to the venue with the other representative from the corresponding SFA. If parking is still required, see rates below:

- Valet Overnight - \$53.00
- Self-Parking (In & Out) - \$28.00
- Garage (No In & Out)
 - \$1.00 per 20 minutes (or fraction thereof for the first hour)
 - \$1.00 per 30 minutes (or fraction thereof for every hour thereafter)
 - \$30 – Max up to 24 hours
 - \$7.00 - Early Bird – Mon – Fri 8:00am-6:30pm
 - \$60.00 - Lost Ticket

Meals

1. Are meals provided during the Summit?

Yes, meals and refreshments will be provided. Registration includes breakfast, lunch, and beverages on each day of the Summit. Dinner will be provided at the networking event at the end of Day 1. Please check the schedule for specific mealtimes. Attendees will also receive per diems for travel day meals; read the [HMI Grantee Travel & Lodging Guidelines & Requirements policy](#) for more details.

2. What should I do if I have dietary restrictions or allergies?

If there are dietary restrictions or allergies, please note any restrictions or allergies in the appropriate field on the registration form. We will do our best to accommodate our guests' needs and ensure all guests have suitable meal options during the Summit. AFHK will contact the attendee to make proper arrangements if dietary restrictions are noted on the registration form.

Networking

1. How can I connect with other attendees?

Networking opportunities will be available throughout the Summit. We encourage all attendees to join scheduled networking sessions, use the Summit app to connect with fellow attendees, and participate in social events to maximize the networking experience.

2. What COVID-19 precautions are in place for the Summit?

The health and safety of our attendees are our top priorities. We will follow all local health guidelines and implement necessary precautions. Please check our website for updates on our COVID-19 policies and any specific requirements for attendance.

Social

1. What social media hashtags should I use for the Summit?

We encourage attendees to share their Summit experience on social media. The official Summit hashtag will be announced at the event, so stay tuned for updates.

Feedback

1. How can I provide feedback on the Summit?

We value our guests' feedback. After the Summit, all attendees will receive a feedback survey via email. Please take a few minutes to share thoughts and suggestions to help us improve future events. Feedback is very important to us!

Appendix

Special Accommodations Policy

At Action for Healthy Kids, we are committed to providing a welcoming and inclusive environment for all our guests. For example, individuals may have specific needs or preferences, and we strive to accommodate these requests with the utmost respect and discretion.

Policy Overview: Guests may request a separate space or accommodation, which will be determined case-by-case. We are dedicated to ensuring that every guest feels comfortable and secure during their stay. Please tell us if you need any special accommodation during registration, or as early as possible.

- **Confidentiality:** All requests will be treated with the highest level of confidentiality. Information regarding the request will only be shared with essential staff involved in the accommodation process.
- **Communication:** Our staff will communicate openly and respectfully with the guests to understand their specific needs and preferences.
- **Accommodation Determination:**
 - **Feasibility:** We will assess the feasibility of providing a separate space based on the guest's request, considering factors such as room availability and logistical considerations.
 - **Alternative Solutions:** In cases where a separate space may not be available, we will work with the guest to explore alternative solutions that align with their comfort and privacy.

Disability & Accessibility Policy

At Action for Healthy Kids, we are committed to making our facilities accessible to all individuals, including those with disabilities. We strive to provide a welcoming and inclusive environment for Summit attendees who may have special accessibility needs.

- **Entrances and Exits:** All entrances and exits to Summit areas are wheelchair accessible, with ramps and/or elevators provided where necessary.
- **Meeting Rooms:** Summit rooms are designed to accommodate wheelchair users, with accessible seating arrangements. The layout allows for easy maneuverability for individuals with mobility aids.
- **Restrooms:** Accessible restrooms equipped with proper support bars are available near Summit areas.
- **Parking:** Designated accessible parking spaces are available close to the hotel entrances. These spaces comply with relevant accessibility standards.

- **Reserved Seating:** Upon request, we can reserve accessible seating for attendees with disabilities within the Summit venue.

Media Consent

Upon completion registration, each registrant agrees to the following: I/We consent to the reproduction, and use, royalty-free, of motion picture films, videotapes, recorded sounds, and still photographs by Action for Healthy Kids, as well as the Office of Communications, United States Department of Agriculture, for all purposes including, but not limited to, education, training, display, editorial, advertising, promotion, art, and exhibits. In giving this consent, I release the United States, its officers, employees, nominees, and designees from liability for any violation of any personal or proprietary right I may have in connection with such reproduction and use.

Contact us

For any further inquiries, please contact our Summit organizers at Summit@healthymealsincentives.org. We look forward to connecting with everyone at the Summit!