



Fall 2024 Healthy Meals Summit Frequently Asked Questions (FAQs)

Join the Adventure: Celebrating the Champions of School Nutrition!

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Frequently Asked Questions (FAQs)

Registration

1. How do I register for the Summit?

Those invited will receive an email invitation. Next, visit our registration [website](#). Select the number of tickets (how many people are registering), enter the promo code “HMIFall2024”, and then click “Register”. Complete all required information and click “Submit”. Registrants will receive an email confirmation at the email address provided during registration.

2. Can I bring a guest to the Summit?

No, guests are not permitted to attend Summit sessions. Three (3)* staff from each invited SFA may attend the Summit. The Summit attendees selected by the SFA should be staff working closely with, or in, the SFA’s school meal programs. Four School Nutrition Association (SNA) Leaders per invited SNA State Chapter are invited.

To register three or more attendees for an SFA or SNA State Chapter, please complete the [Summit registration form](#) twice. The form will only allow two registrations at a time. Use the same promocode (HMIFall2024) to register the third attendee.

Note: *All HMI Small and/or Rural SFA Grantees are invited to the Fall 2024 Healthy Meals Summit with three attendees, regardless of award status.*

**SFAs invited by their USDA FNS State Agency may register up to two (2) SFA staff members, not three (3).*

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. Some examples of business casual include open-necked, collared shirts, or blouses and sweaters, khakis, pressed pants, skirts, or casual dresses; leather shoes, boots, flats, or casual walking shoes.

4. Can I make changes to my registration details?

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

Agenda

1. When is the Summit?

The Summit is scheduled for Monday, October 21 – Wednesday, October 23.

- Monday, October 21:
 - Travel to the Summit.
 - Registration: 2:00pm – 6:00pm PST

- Pre-Conference Events: 2:00pm – 4:00pm PST
- Opening Celebration of School Nutrition Champions Reception & Networking Event: 4:30PM – 6:00PM PST
- The Fall 2024 Healthy Meals Summit is on Tuesday, October 22, and Wednesday, October 23: The Summit will end at 2pm on Wednesday to allow for travel.

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

The Summit schedule will be available on the [website](#) and will 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](#).

**Agenda subject to change.*

3. Can I access presentation materials after the Summit?

Yes, presentation materials will be made available to Summit attendees via Google Drive after the event. Details on accessing these materials will be communicated during the Summit.

Venue Information

1. Where is the Summit venue?

The Summit will take place at Caesars Palace at 3570 Las Vegas Blvd. South, Las Vegas, NV, 89109. Attendees will stay at Caesars Palace and rooms will be single occupancy.

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, through on-site signage, and in the Summit mobile app.

3. Can an attendee request a special accommodation?

At Action for Healthy Kids, we are committed to providing a welcoming and inclusive environment for all our guests. We are dedicated to ensuring that every guest feels comfortable and secure during their stay. Please tell us if you need any special accommodations when you register.

- **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.

Travel Reimbursement

1. How do I get reimbursed for my travel expenses?

All reimbursement payments will be sent via direct deposit or mailed check (SFA preference) directly to the SFA. Attendees will follow their district's internal reimbursement process requesting reimbursement from the SFA if needed. Instructions on how to complete and submit the Reimbursement Forms can be found in the [Fall 2024 Healthy Meals Summit Travel Reimbursement Guidelines document](#).

Contact summit@healthymealsincentives.org with any questions on the reimbursement process.

2. How do I get reimbursed for substitute staff while I'm at the Summit?

A total of \$400 per SFA (not per attendee) will be reimbursed for substitute staff pay during the Summit. Instructions on how to request reimbursement for substitute staff pay can be found in the [Fall 2024 Healthy Meals Summit Travel Reimbursement Guidelines document](#).

Parking

1. Is parking available at the venue?

Yes, but it is recommended to take a cab, taxi, or ride-share to the venue. If parking is required, self-parking is \$15/day and valet parking is \$20 (one-time fee). Save receipts for reimbursement.

Meals

1. Are meals provided during the Summit?

Registration includes breakfast, lunch, and beverages on each day of the Summit. Passed hors d'oeuvres will be available during the networking reception on Monday, October 21, and a voucher for dinner will be provided on Tuesday. Please check the schedule for specific mealtimes. Attendees will also receive a per diem for travel day meals; read the [Fall 2024 Healthy Meals Summit Travel Reimbursement Guidelines document](#) for more details.

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

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

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 hashtags are #HMI Fall Summit and #HealthyMealsIncentives. Additional hashtags can be found in the [Fall 2024 Healthy Meals Summit Social Media Toolkit](#).

2. How can I access the Fall 2024 Healthy Meals Summit Social Media Toolkit?

The Fall 2024 Healthy Meals Summit Social Media Toolkit can be accessed [here](#) and on the HMI Recognition Awards website, under the Summit tab. The Toolkit includes social media graphics for attendees and presenters, suggested social media post copy, social media hashtags, and the AFHK and USDA tags to include in posts.

3. What is the mobile event app and how can I use it?

The app for the Healthy Meals Summit is Bizzabo and can be downloaded from [Apple's App Store](#) for iOS devices or [Google Play](#) for Android devices. A QR code will also be available at the Summit registration desk to download the app.

The Bizzabo app icon is below:



Bizzabo Event App Download Instructions

- a. Open the app and log in with your email used to register for the Summit.
****Note: Only registered attendees will have access to login to the Fall 2024 Healthy Meals Summit event on the Bizzabo app.**
- b. The Fall 2024 Healthy Meals Summit Event will open in the app.
- c. You will receive an email from Bizzabo to confirm your email address.
- d. After confirming your email address, create a profile to view the Summit agenda and speakers, connect with attendees and speakers, and more!
- e. A pop-up message will ask you if the app can have permission to send you notifications. Please click “yes” so that you can receive timely reminders and

announcements at the Summit, including workshop and event times and locations.

The event app is your on-the-go source of information on all things Summit!

If you have any issues connecting to the event through the app, please contact summit@healthymealsincentives.org

4. Will there be media and photographers at the Summit?

Yes, there will be photographers and videographers and media will be invited. At registration, each attendee 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.

Feedback

1. How can I provide feedback on the Summit?

We value feedback. After each workshop session, attendees will be provided with a QR code to access the session survey. 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!

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!

Appendix

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.

- **Auxiliary Aids:** Auxiliary aids are available upon request in the Summit venue and hotel rooms to assist guests with audio and visual 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.

Please contact summit@healthymealsincentives.org to request special accommodations.