

Graduate & Faculty Ministries National Staff Meetings 2016  
University of St. Mary of the Lake (USML), Mundelein, Illinois

## Travel, Registration, Childcare and Reimbursement Instructions

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We look forward to gathering Graduate & Faculty Ministries (GFM) staff from across the country in March for the 2016 GFM National Staff Conference. Please read these instructions closely.

### 1. Determine which meeting(s) you need to attend

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- March 14 - 15**   ■   **Training & Other Meetings:**
- Guided Retreat (*open to all staff*)
  - Faculty Ministry Planting Cohort Training
  - New Staff Training Year 1.<sup>1</sup>
  - New Staff Training Year 2.<sup>1</sup>
  - New Staff Training Year 3.<sup>1</sup>
  - Women in the Academy & Professions (WAP) Advocates Training
- March 15 - 17**   ■   **Main Meeting:** GFM National Staff Conference for all GFM staff
- March 17 - 18**   ■   **Regional & Other Meetings:**
- Geek Squad: Personal Coaching in Social Media (March 17, 1 – 3 pm)  
(*Geek Squad Coaching may be combined with another meeting*)
  - Ministry with LGBTQ Grad Students and Faculty
  - GFM South Central Regional Leadership Team Meeting

### 2. Make your travel arrangements

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#### *If you are flying...*

- Flights*   ■   Make arrangements to fly into and out of Chicago O'Hare, which is the nearest airport.
- *Contact Lorrey Thabet before booking a flight outside the travel parameters listed below.*
- Please book your flights as inexpensively as possible *within the time parameters below*. Check sites such as Orbitz, kayak.com or Bing.com/travel to compare airline prices.
- **Please book your flights by February 22.<sup>2</sup>**
- Arrival*   ■   **Monday, March 14:** Arrive at O'Hare by 1:30 p.m. If your shuttle will arrive at Mundelein after 12:30 p.m., please purchase lunch at the airport.  
(*Contact Lorrey for instructions if you will join NST Year 2 for Faculty Ministry Training on Tues.*)
- **Tuesday, March 15:** Arrive at O'Hare by 1:30 p.m. If your shuttle will arrive at Mundelein after 12:30 p.m., please purchase lunch at the airport.
- Departure*   ■   **Thursday, March 17:** Choose a flight departing from O'Hare after 4:00 p.m.  
**Geek Squad: Personal Coaching on Social Media on Thursday afternoon:**  
Choose a flight departing from O'Hare after 6:30 p.m. on March 17.
- **Friday, March 18:** Choose a flight departing from O'Hare after 4:00 p.m.

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<sup>1</sup> GFM New Staff Training Years 1, 2 and 3 are year-long training programs which began in July 2015.

<sup>2</sup> Flights must be booked **at least 14 days in advance of your departure date**. GFM will reimburse flights booked on or after 14 days in advance of departure only up to \$300.00.

- Shuttle*     ■ Chicago North Shore Limo will provide transportation between O'Hare Airport and the conference location. Details will be emailed to you before the meeting.

***If you are driving...***

- Directions*     ■ Directions: <http://www.usml.edu/conference-center/general-information-location>.
- Check to see whether it is more cost effective for you to rent a vehicle or drive your own. (InterVarsity will reimburse whichever is the lower amount.)
- Arrival*        ■ **Monday, March 14:** Arrive at the conference center by 2:00 p.m. Please eat lunch before you arrive.
- **Tuesday, March 15:** Arrive at the conference center by 1:30 p.m. Welcome Reception begins at 2:30 p.m. Please eat lunch before you arrive.

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**3. Register at:** <https://www.surveymonkey.com/r/2016GFMmtgRegistration> **by February 22.**

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**4. Sign up for childcare when you register (or by emailing Lorrey Thabet) by February 22.**

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- Children*     ■ Childcare will be available for children who are **24 months old or younger** in March 2016.
- Costs*        ■ Taxable income will be reported to Accounting based on what the conference pays to provide childcare for your child.
- *If you know someone who would be willing to serve on the childcare team (either paid or volunteer), please contact Lorrey Thabet as soon as possible.*

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**5. Attend the meeting(s)**

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- Meeting Book*     ■ Watch your email for the pre-course assignment and Meeting Book. Plan to complete the pre-course assignment & read the Meeting Book prior to your arrival.
- What to Pack*     ■ Check the weather before you pack. USML has extensive, beautiful grounds for walking but Chicago can still be quite cold in March!
- For more information visit: <http://www.usml.edu/conference-center>.
- Arrival at USML*     ■ When you arrive, go to the Living Room in the Residence Building to check in.

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**6. Submit your expenses**

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- PCards*        ■ Enter "GFM National Staff Conference" (account #712115) in the account override column. Submit the report to your supervisor, as usual.
- Expense Reports*     ■ Submit expense reports to Lorrey Thabet via email ([lthabet@intervarsity.org](mailto:lthabet@intervarsity.org))
- All expense reports are due **within 60 days** of the date the expense is incurred **or by May 16** (60 days after the meeting), **whichever is sooner.**
- Charges*        ■ **Staff and volunteers:** costs will be \$615.00 for the main meeting and \$115.00 for each additional meeting. Travel costs are included and will be reimbursed. Staff accounts will be charged after the meetings.
- **Invited guests:** costs will be \$215.00 for the main meeting and \$115.00 for each additional meeting. Guests will be billed \$50 round trip for the airport shuttle on Tuesday morning, March 15 and Thursday, March 17, at 1 p.m. Guests will be billed any additional costs for travel to or from the airport at other times. Contact Lorrey Thabet for more details. Please pay during the meeting via a check made out to InterVarsity Christian Fellowship/USA.
- **Prospective staff:** please contact your GFM host for details.