

FAQ GOAL FORUM 2024

Forum Location, Date and Times?

Location - Pueblo Convention Center located at 320 Central Main St. Pueblo, CO 81003

Dates - Wednesday July 24th and Thursday July 25th

Times – 9:00 AM to 5:00 PM (Breakfast and Registration start at 7:30 AM)

Am I required to be at the 2024 GOAL Forum event?

Yes, we are asking that all staff plan to be present at the event in July. If you are unable to attend for any reason, please contact your supervisor and contact Samantha Lewis in Human Resources at hr@goalac.org.

Can I bring my Family?

Family is welcome to travel with you. However, GOAL will not provide meal per diem for family members and attendance to Forum is limited to staff. Any additional nights of stay outside of GOAL provided nights will need to be arranged by and paid for by the employee. GOAL will not assist with any accommodations or logistics outside of the normal Forum agenda.

Can I bring my own car?

We are asking staff to utilize the GOAL Fleet Vehicles for transportation. With that said, we are aware there are not enough available for all those who are travelling. We recommend carpooling where possible. Personal mileage will need to be approved by your supervisor prior to travel if other means are not available. Please be sure to reference Personal Vehicle Section in GOAL Travel policy: [GOAL Travel Policy](#)

Parking during forum?

Free Parking is located directly across the street from the Pueblo Convention Center in the Parking Garage.

****DO NOT PARK AT THE MARRIOTT IF YOU ARE NOT A GUEST OF THE HOTEL. THEY WILL TOW YOUR VEHICLE****

Do I have to stay overnight if I was offered a Hotel Room?

No, you do not need to stay overnight. However, we ask that you attend the hours dedicated for the Forum. Please take into consideration travel time, traffic or other delays while traveling.

Can I stay with Family and Friends instead of the Hotel provided?

Yes, you can stay with family and friends instead of the Hotel. If you were originally offered an overnight stay from GOAL, you will still be provided with a meal per diem for your time in Pueblo when meals are not provided. Again, per diem will only be provided for you, the staff member and not the family or friend you are staying with.

Can I choose what hotel I can stay at?

Contracts have already been set in place for hotels around Pueblo. The hotels that are accommodating our staff have been chosen based on safety, cleanliness, location, and overall employee experience. Therefore, each employee will be assigned to a hotel.

If special accommodation for hotel stay is needed (ADA) you will have an opportunity to add information to the Registration form coming out soon. If you have further questions, please contact: Heather Trujillo - ha.trujillo@goalac.org

Do I have to share a hotel room?

Staff are not required to share a room. We will be working with staff who have indicated a willingness to share.

**Some rooms may have a King bed or Double beds. This is based on room availability. If you are traveling with family, your spouse, or would prefer to share a room with another employee, we will ask for this information on the Registration Form.

How will I know what hotel I am staying at?

Soon you will be receiving an email titled GOAL Forum 2024 – Registration. You must fill this form out in its entirety to fully register for the Forum event. We will ask you a series of questions regarding your hotel accommodation. We will use this information to fully plan your itinerary and confirm your hotel reservations. After this is complete, you will receive a personalized email over summer break to inform you of your logistics for the event.

How does Per Diem work and when can I expect to be Reimbursed?

GOAL will be providing per diem for those who are eligible for overnight accommodation. GOAL will follow the allowable per diem rates for Pueblo, CO. Because GOAL is providing breakfast, lunch and dinner on July 24th and breakfast and lunch on July 25th, those meals will not be reimbursed.

- Pueblo, CO Daily Per diem rate 2024: \$59.00 = \$13.00 Breakfast, \$15.00 Lunch, \$31.00 Dinner

Once your travel is complete, travel information and costs will be reviewed. Employees will then be notified of their reimbursement amount via email. Processing may take up to 30 days from the final review and approval for all parties involved.

Am I required to have a staff photo taken?

If you already have a professional picture provided at Forum in the previous year, you can opt to keep that one in the system. If you joined GOAL after the Forum last year, you likely need this professional headshot to replace the selfie phone photo you used after the new hire orientation. All staff will have the opportunity on both days of Forum to have their professional headshot taken. You will receive your Forum badge at check-in. You will use the QR code on your badge to have your picture taken so please bring it with you to the photo area. If the line for headshots looks too long don't worry, you will have several scheduled opportunities to come back. There will be a mirror for last-minute preparation and a place to set down your personal effects before the flash goes off. Remember that the dress code at Forum is **business casual** and you should be ready to look your best for this opportunity.

Remember – All staff must upload their professional picture into the Microsoft account. This is a mandatory requirement

I have food allergies, what is available for me?

GOAL High School will try to accommodate employee dietary needs. You will be asked your dietary requirements on the registration. We will be providing, in addition to the standard menu, vegetarian and gluten-free options. If you are unable to eat the menu items provided, you may be offered the per diem amount. This is based on food allergies, documented by a medical professional.

***In cases of food allergies, you may be asked to complete ADA (Americans with Disabilities Act) paperwork. Please reach out to Human Resources team for more information.**

What do I need to bring?

*Personal Credit Card will be required to check into the hotel. This card will be on file for any incidentals. GOAL does not cover personal or incidental expenses that you may incur at the hotel.

*GOAL Laptop & Charger

*GOAL Cell Phone & Charger

How will GOAL handle lost and found and personal property during Forum?

Goal and the Pueblo Convention Center are not responsible for any belongings left in vehicles nor damage to vehicles while parked at the event. We encourage you not to bring valuables. If during the event you find personal belongings that have been lost by another person, please turn them into the help desk which will be located in the main event area.

Do I have to participate in any pre-Forum activities?

No. However, we encourage you to get out and have some fun! Meet your colleagues and have a great time.

What are the expectations with the pre-forum events?

The events offered on the day before Forum, Monday, July 23rd may occur during the working hours of the day. These events are intended to be a team-building experience that supports the culture of the school. When attending these events please prepare to be an example of the school's culture and a positive, professional representative of GOAL.

These events are not mandatory, and any cost will be paid by the employee.

I am traveling with my family to Forum. Can they participate in pre-Forum activities?

Yes. However, additional costs that may be incurred for your family will be the responsibility of the employee. GOAL will not cover any activities for family members or friends.

I am attending the Mixer event on the first night of Forum. Can my family or friends come as well?

GOAL staff may bring one guest with them to the Mixer Night event. Your guest will need to pay an entry fee of \$30 (per diem rate) to cover their food. Please bring cash or check to pay the entry fee. Your guest may purchase their own drinks at the cash bar. Children are not allowed at the Mixer Night event. **No Exceptions. It is necessary for us to receive information in advance regarding any guests attending the event. This allows us to adequately prepare for food and ensure sufficient space is available. The registration form will be available soon!**

If I do not attend the Mixer event, do I still get per diem for dinner that evening?

No. GOAL is providing a meal for you that evening. If you choose to make your own arrangements, those costs are your responsibility. We encourage you to come and enjoy the food, drinks, games, and prizes!

Here is some other information for you to know:

- Service animals must be properly licensed as a service animal.
- There is some walking involved at Pueblo Convention Center. Please ensure you bring comfortable shoes.
- The dress code for the event is business casual.
- If accommodations for transportation between sessions is needed, please contact Human Resources at hr@goalac.org