



**Results for America’s Workforce Fellowship Convening
October 11 - 12, 2023**

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**Workforce Fellowship Convening
Agendas
October 11 - 12, 2023
The Convene, 600 14th Street NW, Washington DC 20005**

Day & Time	Activity	Details
<p style="text-align: center;"><u>DAY 1 - Wednesday, October 11, 2023</u> Location: Convene 600 14th St NW Washington, DC 20005</p> <p>Upon arrival, please proceed to the second elevator bank and ride up to the 4th floor to Convene. Guests arriving any time after the check-in process can still report to the lobby desk and will be directed by security to the elevators and up to the 4th floor, where they will approach a Convene Welcome Desk for official check-in. Please note, buildings doors are locked until 8:00 AM, so guests who arrive early may not be able to enter the building unless they are buzzed in.</p>		
8:00-8:45am	Check In & Breakfast	Fellows arrive and have breakfast.
8:45-9:50am	Welcome, Framing, & Ice Breaker	
9:50-10:25am	Team Project Mission & Vision Statements	Teams develop clear, succinct mission and vision statements for their projects for improved communications
10:25-10:45am	Team Project Reflection	Fellows reflect on progress and the status of their project
10:45-11:00am	Break	
11:00-12:30pm	Engaging Audiences With Your Pitch	Attendees understand how they can craft an effective pitch to garner engagement and buy-in to their work. <i>Guest Speakers:</i> <ul style="list-style-type: none"> • Zac Coile, VP Strategic Communications, Results for America • Katherine Ferguson, Manager Strategic Communications & Marketing, Results for America
12:30-1:30pm	Lunch	
1:30-3:25pm	Peer Consulting	Using a peer consulting model, Fellows will identify challenges they face through their projects and obtain practical and imaginative support from colleagues to identify solutions or next steps.
3:25-3:40pm	Break	
3:40-4:10pm	Paired Walks	Explore the area while connecting with other Fellowship members
4:10-4:30pm	Learnings & Closing	Fellows share their learnings and outstanding needs from Day 1
5:00-7:00pm	Reception at Proper 21	RFA Staff and Fellowship teams gather for a

		<p>networking reception at Proper 21 located at 1319 F St NW Washington, DC 20004.</p> <ul style="list-style-type: none"> • 2 minute walk from Convene to Proper 21 • 3 minute walk from the Hotel Washington to Proper 21 <p><i>Heavy appetizers and drinks will be available.</i></p>
<p align="center"><u>DAY 2 - Thursday, October 12, 2023</u> Location: Convene 600 14th St NW Washington, DC 20005</p>		
8:00-8:45am	Check In & Breakfast	Fellows arrive and have breakfast.
8:45-9:10am	Welcome & Reflection	
9:10-10:40am	Strategies to Make Job Quality More Equitable	<p>Attendees will build their capacity to identify and implement equity-focused approaches to job quality, including how equity can inform job quality measurement in procurement, and hear from experts in the field about their experiences in integrating equity within job quality.</p> <p><i>Guest Speakers:</i></p> <ul style="list-style-type: none"> • Kayva Vaghul, Co-Founder, Translational Research Service • Sharon Williams, Director, Equity and Inclusion Department, City of Durham
10:40-10:50am	Break	
10:50-11:30am	Team Time: Action Planning 1	Teams chart next steps given their project's current progress and identified barriers
11:30-12:30pm	Lunch	
12:30-1:45pm	Equity in Budgeting	<p>Fellows develop a greater understanding of concrete action steps to prioritize equitable budgetary allocations and how to build buy-in to create positive change.</p> <p><i>Guest Speakers:</i></p> <ul style="list-style-type: none"> • Andy Stettner, Deputy Director of Policy, Office of Unemployment Insurance Modernization, DOL • Maia Jachimowicz, Senior Advisor, Equity Centered Program Design, RFA
1:45-2:00pm	Break	Join for a few minutes of stretching/chair yoga!
2:00-3:00pm	Team Time: Action Planning 2	Teams synthesize their learnings to their Alumni Cohort project
3:00-3:30pm	Celebration, Survey, & Closing	Fellows will complete a survey to provide constructive feedback on the Convening.
3:30pm	Convening Adjourns	

Convening Logistics

Who

The Results for America State and Local Workforce Fellowship is comprised of a network of top government innovators from around the country focused on 1) using evidence and data to improve job quality for all workers, and 2) evidence-based workforce spending to make tangible progress in improving employment outcomes. This network is complemented by individualized coaching and technical assistance to implement evidence-based strategies, including: training from subject matter experts, access to a curated repository of action-oriented tools, and spotlighting and celebrating Fellows' successes to drive public and political support. For more information, please visit: <https://results4america.org/about-us/workforce-fellows/>

When and Where

The convening will take place October 11 - 12, 2023 at The Convene located at 600 14th Street NW, Washington DC 20005. Upon arrival, please take the elevator to the 4th floor to access The Convene and check-in with a Results for America staff member at our registration table. Our team will guide you through the check-in process to help you get situated for the day. The convening will begin with breakfast at 8:00 AM on Wednesday, October 11th and adjourn by 3:30 PM on Thursday, October 12th.

Accommodations

Results for America has partnered with [Hotel Washington](#) to support accommodation needs for the convening. Hotel Washington is located at 515 15th Street NW, Washington DC 20004. Attendees who have reserved their stay at Hotel Washington should have already received their reservation confirmation email from the hotel.

Ground Transportation

The closest recommended airport for travel to/from the convening is Ronald Reagan Washington National Airport located at 2401 Ronald Reagan Washington National Airport Access Road, Arlington, VA 22202.

For those taking the Metro, RFA recommends using the McPherson Square Metro stop, which is only an 8-minute walk from Hotel Washington. To take the metro from the airport to McPherson Square, take the Blue line toward Largo Town Center and ride the train for eight stops, disembarking at McPherson Square station. [Learn more about riding the Metro train here.](#)

Parking

If you will be driving and need parking, we recommend **Colonial Parking** at 607 14th Street NW, Washington DC 20005. Colonial Parking offers both hourly and daily parking rates. It is a 2-minute walk to Hotel Washington. Learn more about reserving your parking at Colonial Parking [here](#).

Dress Code

The dress code is business casual for the entire convening. No suits or jackets required.

Expense Reimbursement Policy

RFA Workforce Convening | October 11-12, 2023

Please book travel and accommodation as soon as possible and no later than Friday, September 1. If there are circumstances keeping you from adhering to the policy requirements below or this booking deadline, please reach out to the team at workforce@results4america.org to discuss other arrangements.

Please note that Results for America (RFA) will cover travel, accommodation, and other allowable expenses for **up to four (4) members** of each State and Local Workforce Fellowship team, though additional members are encouraged to attend at their own expense. Teams should discuss in advance of making travel arrangements which four members will be submitting for RFA reimbursement and notify the RFA Workforce Team of their decision.

Travel

- RFA will cover direct travel to and from RFA events at the lowest logical economy fares. This includes the ticket cost and taxes/fees. RFA does not reimburse for seat selection, additional baggage fees, or other upgrades.
 - Airfare: Up to a maximum of \$400 roundtrip per person for those traveling from the Midwest, Rocky Mountain, Southwest, South, Northeast or East Coast regions and up to \$500 for those traveling from the West Coast (i.e. CA, OR, WA). Ronald Reagan Washington National Airport (DCA) is the most convenient airport.
 - Bus/Train: Up to a maximum of \$200 roundtrip per person.
 - Driving: RFA will reimburse individuals who travel to/from RFA events via their own (i.e. user-owned) vehicles at the federal U.S. General Services Administration (GSA) rate of the current fiscal year up to \$200 round trip per person. A map of the driving route (with total mileage noted) must be provided. Parking for these individuals will also be reimbursable at the lowest level economy prices.
- Attendees are responsible for booking their own travel.
- For unexpected travel changes (flights, trains, etc.), please notify *the team at workforce@results4america.org* immediately to assist with the request. This is to ensure that costs associated with the changes are properly covered by RFA or the traveler. Any travel change fees associated with travel changes will not be covered by RFA without advance approval. Please do not attempt to change reservations without notifying RFA.
- Attendees are strongly encouraged to book flights that allow for participation in the full Convening. A loose event agenda is below to support arrival and departure times. The majority of attendees should be able to arrive on Tuesday, October 10 and depart on the evening of Thursday, October 12. Please let us know if you require support in identifying appropriate travel arrangements.
 - Wednesday, October 11, 8:00am-4:30pm EST
 - Thursday, October 12, 8:00am-3:30pm EST

Other Travel

- Once in Washington, DC, RFA will reimburse for travel to/from the airport/downtown up to \$50 per person total (i.e. inclusive of arrival and departure to/from DC). Attendees may choose to take Lyft/Uber, taxi, or Metro.
 - To use a rideshare, please follow signs marked within Ronald Reagan Washington National Airport (DCA)'s terminals.
 - To take the Metro:
 - [Learn more about how and where to access the train here](#)
 - RFA recommends using the McPherson Square Metro stop, which is only an eight minute walk from the event hotel - the Hotel Washington. To take the metro from the airport to McPherson Square, take the Blue line toward Largo Town Center and ride the train for eight stops, disembarking at McPherson Square station.
 - If you have any ADA needs and/or require special assistance to travel to/from the airport safely, please contact *the team at workforce@results4america.org* to identify an alternative transportation arrangement.

- Please note that other transportation during the event will not be covered (e.g. taxi to reception location, etc.).
- When traveling to/from your home (i.e. point of origin), RFA will provide reimbursement for airport/train station parking fees and ground transportation at the lowest level economy prices/fares up to \$100 per person.
- RFA will reimburse for tips on local transportation of no more than \$10 or 20%, whichever is less, on approved transportation costs incurred.
- Rental cars are not reimbursable, unless prior approval obtained from *the team at workforce@results4america.org*.

Hotel Accommodation

- Please book only through the RFA-provided [booking link](#) at the Hotel Washington. Rooms are available the nights of Tuesday, October 10 through Wednesday, October 11, with a very small number of rooms on the night of Thursday, October 12 for those who are unable to depart Washington, DC until Friday, October 13.
 - Fellows attending the Convening, but who will not be requesting RFA reimbursement, should still book through the above link.
- Should you book an extended stay outside of the event dates above, please expect an RFA team member to reach out to you for confirmation and verification of your travel arrangements.
- We cannot guarantee reimbursement of rooms booked outside of the RFA-provided booking link.
- RFA will cover hotel room costs, taxes, and amenity fees for the duration of the event through the provided RFA room block. Event participants will be responsible for any incidentals and personal expenses upon check-out.
- Event participants will be asked to provide a credit card at booking to place a hold for the reservation, parking (if used), and for any incidental charges. Please note that while the credit card hold may reflect the entire cost of the reservation, participants will not be charged for room rate, tax, or amenity fees.
- During booking, event participants may see options to upgrade their stay. These options are not covered under RFA's reimbursement policy and selection of any of these options would be at a participant's expense.

Other Expenses

- While RFA will provide some meals at the event as noted below, other food expenses incurred throughout the duration of travel may be reimbursable with submission of each meal's receipt. Per meal maximums are: breakfast (\$15 per day); lunch (\$25 per day); and dinner (\$35 per day). Please note this is *not a per diem allotment*, but a per meal reimbursement requiring receipt submission.
- Reimbursement will not be accepted for the following:
 - Breakfast, lunch, or snacks for October 11-12, as RFA is providing these meals
 - Dinner for October 11, as RFA is hosting a reception with food
 - Any expenses dated outside an event participant's travel dates (e.g. before October 10 or after October 13)

Reimbursement Instructions

RFA has moved to an automated system to ensure timely and accurate payments are given to event attendees. To submit for reimbursement, you will submit a form, including your receipts, with the information on your purchases within 14 days of the event, Friday, October 27. If there is no record of your transaction or submissions are received beyond the deadline, we cannot reimburse your purchase.

The form (see below) you submit will be reviewed by RFA's finance team, which will input the information into our reimbursement system, Bill.com within **3 business days**. Once your expenses are in Bill.com you will receive an email to finalize and send the reimbursement via check or ACH payment.

- **ACH:** You will receive an email invitation from Bill.com to create a vendor account and enter your banking information
- **Check:** You will *not* receive an email notification, but will receive payment within ten days of

submitting your form. If 10 days have elapsed without receipt of payment please contact Danielle Francis at danielle@results4america.org for status updates and CC workforce@results4america.org.

Please ensure that you select the correct event when submitting the form. You should select the following: *State and Local Workforce Fellowship Convening (October 2023)*.

Many fellows choose to have their employers to cover the cost of their travel. RFA is able to reimburse either your employer or you personally – please make it clear in your outreach if reimbursement will be provided to you or your organization.

Form Link: <https://forms.gle/7egvaZzYEWyLMbm79>

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