



Shining
Brighter
Together

FAQ's

- **Am I required to go to the retreat?** Unless there are extenuating circumstances that prevent you from attending, we'd love to see you there!
- **I have a circumstance that conflicts with my participation in the retreat, and I won't be able to attend – what can I expect during the time my colleagues are in Bend?** This is a working retreat, and the office will remain open. Teams will plan to service all known client and internal needs in advance of the retreat with the hope that there will be limited operational needs while away. Of course, clients always come first, and we're committed to servicing their needs, whether we're at the office or at the retreat.
- **I live in the greater Seattle or San Francisco area – how do I book my travel to Bend?** We've contracted reserved group seating and fixed pricing for flights with Alaska Airlines that accommodate our Seattle- and San Francisco-based employees. These flights depart and return during regular business hours. We've also coordinated shuttle transportation for these pre-arranged flights from the airport in Bend to Brasada Ranch (approximately 30-minute drive). We'd love to handle booking these travel arrangements on your behalf. However, if you prefer, you may coordinate your own travel (flight and shuttle transportation), and we'll reimburse you for up to \$250, the total amount of our contracted rates with Alaska Airlines and the Bend shuttle service.
- **Will I be able to check a bag with the group booking from Seattle/San Francisco?** Alaska Airlines won't allow us to add checked bags to the reservation as they collect those fees upon check-in. If you find that you need to check a bag, we'll reimburse you for up to \$30 for one checked bag each way.
- **I live outside of Seattle and San Francisco – how do I book my travel to Bend?** A member of the planning team will reach out to you with more information once you've submitted your RSVP + Registration Form.
- **How will travel to and from the airport work in my home city?** To help us reduce our footprint, we encourage everyone to take public transportation to and from the airport in your home city - for example: BART in SF or The Link in Seattle, and the expense will be fully reimbursable for those outside of Seattle (Seattle employees have an Orca card). In cases where this poses a concern or hardship, we'll reimburse you for up to \$7 per day for parking. We're happy to provide long-term park & ride options for you in your city. This expense can be submitted after the retreat using our reimbursement request process.



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- **How will travel to and from the airport work in Bend, OR?** We've coordinated shuttle transportation in Bend for the pre-arranged flights from Seattle & San Francisco
 - o If you live in the greater Seattle or greater San Francisco areas and choose to book your own flight, we'll reimburse you for up to \$250 for both flight and transportation to and from the airport in Bend to Brasada Ranch.
 - o If you live outside the greater Seattle or greater San Francisco area, we'll work with you to align your flight booking times with our pre-arranged shuttle service options or reimburse you for up to \$40 in ground transportation.
- **I'm traveling from a very long distance, and the flight options are limited. I'm not sure I can arrive on Monday in time for the cocktail event. What do I do?** We have a limited number of rooms reserved on Sunday, the day before the retreat, for those traveling longer distances with more complicated travel needs. There's a place to indicate this on the RSVP + Registration form, and we'll make arrangements for you.
- **How will travel meals work?** Gift cards will be provided for use for travel meals. Our per diem allotment is \$25 per meal, for a total of \$50 to cover your travel time to and from Bend. You'll be responsible for any additional expenses incurred for food and beverage.
- **I have a circumstance that requires me to drive – is that an option?** We encourage you to fly, but we understand there may be a need to travel by car for a select few and would like to provide this option, as needed. If you choose to drive, you may submit an expense report after the retreat, and we'll reimburse you at the current IRS rate of 62.5 cents per mile for business travel. Note, car rental and other travel expenses outside of mileage will not be reimbursable.
- **Will I have to share a room?** Nope! The cabins at Brasada Ranch are very similar to hotel rooms - you'll have your own private room with a King bed, bathroom, sitting area, & even a private outdoor deck. Please refer to the "Brasada Ranch Information and Photo Gallery" document for more information.
- **Can you elaborate about the rooms at Brasada Ranch and how any potential shared space will work?** The RSVP + Registration form provides detailed information and allows you to select preferences related to room accommodations. Everyone will have their own private room and can mark their preference for complete privacy or to potentially share a community space with other colleagues (please refer to the "Brasada Ranch Information and Photo Gallery" document for more information.). You can also use the open-ended comment option for special requests; this allows us to understand needs and preferences and we'll do our very best to accommodate!



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- **I noticed an option to select colleagues for shared space on the RSVP + Registration form – how will you match colleagues?** Colleagues must choose each other in order to be matched for any potential shared space, and we'll confirm with those groups before the rooming list is finalized. We won't mix those who want complete privacy and those who want to share – if there's an odd number, the default is locked off and private rooms. There are countless areas to gather at Brasada Ranch, including a hospitality suite in which everyone will have access - those who want to hang out indoors can always use that space (+ lots of outdoor areas like firepits, multiple pools, and more!).
- **I'm going to the retreat – do I bring my laptop?** Yes! This is a working retreat, and the office will remain open. Teams will plan to service all known client and internal needs in advance of the retreat with the hope that there will be limited operational needs while away. Of course, clients always come first, and we are committed to servicing their needs, whether we're at the office or at the retreat. *There will be multiple quiet locations to use onsite, including a business center, if emergencies or other needs arise.*
- **Can I bring my family or friends?** This is a working retreat and limited to employees. If you plan to extend your stay in Bend with family or friends, please limit their attendance to before or after the retreat.
- **What is the weather in Bend in October?** The average daytime temperature in Bend is 55 degrees, dipping to low 40s at night.
- **What's the attire?** Generally casual, but we'll send additional information about attire for specific events closer to the retreat – stay tuned!
- **What should I pack?** Besides your laptop, please plan to bring layers, sunscreen, closed toe shoes for your activity, and a warm jacket – there *may* be additional guidance depending on your activity choice, and we'll let you know, individually, once activities have been coordinated. Also, don't forget your laptop battery charger - there won't be docking stations at the retreat.
- **Who do I contact if I have questions?** We have a whole team working hard on retreat planning! You should have received calendar invitations for two informational sessions hosted by the planning team. If you're unable to attend the sessions, please feel free to contact Kim (k.conaty@lnwm.com) and a member of the team will follow up with you directly.