

AG-802 (06/10)

Texas A&M AgriLife  
Administrative Services – Disbursements/Travel



### TRAVEL REQUEST

☐ Texas A&M AgriLife  
☐ Research  
556 RESEARCH

☒ Texas A&M AgriLife Extension  
☒ Service  
555 EXTENSION

☐ TVMDL  
557 TVMDL

Dept/Unit/District: Urban/9 Date: March 26, 2025 Request Number: \_\_\_\_\_

From: June 8, 2025 To: June 13, 2025  
Travel Dates (including travel time)

Destination: From: Rosenberg, Texas To: Chicago, Illinois District: Urban/9  
City State City State (AgriLife Extension)

Counties Visited (if applicable)\*: Cook  
\* County required for out of state travel

Purpose of Travel: To travel to and and Participate in Lead 21, Session I

Most Expenses covered by the course registration fee already paid through a state account. Travel costs to and from the meeting sites are to be covered from county funds.

#### ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

#### MODE OF TRANSPORTATION:

☐ Private Auto ☐ Accompanying Another Party\*  
☐ Official Auto ☐ Accompanied by\* \_\_\_\_\_  
☐ University Aircraft ☒ Commercial Transportation (Includes Rental Car)

\*Explanation required for two or more employees attending the same or similar duties: \_\_\_\_\_

#### EXPENSE TO BE CHARGED TO:

Account Name: Fort Bend County Travel Account No: \_\_\_\_\_  
Estimated Expenses: \$ \$500 for flight Project No/Support Account: \_\_\_\_\_

Name: Amy Ressler UIN: 902003389  
Print or Type Required

Signature:  Title: County Extension Director - Fort Bend

RECOMMENDED:   
Supervisor

APPROVED: \_\_\_\_\_  
Department Head/Resident Director

APPROVED:   
Director/Designee



## Session 1 Information

June 8 – 13, 2025  
Chicago, IL

**We are excited to welcome you to Chicago! Please read this document fully, as it has important information for planning your travel and having a successful LEAD21 Session.**

## Location

Eaglewood Resort & Spa  
1401 Nordic Rd.  
Itasca, IL 60143  
(630) 773-1400  
<https://eaglewoodresort.com/>

## Schedule

All times listed are Central time

- On-site Registration is 1:00-2:00pm on Sunday June 8, 2025
- Opening session starts at 2:00pm Sunday June 8, 2025
- Closing session ends at 11:45am Friday June 13, 2025 –plan to stay through the closing session.

Format for the week includes: large group sessions, small group breakouts, meals, social/networking time, and a reception. Meals are covered by your program fee and we will have fun evening activities planned for your enjoyment.

Each day's schedule is intense, and many nights are occupied with activities or personal preparation for the next day. We do not encourage you to bring a spouse/significant other or schedule meetings with people in the area or virtually.

**Please see our guest policy below.**



## Attire

- Dress casually for the week. We will be in the hotel facility for the entire session. Sometimes hotel conference facilities have a tendency toward great temperature swings, so please take that into consideration for your comfort during the week.
- Sunday Show your spirit! - At the opening session (Sunday afternoon), show your school spirit by wearing your institution's colors, logo, etc.
- Fun/Casual Evening Activities Planned - We also have some casual evenings planned that may include outdoor activities. The hotel has a golf course, golf simulator, bowling alley, and other activities. Consider bringing attire where you can be comfortable. Bowling balls and shoes optional!

## LEAD21 MsTeams – Class 21 Central

The LEAD21 Class 21 MsTeams Team page will serve as the primary resource for participant information. After you successfully log in, you will have access to all the LEAD21 Class 21 files as we add them and be able to communicate with your LEAD21 peers and the LEAD21 team.

\*Materials to help you prep for the sessions can be found in the **General Channel under the Files tab at the top.**

### **MsTeams Access**

On February 19<sup>th</sup> you were added to the LEAD21 Teams space on Microsoft Teams. For your reference, the LEAD21 team is managed under the University of Georgia account and will appear in your account list (top right corner by your pic). You should have received an email from Microsoft inviting you to access the team (please check your junk/spam folders). Note, we added you with the email that you used on your application. If you use a different email for MsTeams please let us know and we will add you with that email. For some of you (USDA and some others), you might consider accessing MsTeams with a personal email due to enhanced protections in place by your institution.

If you need assistance getting access to MsTeams please contact your local IT professional or reach out to Bridget at 706-542-7786 or [brucci@uga.edu](mailto:brucci@uga.edu).

### **Session Registration**

As mentioned above, we make your hotel reservations; however, we must first receive your completed Session Registration to proceed. Please complete the Session Registration by **May 6**. You will need to know your travel information (flight schedule) to complete the form.

- If your travel times change more than a week before the session, simply complete the form a second time. If changes occur closer to the session start, email Kristin at [kbell14@uga.edu](mailto:kbell14@uga.edu) or Bridget at [brucci@uga.edu](mailto:brucci@uga.edu).
- If it changes and you will require an extra night of lodging before or after the program, reach out to our team to let us know and we will contact the hotel for you.
- This is only if you need a room at our session facility. You may also make your own pre-post arrangements at other hotels that suit your plans. **You are required to stay at the session hotel during the session dates even if you are local.**
- This registration is also where you will indicate any special accommodations (dietary or otherwise) you may require during your stay.

### **Session 1 Registration Link:**

[https://ugeorgia.ca1.qualtrics.com/jfe/form/SV\\_0obwrxQzubRQCY6](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_0obwrxQzubRQCY6)

### **Pre-Reading**

Adult learning principles say that we learn best when we “go to the books with our questions.” To prepare for the learning and exploration of this first session, please set aside time to read the provided Pre-Reading materials **before we start the session**. The articles are selected specifically for the content of the session. These materials will be posted on MsTeams under Session 1 Materials/Pre-readings.

### **Program Sponsor Meeting(s)**

Each participant is expected to meet with your Institution Sponsor before the start of session 1. Your Institution Sponsor is the individual providing the funds for you to participate in LEAD21, likely this may be your dean, director, or administrator. In your meeting with your Institution Sponsor, determine mutual expectations for your involvement in the program and back home at your institution/organization. If you need guidance, please see some suggested guidelines for the conversation on MsTeams.

### **LEAD21 Program Pre-Assessment**

One of the assessments we ask you to complete is establishing a baseline of your perceived capacity around leadership competencies. You will receive a link to complete the program assessment on **April 2** and should be completed by **May 2**. Evaluating the LEAD21 program is a HUGE part of our success. We have a robust evaluation schedule throughout the year and we hope that you will participate in every opportunity you have. You will also be asked to complete this same assessment again, 1 year later after you have gone through the program so we can see how much you’ve gained.