WE ARE UNDISPUTED FAQ

When and where is Kickoff 2027?
Kickoff is being held January 22-24, 2027, at the Virginia Beach Convention Center, Virginia Beach, VA.

What if someone tries to register after registration closes?
We have a firm registration deadline of **August 10th**. We will not be allowing employees to register after the registration window closes.

What if an employee starts after the registration window closes?
Employees hired after registration closes will not be eligible to attend the event.

When will the final attendee list be sent to the branches?
The final list will be sent by mid-December. No changes will be permitted to the attendee list after this date.

What if an employee registers but cannot attend?
Exceptions will be made on a case-by-case basis, but the employee may incur costs if they register but do not attend.

Will an employee be paid to attend Kickoff?
No. This is an unpaid, voluntary event.

Can an employee still work if they decide not to attend Kickoff?
Yes, all Groundworks branch locations, including the call centers, will be open during the Kickoff event unless branch leadership notifies otherwise.

Can I use my company credit card for home airport parking or any Kickoff-related expenses?
Any charges, including airport parking, on your company credit card for Kickoff – related expenses will be escalated to senior leadership. You will be required to reimburse the company, and your card may be suspended pending further review.

Can an employee use Paid Time Off (PTO) on the days that the office is closed for Kickoff?
Yes, an employee can use up to eight hours of PTO for each day that they would have otherwise worked.

How will we get to Virginia Beach?
Employees from branches outside a six-hour drive will book flights during the registration process through our travel partner. Any Employees from branches within a six-hour drive time of the Virginia Beach Convention Center will be on scheduled charter buses or carpool with fellow branch tribe mates, except for those in the Virginia Beach area. Local employees will be responsible for their own transportation.

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NEW FOR 2027!

How can I book my flight?
Employees who are outside a six-hour drive will need to book their flights through the new travel platform, **Navan**, and adhere to the travel expense parameters (which are automatically factored in by the platform's backend). Please book your flight for **January 22nd to arrive on-site by 4:00 pm ET and depart by 3:00 pm ET on January 24th**. The deadline to book your flights is September 30th. Those who registered with a personal email address will need to coordinate with their Office Manager for assistance. Any exception requests must be sent to *Kickoff@Groundworks.com*

How will we get to and from the airport?
You are responsible for your own travel arrangements from your hometown to the airport. However, when you arrive at Norfolk International Airport, there will be shuttle buses that take you to/from the airport.

Where is the event being held?
Registration and all events will be held at the **Virginia Beach Convention Center**. All employees attending Kickoff must check in at registration on **Friday, January 22nd, from 2:00 pm – 5:00 pm**.

What if an employee wants to drive their personal vehicle?
Employees can drive personal vehicles at their own expense. Groundworks will not reimburse for personal transportation.

Can I drive my work vehicle?
Yes, but at your own expense. You are responsible for paying for fuel and snacks, etc., on your own.

Where do I park if I am in a personal vehicle?
The cost to self-park at any of the Kickoff-arranged hotels will be covered for event days, January 22nd-24th. Valet parking will NOT be covered by Groundworks.

Can spouses, kids, or non-employees attend Kickoff?
No. This event is for Groundworks employees only.

Who is responsible for making sure teams arrive?
Branch Leadership – GMs, PMs, SMs, and OMs – should work as a team to ensure all employees understand where they need to be and when to get to the Kickoff event.

We recommend that Brand Leadership assigns group leaders to guide necessary logistics, for example Sales Managers guiding the sales staff, Production Managers and General Managers guiding the production staff, and Office Managers guiding the administration support staff.

Who pays for my room if I requested a single room?
The employee is responsible for payment. All company-provided and paid-for rooms are double occupancy. If you request an upgraded "buy out" private room (based on availability), you will be required to pay your room charges at the time of registration. Company credit cards will not be allowed as a payment method to "buy out" a private room.

Can we drink alcohol at the events?
The only event where alcohol consumption is permitted is at the Saturday night Awards Celebration. Absolutely no drinking is permitted during the daytime training. No outside alcoholic beverages are allowed during company events, and we ask all employees to drink responsibly.

How will we get to sessions during the event?
All sessions will be located at the Virginia Beach Convention Center. Shuttles will run between the hotels and the Convention Center before and after session times.

If I work in the Virginia Beach area, can I still stay at the hotel?
Yes. You can reserve a room at one of the Groundworks hotels, under the Groundworks group rate. Employees will be responsible for paying for their own room nights and charges, using a personal credit card. Rooms will need to be booked during the registration process, based on availability.

Can I go out to dinner with my teammates on Friday night?
Dinner will be provided on Friday night. All meals and dinners outside of the company-provided meals are to be paid for by employees. No company credit cards should be used to purchase food and drinks during the trip.

Do I have to attend the morning workout?
No. All employees are welcome, but those who attend must sign a waiver prior to the workout.

Will there be any accommodation for dietary restrictions?
Yes. Please indicate your preference when you register. The choices are vegetarian, vegan, kosher, halal, gluten-free, or other.

Do I need to bring any snacks or drinks for Saturday?
Plenty of food and beverages will be provided, but you are always welcome to bring additional food at your own expense.

What happens if employees behave unprofessionally?
All employees are expected to treat the entire trip as a professional work event. All government laws and corporate policies should still be upheld by all employees and their guests.

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What happens if an employee does not act professionally and responsibly?
An employee will be asked to leave and must handle their own transportation back home. Disciplinary action will be handled at the branch level, up to and including termination of employment.

What are the expectations for behavior?
Kickoff is a professional event. All laws and company policies apply. By attending the Kickoff event, you agree to abide by the rules of conduct established by Groundworks as outlined in the Employee Handbook. Additionally, you understand that any observed conduct which brings disrepute to the company will result in disciplinary action up to and including termination of your employment.

What do I wear?

Friday
Please dress comfortably, no attire restrictions. You can't go wrong with company-branded attire!

Saturday Morning Workout
Please dress warmly and in athletic attire – layers are suggested. Workout will be outdoors.

Saturday During Day
Please wear your provided Kickoff t-shirt and comfortable clothes for moving, walking, and sitting.

Saturday Night
Business casual or T-shirts are allowed; however, many employees will dress in business formal. It's a party, and our event theme is **Undisputed**. Stay tuned for additional details! Dress to have fun, and remember, if you receive an award, you will have your picture taken.

MORE QUESTIONS?

Lodging questions or changes?
Please email groundworkslodging@executivevents.com

Booking support or changes?
Use the Need Help tab in Navan

Registration questions?
Please email groundworks@executivevents.com

Registration questions?
Please email kickoff@groundworks.com