

## Registration is now OPEN for Travel at State Day 2022!

Tuesday, October 11, 2022, 8 a.m. – 4:30 p.m.  
James B. Henry Center for Executive Development  
3535 Forest Rd.  
Lansing, MI 48910  
(517) 353-4350

**Cost:** \$60 (Educational Assistance can be used if you have it available)  
Cost includes classes, continental breakfast, lunch, and trade show.

This event is open to all faculty and staff who are involved in travel for MSU.

### AGENDA:

8:00 a.m. – 9:00 a.m. Registration desk and breakfast buffet are open.

9:00 a.m. – 10:30 a.m. Opening Session for all attendees in Atrium: Lisa Laughman  
Recognizing Burnout and Mapping Your Stress Response

Learn how being a high-quality gatekeeper of your nervous system can help you deliver excellence while protecting your physical, emotional, and mental wellbeing. Strengthening your capacity to notice when your stress response has activated alerts you to when it might be a good idea to employ grounding practices to assist your nervous system return to its true default setting: *relaxed, calm and steady*. Mapping your stress response increases your capacity to operate from the lowest, effective stress level required to get the job done. This practice reduces the likelihood of burnout and chronic stress related illnesses. Session will be facilitated by Lisa Laughman, Resilience Trainer, Coordinator, Spartan Resilience Training Program.  
*NOTE: Open to all MSU employees in attendance so no registration necessary.*

10:30 a.m. – 10:45 a.m. Break

10:45 a.m. – 12:15 p.m. AM Session – 3 classes (see below). You must select ONE of these to attend.

12:15 p.m. – 2:15 p.m. Lunch and tradeshow – Atrium – *Note: tradeshow floor to remain open until 3:00pm to allow suppliers to meet 1-on-1 with MSU employees*

2:30 p.m. – 4:30 p.m. PM Session – 4 classes (see below). You must select ONE of these to attend.

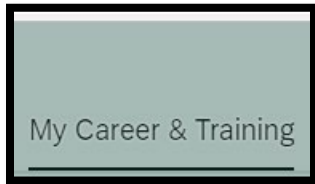
Classes available:

- From Request to Booking, Travel the Easy Way, facilitator: Ed Phillips (available AM & PM Session)
- MSU Travel Policy and Processing Concur Expense Reports, facilitator: Ethel Mason (available AM & PM Session)
- Approver and Fiscal Officer Tips, facilitator: Lee Hunter (available AM & PM Session)
- CMP Continuing Education, facilitators: Shana Killips and GLCVB representative (available PM Session ONLY)

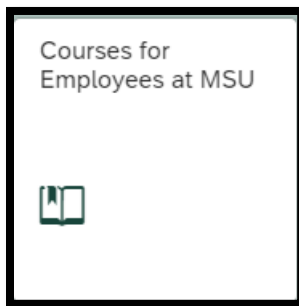
## REGISTRATION:

To register and create your personalized schedule, please follow these step-by-step instructions:

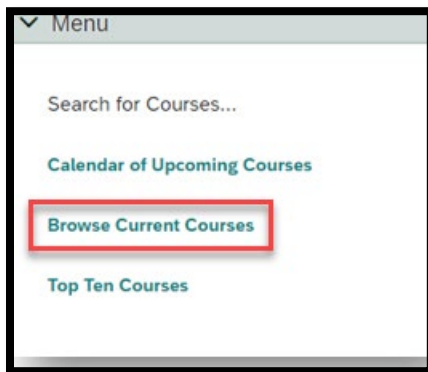
- 1.) [Log in to EBS](#)
- 2.) Go to the **My Career & Training**



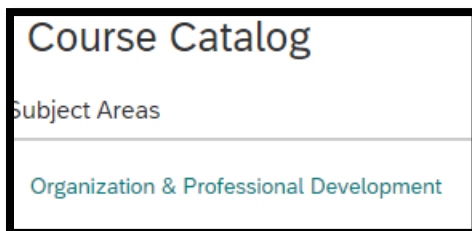
- 3.) Select the [Courses for Employees at MSU](#) tab



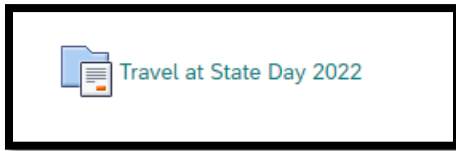
- 4.) Select **Browse Current Courses**



- 5.) Select **Organization and Professional Development**



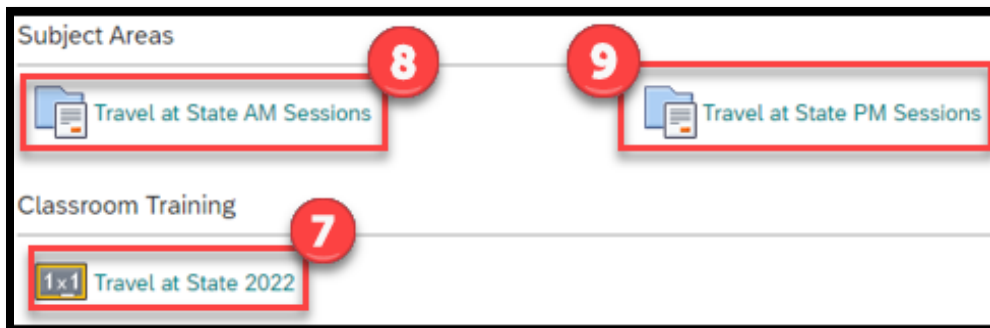
6.) Select **Travel at State Day**



- 7.) Select **Travel at State Day 2022** and register for the MAIN SESSION first
- This is where you will need to enter your department account number and educational assistance information.
  - This includes the opening session with Lisa Laughman

- 8.) Next, navigate back and select **Travel at State AM Sessions**. Choose and register for your preferred AM session. AM options include:
- AM Approver and Fiscal Officer Tips
  - AM From Request to Booking
  - AM Travel Policy and Concur Expense

- 9.) Then, navigate back and select **Travel at State PM Sessions**. Choose and register for your preferred PM session. PM options include:
- PM Approver and Fiscal Officer Tips
  - PM From Request to Booking
  - PM Travel Policy and Concur Expense
  - CMP Continuing Education



Registration is complete when you have completed the following:

- Register for the main **Travel at State Day 2022** with payment information
- Register for **ONE Travel at State AM Session**
- Register for **ONE Travel at State PM Session**