



HSP International Conference Guidelines

WHY: Greenheart Conferences offer a wonderful chance to network with fellow Greenheart Exchange Local Coordinators (LCs) and staff, engage in inspiring training sessions, and commemorate the meaningful contributions you make. Come join us as we embark on a journey to explore the world together!

WHAT: Conference includes hotel accommodations, transportation, meals, Greenheart-sponsored events, and plenty of time for sightseeing on your own.

HOW: Attendees must make placements to attend the trip. Each conference has a specific number of placements required for attendance. The exact number of placements needed for each conference will be announced before the conference dates.

WHEN: Greenheart conferences occur in the fall after the main placement season. Dates are typically announced approximately one year in advance.

WHERE: The destination selected for 2025 is Torremolinos, Spain. The Conference will take place November 7 through November 11, 2025.*

WHO: Active and approved LCs in good standing who have made placements during the same year as the conference may attend, given they meet the placement requirements

** The dates and location of the conference may change unexpectedly due to unforeseen circumstances, attendance participation or qualification requirements.*

Conference Details:

- Local Coordinators place semester and/or year-long students with 2025 start dates (January or Fall 2025) which count towards their qualification to attend the conference. The LCs total placements between the January 2025 J-1 HS participants and the J-1 HS August 2025 participants should meet the required minimum to attend the 2025 conference.
- Active, approved LCs in good standing may make enough placements for themselves and one guest (if space allows) to attend the conference. Note that the LC must attend the conference for which they bring a guest. The number of placements required for a guest to attend would be the same number of placements required for the LC to attend. Guest attendance is not guaranteed, as priority will be given to other LCs (see **Booking Priority Guidelines**). Once the maximum number of attendees is reached, conference registration will close.
- Placements are NOT cumulative outside the year they are made. For example, an LC making 3 2024 start date placements cannot use those placements to count towards attending the conference in 2025.

- LCs must make a placement beginning in the year they plan to attend a conference (Placements assigned to an LC for monitoring only do not count toward conference attendance; Short-term program placements do not count, unless stated otherwise in the LC Short-term program agreement).
- LCs who have Welcome Placements by the Conference registration deadline are not considered fully reconciled and their participation in the Conference is based on the conference capacity. The Welcome Placements must be moved to Permanent status by October 15 at the latest, otherwise the LC will be invoiced for the placement(s) missing toward their full eligibility for the Conference.
- Placements may not be shared or divided between Local Coordinators.
- Pending available space, LCs who have not met the minimum number of placements to qualify for the conference may be allowed to pay the monetary difference to attend. Based on space constraints, Greenheart is not offering the ability to pay for the balance of a guest at this time if an LC does not meet the minimum required placements for a guest. Should this change, we will inform our field leadership accordingly and an announcement will be made.

Booking Priority Guidelines:

Greenheart conferences are attended by the field network (and possibly some of their guests), some office staff, and occasional special guests and partners. Because all conferences have limited capacity, Greenheart prioritizes the attendance of field representatives who have qualified by securing the placement minimum required. The placements must be reconciled and the registration form received by the deadline.

Once Greenheart contacts eligible attendees for registration/confirmation of flight booking, etc., response and confirmations are expected promptly. **Failure to respond within the requested time may result in cancellation of attendance or waitlist status.**

Eligible registrations will be booked for travel in the order they are received. We will continue registering attendees until capacity is reached and priority will be assigned as follows:

Priority:

1. LCs that qualify by securing enough placements and registering by the deadline: Those who have fully reconciled their placements by the registration deadline and have submitted completed registration forms with no questions outstanding (e.g., waiting for itinerary on where they are going to extend the trip, vacation approval from employer, illness of family member) and have enough placements to qualify their attendance. NOTE: If the LC requests alternate travel and is responsible for paying a differential to Greenheart or the travel agent, this must be paid by the deadline to guarantee their place in the line of priorities. If the capacity is reached before money is paid, then registrants will not be able to attend. LCs bringing a guest: Pending available space, those who meet the last requirement, have enough placements for themselves AND a guest to attend in the order of above.
2. Those who are fully reconciled by the registration deadline and have submitted completed registration forms with no questions outstanding but owe money and pay balance owed within two weeks of invoicing (space pending).
3. LCs that don't qualify until after the deadline: Those who are not fully reconciled (including those with welcome placements) by the registration deadline, however, qualify to attend, space pending.