

2020 WINTER INSTITUTE



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

PRE-SITE INFORMATION TOOLKIT

Welcome

Welcome to 2020 Winter Institute! We are excited you will be joining us January 5-9, 2020, at the University of Arizona. In the weeks before Institute begins, you will hear from your Class Advisor, an Institute graduate that is ready to help you with questions you may have. In the meantime, this packet contains many details that will help make your Institute experience fulfilling and worthwhile.

Feel free to contact Institute staff at (202) 463-5570 if you have any questions. We look forward to seeing you in Tucson!

Sincerely,
Institute Staff

Week at a Glance

Your Institute experience begins with on-site registration from 2:30 – 4:00 p.m. on Sunday, January 5, 2020 at the Tucson Marriott University Park Hotel (880 East Second Street, Tucson, AZ 85719). Classes will end at 11:30 am Thursday, January 9, 2020. The schedule for the Institute week can be found on the sites and dates page [here](#).

Lodging and Travel

Be sure to start planning your travel and lodging arrangements. Visit the [Winter Institute page](#) for details about how to get to Tucson, preferred options for accommodations and more. There are two lodging options available, but our reserved block of rooms tends to fill quickly, so we suggest booking a room as soon as possible.

You are responsible for transportation to and from the site, housing, and incidental expenses.

Meals

The following meals are included with your Institute tuition:

- Lunch on the following days: Monday-Wednesday
- Morning and afternoon snacks on the following days: Monday, Tuesday, Wednesday, and Thursday (morning snack only on Thursday).
- Dinner at the Big Bash on Wednesday.

Dinners on Sunday, Monday, and Tuesday are at your own expense.

Attire

The dress code for Institute is casual, but the temperature in Tucson varies during the winter and can get cold at night. We recommend bringing a sweater or jacket with you to class. The Graduation Ceremony and Big Bash are more formal. Typical attire includes dresses or slacks for women and suits or sports coats for men.

2020 WINTER INSTITUTE



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

PRE-SITE INFORMATION TOOLKIT

Industry Consultations

Attendees are encouraged to take advantage of the industry consultation program. While on-site, participants will have the opportunity to meet one-on-one in a private setting with a subject matter expert and have a candid conversation about the topic of their choosing. Sign-up forms will be available on-site.

Fundraising

There will be a silent auction on-site that will run through the week of Institute. Attendees are invited to bring an item to donate to the auction. All proceeds from the silent auction go to the Winter Institute Scholarship Fund.

What to Know Before You Go

In order to make the most out of Institute, be sure to arrive on-site knowing the following information about your organization. This will ensure you have the background knowledge to fully participate in class discussions.

Things you need to know:

- The number of members your organization has.
- Your organization's budget size.
- The number of people on your board.
- How often your board meets.

Things which are good to know:

- Your organization's mission statement.
- Information about your organization's Form 990.
- Your organization's market penetration percentage.
- The amount or percentage your organization has in reserves.

App

There is an on-site app available for download. Through the app, you will be able to access your class schedule and class handouts, engage in social media, and much more. A few weeks prior to Institute, you will receive an email with download instructions.

Policies

By registering for Institute, you agree to Institute's [Policies and Procedures](#). Please contact the Institute office at (202) 463-5570 if you have any questions related to Institute's policies.

For your convenience, the cancellation and attendance policies are below

2020 WINTER INSTITUTE



U.S. CHAMBER OF COMMERCE FOUNDATION
Institute for Organization Management

PRE-SITE INFORMATION TOOLKIT

Cancellation

New policy for 2020

Cancellations can be made by logging into the registration form using the provided confirmation number. You will be charged a **\$50.00 cancellation fee** for any cancellation. The remaining funds will be issued upon cancellation. If an attendee's cancellation occurs within the **14 day window prior to site**, a **\$250 late cancellation fee** will be imposed. No-show attendees who fail to cancel within or before the 14 day deadline will forfeit all paid tuition.

Attendance Policy

To maintain the credibility of the IOM recognition and the 96 credit hours it represents, class attendance is recorded and taken seriously. At the completion of the program, participants will have earned 96 of the required 100 hours toward their Certified Association Executive (CAE) certification and 28 points toward their Certified Chamber Executive (CCE) certification.

Participants must attend all classes to receive full credit toward their IOM recognition and required hours toward an industry certification. Please be sure your travel arrangements provide adequate time to complete all classes.

Missed class time will result in required make-up work in order to receive credit. Please contact the Institute staff with questions.

Helpful Hints

- Have your Class Advisor's cell phone handy at all times.
- Be prepared to walk and wear comfortable shoes.
- Get connected with classmates on LinkedIn, Facebook, Twitter, etc.
- Bring some petty cash (between \$50 and \$100) for the shuttle, taxis, and the streetcar.
- Ask your peers questions you may have regarding software, staff, etc.
- Try not to be distracted with work back at the office while you're at Institute. If possible, keep the focus on the education and networking.

Thank you again for registering for Winter Institute.

See you in Tucson!