

2020 NORTHEAST INSTITUTE



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

PRE-SITE INFORMATION TOOLKIT

Welcome

Welcome to 2020 Northeast Institute! We are excited you will be joining us July 26-July 30, 2020 at Villanova University in Villanova. 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 Villanova!

Sincerely,
Institute Staff

Week at a Glance

Your Institute experience begins with on-site registration from 2:30 – 4:00 p.m. on Sunday, July 26 2020 at Bartley Hall (800 Lancaster Avenue, Villanova, PA 19085). Please note that **classes will end at 11:30 am on Thursday, July 30**. The schedule for the Institute week can be found [here](#).

Lodging and Travel

Be sure to start planning your travel and lodging arrangements. Visit the [Northeast Institute page](#) for details about how to get to Villanova, preferred options for accommodations, and more. 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:

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

Note, an opening welcome/kickoff reception is no longer included as part of official programming, however many participants get together on their own. Attendees are encouraged to enjoy the evening after Homeroom as they see fit.

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Attire

Institute for Organization Management is a continuing education program. All participants are expected to conduct themselves in a professional manner with regard to attire and appearance. The recommended dress code can be found below.

Classroom attire at Institute for Organization Management is business casual. Business casual is defined as follows:

- Pants: Casual slacks, trousers and jeans without holes, frays, etc. Shorts, while permitted, are discouraged due to the temperature of classrooms.
- Shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, Institute class t-shirts, golf and polo shirts. Examples of unacceptable shirts include shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops. Institute recommends bringing additional layers, as classrooms can be cold.

Graduation/Big Bash attire is cocktail attire. Cocktail attire is defined as follows:

- Knee length dresses, slacks with blouses, or suits. For visual representation please visit Institute's [Facebook](#) page.

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 will be available through the on-site app.

Fundraising

There will be a silent auction on-site that will run through the week. Attendees are invited to bring an item to donate to the auction. All proceeds from the silent auction go to the Northeast 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:

- Your organization's membership size.
- Your organization's budget.
- 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.

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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.

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 number 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) to use throughout the week.
- 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.
- Don't worry if you initially feel overwhelmed with meeting new people at Institute. Find commonalities with your classmates and use the week to network and build friendships.
- Before attending Institute, think about the strategic challenges and opportunities you and your organization face. You'll get more out of class and you can sign up for industry consultations with board members on-site.
- Do your best to attend evening events, such as the class dinner and Big Bash. The networking and sharing of best practices extends beyond the classroom.

Thank you again for registering for Northeast Institute.

See you in Villanova!