



Homeroom

Homeroom is the first opportunity at Institute for classes to get together. The Class Advisor leads this session, providing class members with an overview of what to expect throughout the week and answering questions. Below are items we ask you to cover during Homeroom.

Welcome/Introductions

Welcome attendees. Introduce yourself and your Regent Partner, and **BRIEFLY** explain your history with the program. Congratulate students for making the investment to better themselves and their organizations through Institute. Encourage them to take advantage of all opportunities both in and outside of the classroom.

*Please note: While attendee introductions and other icebreakers are welcome—especially in classes that have many fast-trackers—we would like to keep them **BRIEF**. The focus in Homeroom should be on reviewing important information that attendees will need to have a successful week at Institute.

Review Institute Policies

Please review all Institute policies, including attendance. Information them can be found at <https://institute.uschamber.com/institute-policies-and-procedures/>. Be prepared to answer questions if they should arise.

Review the Schedule of Activities

The Institute week is a busy five days. Participants engage in 24 hours of classroom instruction and countless hours of networking and social events. It is important to plan accordingly. Review the day-by-day schedule of activities (found in the event website and the app) with the class. Here are some key items to cover:

Exact Times: Make students aware of the beginning and ending of classes each day, and differentiate between elective and required course format and length of time (i.e., core classes are three hours long and include a 30 minute break, while elective courses are two hours long and do not include a break).

Individual Course Schedules: Everyone should be signed up for nine courses—six required courses and three elective courses—each occurring at different times. Hard copies of personalized schedules will not be provided, but rather can be accessed through the event website or the app. Attendees must be signed in using the login they created during registration in order to see their unique information.



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Silent Auction: All proceeds from the Silent Auction go directly to the 2025 Winter Institute Scholarship Fund, and all attendees are encouraged to participate. Items will be on display and posted on Institute socials throughout the week. Items can also be viewed on the EventGives platform, accessed via the event website or the app. Attendees should text 'winter24' to 843-606-5995 to join the auction or participate directly through the website. All payments will be collected via credit card through EventGives. The Silent Auction will close at 8 a.m. on Sunday, January 7.

Industry Consultations: The industry consultation program provides the opportunity to talk one-on-one with a subject matter expert in a confidential setting, discuss issues raised in class in greater depth, or address a professional challenge that they are facing. Participants can sign up for an Industry Consultation through links found in both the app and the event website.

Scheduled Programming: Participants should be encouraged to attend all programs and evening social activities.

- Specific to Institute Kickoff, let class members know that some classes choose to do a cheer in demonstration of class unity.
- Regarding Graduation, please stress that **ATTENDANCE AT THE GRADUATION CEREMONY IS EXPECTED.**
- Attendees are also encouraged to participate in after-hours events, such as the class dinner.

Wrap-Up

Answer any additional questions. Lead your class members to the Institute Kickoff and encourage participation in any additional evening activities.