



U.S. Chamber of Commerce
Institute for Organization
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2024 Summer Faculty Orientation

2024 Summer Institute Faculty Orientation Packet

Institute for Organization Management



2024 Summer Faculty Orientation

Institute Staff Contact

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WHO'S WHO

Attendees

- Institute attendees are all chamber, association, or other nonprofit professionals. Some attendees are new to the industry, while others are seasoned professionals. Attendee organizations range in size from less than three employees to more than 100.
- There are no prerequisites or entrance exams required to attend Institute.
- Most attendees choose to complete a one week-long session per year and complete the program in four calendar years. Those who choose to attend the same site each year remain with the same classmates and often form a close bond. A smaller number of participants attend multiple sites in a calendar year and finish the program faster.
- Attendees are divided into classes based on their curriculum year in the program. Depending on the enrollment numbers at a site, we may further separate attendees of the same year into multiple sections. For example, if you see you are teaching a course to class 3-2, this means you are teaching the second section of third-year attendees.
- Attendees are assigned to six core courses each week, based upon their year in the program. Attendees can customize their learning experience by selecting their three elective classes.
- Graduates of Institute receive the IOM Graduate Recognition, signifying 96 hours of course instruction in nonprofit management.

Class Advisors

- Class Advisors are graduates of the program who now serve as volunteers. Each class is assigned an advisor who will be present in all core classes and take attendance.
- Class Advisors will communicate information with their classes before and during Institute. They will make short announcements at the beginning of class and/or prior to or immediately following break.
- In addition to taking attendance, Class Advisors are asked to introduce faculty members at the beginning of class. Please let the class advisor know if you'd like to be introduced or provide your own introduction. During pre-site preparation, your bio is requested during Institute registration and available for attendees on the event website and on the site app. This bio is used for any in-class introductions.
- Class Advisors are not required to be in the elective courses, but a member of the Board of Regents will be there to help get class started. Attendees will be asked to sign-in for electives.



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Board of Regents

- Board of Regent members are also graduates of the program who are responsible for carrying out the policies and procedures set forth by the Board of Trustees and Institute staff. Each Institute location has its own Board of Regents responsible for program promotion and recruitment and to ensure a smooth flow of events on-site.

Curriculum Committee

- The Curriculum Committee meets annually to review Institute's curriculum to ensure it remains relevant with industry trends and the bodies of knowledge of the CAE and CCE professional certifications.
- Although most Curriculum Committee members will not be on-site, they play an important role in shaping the content of Institute's courses.
- Upon conclusion of site, you will be asked to provide feedback on the curriculum for the courses you taught. This is helpful as the Curriculum Committee continually improves the Institute curriculum.

Board of Trustees

- The Board of Trustees is responsible for the overall strategic direction of the program. Members serve in an advisory capacity and have policy recommending responsibilities.

Staff

- The Institute team consists of five people.



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Site Information

Midwest Institute

- Sunday, June 2nd - Thursday, June 6th
- University of Wisconsin in Madison, WI
- Classroom Building: Grainger Hall
- Staff/Faculty Hotel: DoubleTree by Hilton Madison Downtown (10 min. walking distance to Grainger Hall)

Southeast Institute

- Sunday, June 23rd - Thursday, June 27th
- University of Georgia in Athens, GA
- Classroom Building: UGA Hotel and Conference Center
- Staff/Faculty Hotel: UGA Hotel and Conference Center

Northeast Institute

- Sunday, July 28th - Thursday, August 1st
- Villanova University in Villanova, PA
- Classroom Building: Bartley Hall
- Staff/Faculty Hotel: The Radnor Hotel (1 mile from Bartley Hall; Transportation to/from class TBD)



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Schedule Overview

All summer sites run on a Sunday to Thursday schedule. Faculty members will be on-site for different durations depending on their teaching schedules.

As an Institute faculty member, you are invited, but not obligated, to attend all Institute events you are present for. A brief overview of some of the events is listed below, but please reference the schedule of activities at the end of this packet. Please note that details for specific on-site events are tentative and subject to change.

Sunday: Kickoff

- Kickoff begins at 5:00 p.m. and is where the attendees will receive a welcome from the Board of Regents. Faculty members will be recognized via slideshow presentation, and anyone who will be on-site is encouraged to attend. A brief networking reception will follow Kickoff at some sites, after which attendees, faculty, and volunteers are on their own.

Monday and Tuesday

- There are no formal Institute events on Monday and Tuesday evenings. Monday night is open for attendee classes. For those who will be on-site on Tuesday, the Board of Regents plans a dinner for faculty, volunteers, and staff, and you will receive more information on this prior to Institute. Please remember the \$75 per diem can cover your meal expenses should the meal be a la carte.

Wednesday: Graduation Ceremony

- The Graduation Ceremony is on Wednesday evening. Fourth-year students will receive their IOM recognition certificates at graduation. This is a special night for the graduates, and we encourage you to attend if you're on-site. Groups are encouraged to go out on their own following the ceremony.

Thursday

- Institute concludes on Thursday at 11:30 a.m.



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Policies, Logistics, and Details

Commitment to Inclusion

- Our attendees come from all walks of life and range from those new to the industry to seasoned professionals. It is important to be respectful and inclusive when teaching for Institute, and to be sensitive when incorporating stories and humor into your presentations. **Please refrain from sharing political and religious views in the classroom. Additionally, refrain from swearing or using inappropriate language.**

Lodging

- Institute covers lodging for faculty members for up to the day prior to and after teaching days. Faculty will be asked to provide their intended arrival and departure days prior to arrival. Institute will reserve the room and communicate confirmation information prior to site. Upon check-in at the hotel, faculty will be asked to provide a credit card for any incidentals.
- If a faculty member would like to stay additional time outside the teaching days, they are responsible to cover the hotel on their own. In this instance, Institute can include the additional dates in the booking and modify the billing information accordingly.

Welcome Packet

- When you arrive on-site and check into your hotel, be sure to ask for your welcome packet if you are not provided with one. If you are staying offsite, please check in at the staff office prior to your first class to receive your packet. Your name badge and other important information will be included.

Dress Code

- The dress code for teaching is business casual. Please be aware that attendees may be dressed more casually in jeans, shorts, class t-shirts, etc. Graduation is traditionally more formal, so typical attire includes dresses or slacks for women and suits or sports coats for men.



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Payments

Please note the below applies to all faculty excluding a volunteer who is also faculty for the site at which they are teaching.

Should you have any questions on your specific compensation structure, please reach out to Institute Staff Faculty Liaison, Cici Francisco, at cfrancsico@uschamber.com

Payments will be made in the form of a mailed check within a month following site, using the information from the most recently submitted W-9. Faculty are responsible to provide updated W-9 information should employment status change.

- **Lodging:** Institute covers lodging for faculty members for up to the day prior to and after teaching days. Faculty will be asked to provide their intended arrival and departure days prior to arrival. Institute will reserve the room and communicate confirmation information prior to site. Upon check-in at the hotel, faculty will be asked to provide a credit card for any incidentals.
 - If a faculty member would like to stay additional time outside the teaching days, they are responsible to cover the hotel on their own. In this instance, Institute can include the additional dates in the booking and modify the billing information accordingly.
- **Travel:** Flights are covered by Institute and booked by the faculty member using Institute travel company. Specific instructions will be communicated with faculty members. Flights should be ticketed at least 2 weeks before site.
 - If a faculty member drives to site, they will be reimbursed for mileage. The amount is calculated using the federal government reimbursement rate. Faculty will be asked post-site to submit mileage.
- **Per Diem:** A per diem of \$75/teaching day is provided to cover the cost of food and beverage expenses. Receipts for food and beverage costs are not required.
- **Honorarium:** Honorarium compensation varies depending on if a faculty is a consultant or practitioner. Should you have any questions on your specific compensation structure, please reach out to Institute Staff Faculty Liaison, Cici Francisco, at cfrancsico@uschamber.com.



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- **Travel Allowance:** This is intended to cover the cost to and from the airport and any on-site travel costs (rideshare, cabs, parking, etc). Should a faculty member whose flight is booked by Institute choose to rent a car for transportation during site, this travel allowance is intended to apply toward that cost. **Receipts for travel costs are not required.**
 - **Midwest:** A travel allowance of \$75 is provided.
 - **Southeast:** A travel allowance of \$150 is provided, due to the distance of these sites from the airport, campus, and the hotel.
 - **Northeast:** A travel allowance of \$150 is provided, due to the distance of these sites from the airport, campus, and the hotel.

Transportation-Detailed

- Each site is set up a little differently. Some sites are walkable, while transportation may be provided at other sites. At each site, you are responsible for getting yourself from the airport to the hotel and the previously-mentioned travel allowance is provided to cover this expense. Below is detailed site transportation information:
 - **Midwest Institute:** We recommend taking a cab or Uber to the DoubleTree Hotel. It is roughly a 10-15 minute drive for around \$20. If you choose to drive, parking is around \$15 per day at the hotel.
 - **Southeast Institute:** We recommend taking [Groome Transportation](#) to the UGA Hotel and Conference Center. You may also call Groome at 706-612-1155, but booking online will save you around \$10. The ride should take approximately two hours and costs around \$49 one way if booked online. If you choose to drive, a parking pass is included in the room cost. If you lose your parking pass, you will be responsible for covering the cost of securing a new pass.
 - **Northeast Institute:** We recommend you cab or Uber from the Philadelphia airport to The Radnor Hotel. It should be roughly a 30-minute ride for around \$60. If you plan on driving to Villanova, the parking is complimentary at the hotel. Parking on-campus is complimentary with a permit in the South Campus I-2 lot, or for a potential fee in the Ithan (I-1) garage.



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Faculty Marketing Materials

- While representing as Institute faculty, it is requested that you refrain from marketing your services verbally before, during, or after class to ensure the focus remain on the educational aspect of the program. However, you are welcome to bring marketing materials, such as business cards, brochures, pamphlets, books, etc. and place them on a table provided in the classroom where you are teaching. If you are teaching multiple classes, please ensure to bring sufficient materials for each classroom. During pre-site preparation, your bio is requested during Institute registration and available for attendees on the event website and on the site app.

Silent Auction

- There will be a silent auction throughout the week to raise money for Institute scholarships. All money raised goes to the scholarships for the respective site where the money was raised. You are invited to participate by either donating or bidding on items, although you are in no way obligated or pressured to do so. In the past, some faculty members have appreciated the opportunity to donate their services or a book they've written. If you are interested in contributing, please confirm during site registration.

On-Site Industry Consultations

- The Institute Industry Consultation program provides the opportunity for attendees 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. Participation in the on-site industry consultations as a facilitator is completely optional for faculty members. If you are interested in participating as a facilitator, please confirm during site registration.



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Classroom Details

Locations

- All courses take place in university classrooms with the following detailed information:
 - **Midwest:** Classes will be held in Grainger Hall, which is walking distance from the DoubleTree Hotel, where we will have a hotel room booked for you.
 - **Southeast:** Classes will be held in UGA Hotel, which is the same building where we will have a hotel room booked for you.
 - **Northeast:** Classes will be held in Bartley Hall, which is a 10-minute drive from The Radnor Hotel, where we will have a hotel room booked for you. You will receive more information on transportation to/from the hotel and campus.
- **You should plan to arrive at the classroom location 30 minutes prior to your scheduled class start time.** This will ensure you have enough time to check-in with staff in the staff office and find your room location. As soon as the classroom is available, you'll be able to set up your presentation and materials in the room.

Computers

- We will have a limited number of adapters, but if you will need an adapter, please plan to bring it with you. It's also recommended to bring your presentation(s) on a flash drive and/or email it to yourself in case there are any adapter issues. Additionally, presentation clickers will NOT be provided. You are encouraged to bring your own, if desired.
- Please find site-specific computer information below and plan accordingly:
 - **Midwest:** Computers are provided in the classrooms.
 - **Southeast:** There are no computers, and we must pay an additional fee to rent one from the universities. You are encouraged to bring your own device, but if unable to do so, please let Cici know ASAP.
 - **Northeast:** There are no computers, and we must pay an additional fee to rent one from the universities. You are encouraged to bring your own device, but if unable to do so, please let Cici know ASAP.



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Set-Ups

- Classroom set-ups vary depending on the site.
 - **Midwest:** Classrooms are tiered and attendees sit at tables with an aisle going up the middle of the classroom.
 - **Southeast:** Classrooms are flat (non-tiered) and attendees are seated at tables. All tables will be set in a classroom style configuration at the beginning of the week, however many classes move them into a U-shape or different configuration.
 - **Northeast:** Classrooms are a combination of tiered and flat (non-tiered).

In-Class Support

- An Institute volunteer will be present to assist you at the beginning of all classes. Additionally, a university IT tech and/or an Institute staff member will float between rooms to ensure a smooth kickoff. Volunteers may step out during the class for meetings.

Class Structure

- Core classes are three hours long with a thirty-minute break in the middle of the course. It's important that attendees are let out on time for the break and at the end of each class. Elective classes are two hours and there are no breaks.
- Please do not end class early. Sometimes attendees will lobby you to end the class early. Please do not, as attendees receive credit for the actual amount of course instruction.



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Presentation Materials

- All presentations and handouts will be available to attendees, and they will be encouraged to download and/or print them prior to arriving on-site.
- If you are presenting information that comes from another source, such as a book or report, please be sure to cite this resource in class, both verbally, in writing on each slide, and in any other handouts. We want to be sure all faculty members are giving credit to the original sources, when appropriate.
- **To maintain uniformity of presentations on-site it was previously requested that a full Institute-branded template be used for the entirety of the presentation. However, we now only require that the title slide of your presentation be an Institute-branded templates.**
- **Three PowerPoint template options have been provided on the [2024 Summer Institute Faculty Site Preparation Page](#).**
- Please **[Upload Presentation Materials Here](#) by the below site-specific deadlines below**. It is important your materials are uploaded by the deadline, and early submissions are appreciated!
 - **Midwest: Friday, May 10th**
 - **Southeast: Friday, May 31st**
 - **Northeast: Wednesday, July 3rd**
- Please upload presentation materials saved as: LastName. FirstName. ClassNumber. Class Name.
(ie: *Francisco.Cici.C150 Communicating With Confidence*)

Rosters

- We recommend you looking at the specific rosters as you prepare, as they will provide insight into the demographic composition of your classes. These are updated in real-time, so as more attendees register, the rosters will automatically reflect these changes. **Course rosters are linked on the [2024 Summer Institute Faculty Site Preparation Page](#) and located in the following locations:**
 - **[Midwest](#)**
 - **[Southeast](#)**
 - **[Northeast](#)**
- If you'd like your attendees to prepare anything ahead of time or to print materials, be sure to contact the attendees using the email addresses in the current course roster.



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Faculty Feedback: Course Audits and Course Evaluations

- To ensure the quality of the program, classes are audited by Institute volunteers. Classes are audited for a variety of reasons, including but not limited to: changes made by the Curriculum Committee the previous year, new faculty members, attendee feedback, etc.
- In addition, every attendee is asked to evaluate each class and instructor. These evaluations are conducted electronically and ask for feedback on areas of improvement for the course curriculum, specific strengths of the instructor, and areas of improvement for the instructor. Once feedback is processed, individual comments are sent to faculty.
- **Course Evaluation QR Codes: To ensure the quality of the program, every attendee is asked to evaluate areas of improvement for the course, strengths of the instructor, and areas of improvement for the instructor. These evaluations are conducted electronically and once feedback is processed, individual comments are sent to faculty. In a new effort to increase participation in the survey, we ask that you allocate 5 minutes at the end of class for attendees to complete this.**
- **Institute staff will provide a unique QR code per course directing the attendees to the course evaluations. We ask that this be added on the final slide of your submitted presentation materials.**
- After site, Institute staff will contact you to learn about your experience teaching with Institute. If you have curriculum feedback after teaching, please share with staff. Constantly improving the curriculum is important to us and your feedback from the classroom is invaluable.



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2024 Midwest Institute Schedule of Activities

Sunday, June 2

2:30 p.m.–4:00 p.m.	Pre-Site Networking and On-Site Registration: Grainger Hall Atrium
3:30 p.m.–4:00 p.m.	Graduation Rehearsal (4 th years only): Grainger Hall, Room 1195
4:00 p.m.–4:45 p.m.	Homeroom: Grainger Hall, Individual Rooms
5:00 p.m.–5:30 p.m.	Institute Kickoff: Grainger Hall, Morgridge Auditorium

Monday, June 3

7:00 a.m.–8:00 a.m.	Registration: Grainger Hall, Staff Office, Room 1080
8:00 a.m.–11:30 a.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.–12:30 p.m.	Lunch: Gordon Avenue Market
12:30 p.m.–4:00 p.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 2:00 –2:30 p.m.</i>)
4:15 p.m.–6:15 p.m.	Elective Classes: Grainger Hall, Individual Rooms
Evening	Class Activities: On Your Own

Tuesday, June 4

8:00 a.m.–10:00 a.m.	Elective Classes: Grainger Hall, Individual Rooms
10:00 a.m.–10:30 a.m.	Break: Grainger Hall Atrium
10:30 a.m.–12:30 p.m.	Elective Classes: Grainger Hall, Individual Rooms
12:30 p.m.–1:30 p.m.	Lunch: Gordon Avenue Market
1:30 p.m.–5:00 p.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 3:00 –3:30 p.m.</i>)
5:15 p.m.–6:00 p.m.	This is IOM Podcast LIVE: Grainger Hall
Evening	Open Night



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Wednesday, June 5

8:00 a.m.–11:30 a.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.–12:30 p.m.	Lunch: Gordon Avenue Market
12:30 p.m.–4:00 p.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 2:00 –2:30 p.m.</i>)
6:30 p.m.	Graduation Ceremony: Pyle Center, Alumni Lounge

Thursday, June 6

8:00 a.m.–11:30 a.m.	Core Classes: Grainger Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.	2024 Midwest Institute Concludes



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2024 Southeast Institute Schedule of Activities

Sunday, June 23

- 2:30 p.m.–4:00 p.m. Pre-Site Networking and On-Site Registration: UGA Hotel, Pecan Tree Galleria
- 2:45 p.m.–3:30 p.m. This is IOM Podcast LIVE: UGA Hotel
- 3:30 p.m.–4:00 p.m. Graduation Rehearsal (4th years only): UGA Hotel, Mahler Hall
- 4:00 p.m.–4:45 p.m. Homeroom: UGA Hotel, Individual Rooms
- 5:00 p.m.–5:30 p.m. Institute Kickoff: UGA Hotel, Mahler Hall

Monday, June 24

- 7:00 a.m.–8:00 a.m. Registration: UGA Hotel, Staff Office, Room D
- 8:00 a.m.–11:30 a.m. Core Classes: UGA Hotel, Individual Rooms (*Break: 9:30 –10:00 a.m.*)
- 11:30 a.m.–12:30 p.m. Lunch: UGA Hotel, Magnolia Ballroom (*Roundtable Discussions*)
- 12:30 p.m.–4:00 p.m. Core Classes: UGA Hotel, Individual Rooms (*Break: 2:00 –2:30 p.m.*)
- 4:15 p.m.–6:15 p.m. Elective Classes: UGA Hotel, Individual Rooms
- Evening Class Activities: On Your Own

Tuesday, June 25

- 8:00 a.m.–10:00 a.m. Elective Classes: UGA Hotel, Individual Rooms
- 10:00 a.m.–10:30 a.m. Break: UGA Hotel, Pecan Tree Galleria
- 10:30 a.m.–12:30 p.m. Elective Classes: UGA Hotel, Individual Rooms
- 12:30 p.m.–1:30 p.m. Lunch: UGA Hotel, Magnolia Ballroom (*Roundtable Discussions*)
- 1:30 p.m.–5:00 p.m. Core Classes: UGA Hotel, Individual Rooms (*Break: 3:00 –3:30 p.m.*)
- 5:15 p.m.–6:00 p.m. Bonus Session: UGA Hotel, Masters Hall
- Evening Open Night



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Wednesday, June 26

8:00 a.m.–11:30 a.m.	Core Classes: UGA Hotel, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.–12:30 p.m.	Lunch: UGA Hotel, Magnolia Ballroom (<i>Roundtable Discussions</i>)
12:30 p.m.–4:00 p.m.	Core Classes: UGA Hotel, Individual Rooms (<i>Break: 2:00 –2:30 p.m.</i>)
6:30 p.m.	Graduation Ceremony: UGA Hotel, Mahler Hall

Thursday, June 27

8:00 a.m.–11:30 a.m.	Core Classes: UGA Hotel, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.	2024 Southeast Institute Concludes



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2024 Northeast Institute Schedule of Activities

Sunday, July 28

2:00 p.m.–5:00 p.m.	On-Campus Housing Check-In: The Commons, Hovnanian Hall
2:30 p.m.–4:00 p.m.	Pre-Site Networking and On-Site Registration: Bartley Hall, Atrium
3:30 p.m.–4:00 p.m.	Graduation Rehearsal (4 th years only): Bartley Hall
4:00 p.m.–4:45 p.m.	Homeroom: Bartley Hall, Individual Rooms
5:00 p.m.–6:30 p.m.	Institute Kickoff and Reception: Connelly Center, Villanova Room

Monday, July 29

7:00 a.m.–8:00 a.m.	Registration: Bartley Hall, Staff Office
8:00 a.m.–11:30 a.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.–12:30 p.m.	Lunch: Dougherty Hall
12:30 p.m.–4:00 p.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 2:00 –2:30 p.m.</i>)
Evening	Class Activities: On Your Own

Tuesday, July 30

8:00 a.m.–10:00 a.m.	Elective Classes: Bartley Hall, Individual Rooms
10:00 a.m.–10:30 a.m.	Break: Bartley Hall Atrium
10:30 a.m.–12:30 p.m.	Elective Classes: Bartley Hall, Individual Rooms
12:30 p.m.–1:30 p.m.	Lunch: Dougherty Hall
1:30 p.m.–5:00 p.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 3:00 –3:30 p.m.</i>)
5:15 p.m.–6:00 p.m.	This is IOM Podcast LIVE: Bartley Hall
Evening	Open Night



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Wednesday, July 31

8:00 a.m.–11:30 a.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.–12:30 p.m.	Lunch: Dougherty Hall
12:30 p.m.–4:00 p.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 2:00 –2:30 p.m.</i>)
6:30 p.m.	Graduation Ceremony: Connelly Center, Villanova Room

Thursday, August 1

8:00 a.m.–11:30 a.m.	Core Classes: Bartley Hall, Individual Rooms (<i>Break: 9:30 –10:00 a.m.</i>)
11:30 a.m.	2024 Northeast Institute Concludes