



# IMPORTANT INFORMATION

## ABOUT THIS YEAR'S PROGRAM

This year, we are offering two options for Professional Institute. Participants can partake in the two-day institute for individual professionals on February 11 and 12. There is also the option to participate in an additional day of programming on February 13. This additional day is for Federations who send cross-departmental teams to Professional Institute.

After an optional morning volunteer program with the Baltimore federation, Professional Institute will officially begin on Monday, February 11 at 12:30pm. The program begins with lunch and a keynote address from Debbie Goldstein of [Triad Consulting](#) and the Harvard Negotiation Project. Three intensive participatory workshops led by Triad Consulting will follow the keynote. During the evening before dinner, you will have a chance to grab a drink and network with other professionals from across the country before breaking into your Affinity groups for dinner. Affinity groups will include: FRD, Marketing, Planning, Israel and Overseas, Jewish Education and Engagement and the Small Federation CEO Institute.

Tuesday, February 12 will be spent with programs designed for each Affinity group, concluding by 5:30pm. Professional Institute will officially end at this time and you can enjoy a night out in the city of Baltimore if you are staying until the next day, or you can leave that evening.

Wednesday, February 13 is an opportunity for Federation teams to work together with David Stroh and Marilyn Paul of [Bridgeway Partners](#), to address one of the top challenges facing Federations: collaborating across departmental silos. Participating teams should consist of leaders of the core Federation functions (FRD, Marketing, Planning, Israel and Overseas, Jewish Education and Engagement), or a subset of these. They should have endorsement from their CEO in order to participate in this program as a team. This day will equip participating teams with the tools to solve problems collaboratively, in order to increase their federation's impact.

## TRAVEL ARRANGEMENTS:

All participants are responsible for making their own travel arrangements to and from Professional Institute. When making travel arrangements, please keep the following in mind:

- Professional Institute officially begins on Monday, February 11 at 12:30pm.
  - There is an optional volunteering session beginning at 10:00am on this day with the Baltimore federation.

- Professional Institute will conclude on Tuesday, February 12 at 5:30pm.
- The Team Day will begin at 8:15am on Wednesday, February 13 and will conclude by 3:00pm.
- The hotel is located 19 miles from BWI Airport. Uber or taxis are available to and from the airport and will cost between \$35-45.

#### **REGISTRATION FEES:**

- Professional Institute Attendance - \$250  
*Includes participation in Leadership Development programming on Monday, February 11 and the Affinity group programming on Tuesday, February 12*
- Professional Institute Attendance AND Team Day Attendance- \$350  
*Includes participation in programming on Monday, February 11 and Tuesday, February 12 and participation in the team building day on Wednesday, February 13*
- Team Day Attendance only - \$150  
*Includes participation in team building exercise on Wednesday, February 13*  
*Please note: In order to sign up for the Team Day, you must be participating with at least two other leaders of departments from your Federation in the following areas: FRD, Marketing, Planning, Israel and Overseas, Jewish Education and Engagement. You must also have the support of your Federation's CEO to participate.*

#### **HOTEL INFORMATION & ROOM RESERVATIONS:**

Professional Institute 2019 will be held at The Hyatt Regency Baltimore Inner Harbor, 300 Light St., Baltimore, MD 21202

A room block has been established for conference attendees at the Hyatt Regency Baltimore Inner Harbor. The hotel rate for Single or Double occupancy is \$129.00 plus tax per night. Hotel reservations should be made through a direct link from the hotel which you will receive after your registration is completed. The group rate is available until Monday, January 21, 2019. After this date, the \$129 rate can no longer be guaranteed.

#### **PROFESSIONAL INSTITUTE CANCELLATION POLICY:**

Cancellations for the Professional Institute received after January 19, 2019 will incur a \$50 processing fee. Starting January 19, 2019 there is no refund on registration fees on any cancellations.

#### **FOR MORE INFORMATION:**

If you have any questions pertaining to programming on Day 1 or the Team Day on Day 3, please contact Shari Cohen, Vice President, Mandel Center for Leadership Excellence at [Shari.Cohen@Jewishfederations.org](mailto:Shari.Cohen@Jewishfederations.org) or 212.284.6507.

For general questions about Professional Institute or logistics, please contact Rebecca Zuck Sowers, Senior Program Manager, Mandel Center for Leadership Excellence at [Rebecca.ZuckSowers@JewishFederations.org](mailto:Rebecca.ZuckSowers@JewishFederations.org) or 212.284.6786.