



August 10-12, 2015 • Atlanta, GA

JW Marriot Atlanta Buckhead

Frequently Asked Questions

1. WHERE & WHEN IS I-LEAD?

August 10-12, 2015
JW Marriott Atlanta Buckhead
3300 Lenox Road NE
Atlanta, GA 30326

2. SCHEDULE:

The I-LEAD schedule is available at www.jfna.org/ilead. Registration opens at 6:00pm on Monday, August 10 – our Opening Program will begin at 8:00pm on Monday. Registration will open again at 7:00am on Tuesday, August 11. The program will conclude by 3:00pm on Wednesday, August 12 – to allow for full participation in the I-LEAD program, please book flights that depart after 5:00pm.

3. REGISTRATION FEE:

The I-LEAD registration fee of \$100 includes ALL courses. Kosher breakfast and lunch are included on Tuesday, August 11 and Wednesday, August 12. Dinner is on your own. Applications cannot be accepted unless accompanied by full credit card payment.

Registration for the Supervisor as Coach track is \$150 – this includes all courses live at I-LEAD and three webinars in the fall of 2015. The registration fee also includes kosher breakfast and lunch on Tuesday, August 11 and Wednesday, August 12. Dinner is on your own. Applications cannot be accepted unless accompanied by full credit card payment.

4. ENROLLMENT ELIGIBILITY:

To be eligible to register for the I-LEAD Institute, an applicant must be employed and sent by a member Federation of JFNA. Each course has specific requisites for eligibility as summarized in the description. To enroll in I-LEAD, complete the application and submit with full payment.

5. ACCEPTANCE:

Upon receipt of a completed application and payment, and after validation of eligibility, an acceptance notice and follow-up information will be sent to each registrant.

Please note: a minimum of eight participants is required for each course. We reserved the right to cancel a course due to low registration. Furthermore, to ensure an optimal learning environment for interaction and class participation, some sessions may be closed if they reach capacity.

6. HOTEL INFORMATION & ROOM RESERVATIONS:

A room block has been established for I-LEAD attendees at the JW Marriott Atlanta Buckhead in Atlanta, GA. The hotel rate for Single or Double occupancy is \$169.00 plus 16% tax per night. Hotel arrangements must be made online after you have registered for I-LEAD by clicking the “Reserve a Hotel” button. If you would like to reserve hotel accommodations for pre or post-

meeting stays, please first complete your hotel reservation online for the group dates and then send an email to i-lead@wyndhamjade.com with your requested additional dates. We will check the hotel for availability and will email you a revised confirmation.

7. HOTEL CANCELLATION POLICY:

Hotel cancellations must be made at least 72 hours prior to scheduled arrival. For reservations not cancelled within this time frame, the hotel will retain one night's deposit. To cancel your hotel room, please contact registration headquarters at i-lead@wyndhamjade.com.

8. I-LEAD CANCELLATION POLICY:

Cancellations for I-LEAD received after July 31, 2015 will incur a 50% penalty.

9. ATTIRE:

I-LEAD will be business casual. The climate will be very warm in Georgia in August, but meeting rooms will be cool so we encourage attendees to bring a sweater or light wrap.

10. FOR MORE INFORMATION:

If you have any questions or require further information about the I-LEAD offerings and how they meet your professional learning needs, please contact Julia Malkin at Julia.Malkin@JewishFederations.org or (212) 284-6636.