



U.S. Chamber of Commerce
Institute for Organization
Management

202.463.5570
iom@uschamber.com
@IOMeducates

2026 Summer Institute
Faculty Orientation Packet
Institute for Organization Management



Institute Staff Contact

Cici Francisco will be your main contact. She can be reached on her cell at 385-484-9830.

Packet Overview

Institute Who's Who Attendees, Class Advisors, Board of Regents, Curriculum Committee, Board of Trustees, Staff	3-4
Sites Information	5
Schedule Overview	6
Policies, Logistics, and Details Faculty Resource Page, Commitment to Inclusion, Lodging, Welcome Packet, Dress Code, Payments, Transportation-Detailed, Faculty Marketing Materials, Silent Auction, On-Site Industry Consultations	7-10
Classroom Details Locations, Lunches, Computers, Set-Ups, In-Class Support, Class Structure, Presentation Materials, Rosters, Faculty Feedback: Course Audits and Course Evaluations	11-14
Addendum Midwest Institute Schedule of Activities	15-16
Southeast Institute Schedule of Activities	17-18
Northeast Institute Schedule of Activities	19-20



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. Note: Winter Institute typically receives a larger number of “fast-trackers” as opposed to other sites.
- 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 sizes range from 15-50 attendees for core classes, with electives at a capacity of 35 attendees. Classes with 7 or fewer registrants at the time of registration closing will be cancelled and the faculty will be notified.

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. 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 take attendance and introduce you. Attendees will be asked to sign-in for electives.



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.
- A member of the Board of Trustees may be on site and be present in the classroom to observe or audit courses.

Staff

- The Institute team consists of five people.



Site Information

Midwest Institute

- Sunday, May 31st - Thursday, June 4th
- University of Wisconsin in Madison, WI
- Classroom Building: Pyle Center
- Staff/Faculty Hotel: DoubleTree by Hilton Madison Downtown (10 min. walking distance to the Pyle Center)

Southeast Institute

- Sunday, June 28th - Thursday, July 2nd
- 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 26th - Thursday, July 30th
- 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)



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. Some sites may include a brief reception after Kickoff, after which attendees, faculty, and volunteers are on their own.

Monday

- There are no formal Institute events on Monday evening, which is open for attendee class dinners.

Tuesday

- 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. The dinner is covered by Institute and any drinks are separate. Please remember the \$75 per diem can cover your meal expenses.

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.



Policies, Logistics, and Details

Faculty Resource Page

- **The [Faculty Resource Page](#) provides a checklist with all site preparation information and dates and deadlines. Please save this page for reference.**

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.



Payments

Compensation information was communicated during your invitation to teach. Should you have any questions on your specific compensation structure, please reach out to Institute Staff Faculty Liaison, Cici Francisco, at cfrancisco@uschamber.com

Beginning Winter 2025, Institute payments will be processed via ACH payments. Previously, faculty payments were processed in check form. An updated W-9 and completed ACH form are required to ensure you are compensated. You will be requested to submit an ACH Form in the site preparation process.

Please note, once the form is submitted, a member from the U.S. Chamber of Commerce Finance Department will contact you via phone to confirm the information. Please ensure that you can be reached at the "Contact Telephone" number provided on the form.

Faculty are responsible to provide updated W-9 and ACH information should employment status or preferred account change.

- **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.
- **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:** Faculty have several options for travel to site, and may select which **one** of the below options works best:
 1. **Flight:** Flights are covered by Institute and booked by the faculty member using Institute travel company, Ovation. Each site has a preferred airport that should be used for arrival and departure noted below. **Flights should be ticketed by the deadlines provided. Failure to book by the deadline, itinerary changes, and travel into non-preferred airports may result in responsibility for partial flight cost.**
 - **Midwest:** Dane County Regional Airport (MSN)
 - ***Southeast:** Hartsfield-Jackson Atlanta International Airport (ATL)
 - **Northeast:** Philadelphia International Airport (PHL)
 2. **Drive Personal Vehicle:** If a faculty member drives a personal vehicle 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. **Please let Cici know if you plan to drive to site.**
 3. **Drive Rental Vehicle:** If a faculty member drives to rental vehicle to site, they will be reimbursed for the total amount of the rental. Rental vehicle reservations should be made by the faculty member and the receipt provided for reimbursement. **Please let Cici know if you plan to drive to site.**
- **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.



- A travel allowance of \$75 is provided for Winter and Midwest.
- A travel allowance of \$200 is provided for Southeast and Northeast.
- **Honorarium:** Depending on faculty type, an honorarium payment may be provided. Should you have any questions on your specific compensation structure, please reach out to Institute Staff Faculty Liaison, Cici Francisco, at cfrancisco@uschamber.com

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.



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.

Silent Auction

- There will be a silent auction throughout the week to raise money for Institute scholarships. All money raised goes to the Regent Scholarship Program, specific to each Institute site. You are invited to participate by either donating or bidding on items, although you are in no way obligated 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're interested in donating to the silent auction, please fill out the form below for your respective site. Please include your name and organization in the description of the item donated.

- [Midwest](#)
- [Southeast](#)
- [Northeast](#)

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 complete this [Facilitator Sign-Up Form](#).



Classroom Details

Locations

- All courses take place in university classrooms with the following detailed information:
 - **Midwest:** Classes will be held at the Pyle Center, 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.

Lunches

- Daily lunches are provided in the below locations. Detailed information will be provided in your welcome packet at hotel check-in. For those who choose not to partake in the provided lunches, please remember that Institute does provide you with \$75 per diem that can be used to purchase food on-site.
 - Midwest: Lunch will take place in **Rheta's Market.**
 - Southeast: Lunch will be available in **UGA Hotel, Magnolia Ballroom.**
 - Northeast: Lunch will be provided in **Dougherty Hall.**

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.**
- **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 and the university encourages use of the desktop computers in the rooms. However, you are able to use your own laptop if preferred.



- **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.

Set-Ups

- Classroom set-ups vary depending on the site.
 - **Midwest:** Classrooms are flat (non-tiered) and attendees are seated at tables. All tables will be set in a classroom style configuration.
 - **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.



Presentation Materials

- We ask that presentation materials and handouts be available to attendees, as many download and/or print them prior to arriving on-site. We ask that materials be provided by the deadline even if minor changes are later made. Attendees are advised that presentations may be slightly different than the initially provided.
- 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 we ask that the title slide of your presentation be Institute-branded. Three PowerPoint template options have been provided on the 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 15th**
 - **Southeast: Friday, June 12th**
 - **Northeast: Friday, July 10th**
- 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 available on the site preparation page.
- 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.



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. The site grid, provided on the site preparation page, highlights which courses will be audited.
- **Course Evaluation QR Codes:** To ensure the quality of the program, every attendee is asked to evaluate the course. These evaluations are conducted electronically and once feedback is processed, individual comments are sent to faculty. **We ask that you allocate 5-10 minutes at the end of class for attendees to complete this.**
 - **For returning faculty, in the past faculty have been asked to include a QR code slide on the final slide of their presentation for attendees to complete the Course Evaluations. Effective Winter 2026, attendees will receive the QR code on their tent card and name badge, so this is no longer needed.**
- 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.



Midwest Institute Schedule of Events*

*Subject to Change

Sunday, May 31

- 2:30 p.m.–4:00 p.m. On-Site Registration and IOM Expo: Pyle Center, AT&T Lounge
- 4:00 p.m.–4:45 p.m. Institute Kickoff: Pyle Center, Alumni Lounge
- 4:45 p.m.–5:30 p.m. Homeroom: Pyle Center, Individual Rooms

Monday, June 1

- 7:00 a.m.–8:00 a.m. Registration: Pyle Center, Staff Office, Room 320
- 8:00 a.m.–11:30 a.m. Core Classes: Pyle Center, Individual Rooms (*Break: 9:30–10:00 a.m.*)
- 11:30 a.m.–12:30 p.m. Lunch: Rheta's Market
- 12:30 p.m.–4:00 p.m. Core Classes: Pyle Center, Individual Rooms (*Break: 2:00–2:30 p.m.*)
- 1:30 p.m.–2:00 p.m. Class Advisor Meeting: Pyle Center, Regent Office, Room 317
- 4:15 p.m.–6:15 p.m. Elective Classes: Pyle Center, Individual Rooms
- Evening Class Activities: On Your Own

Tuesday, June 2

- 8:00 a.m.–10:00 a.m. Elective Classes: Pyle Center, Individual Rooms
- 10:00 a.m.–10:30 a.m. Break: Pyle Center, AT&T Lounge
- 10:30 a.m.–12:30 p.m. Elective Classes: Pyle Center, Individual Rooms
- 11:00 a.m.–12:00 p.m. Board of Regents Meeting: Pyle Center, Regent Office, Room 317
- 12:30 p.m.–1:30 p.m. Lunch: Rheta's Market
- 1:30 p.m.–5:00 p.m. Core Classes: Pyle Center, Individual Rooms (*Break: 3:00–3:30 p.m.*)
- 6:00 p.m. Faculty and Volunteer Dinner
- Evening Open Night



Wednesday, June 3

8:00 a.m.–11:30 a.m. Core Classes: Pyle Center, Individual Rooms (*Break: 9:30–10:00 a.m.*)
9:00 a.m.–9:30 a.m. Class Advisor Meeting: Pyle Center, Regent Office, Room 317
11:30 a.m.–12:30 p.m. Lunch: Rheta’s Market
12:30 p.m.–4:00 p.m. Core Classes: Pyle Center, Individual Rooms (*Break: 2:00–2:30 p.m.*)
5:00 p.m.–6:15 p.m. Pre-Graduation Bites: DoubleTree Hotel, University Room
6:30 p.m. Graduation Ceremony: Pyle Center, Alumni Lounge

Thursday, June 4

8:00 a.m.–11:30 a.m. Core Classes: Pyle Center, Individual Rooms (*Break: 9:30–10:00 a.m.*)
9:00 a.m.–9:30 a.m. Class Advisor Meeting: Pyle Center, Regent Office, Room 317
10:00 a.m.–11:00 a.m. Board of Regents Meeting: Pyle Center, Regent Office, Room 317
11:30 a.m. 2026 Midwest Institute Concludes



Southeast Institute Schedule of Events*

*Subject to Change

Sunday, June 28

11:30 a.m.–1:30 p.m.	Board of Regents and Class Advisor Briefing: UGA Hotel, Room R
2:30 p.m.–4:00 p.m.	IOM Registration and Expo: UGA Hotel, Pecan Tree Galleria
4:00 p.m.–4:45 p.m.	Institute Kickoff: UGA Hotel, Mahler Hall
4:45 p.m.–5:30 p.m.	Homeroom: UGA Hotel, Individual Rooms

Monday, June 29

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 <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>
1:30 p.m.–2:00 p.m.	Class Advisor Meeting: UGA Hotel, Regent Office, Room C
4:15 p.m.–6:15 p.m.	Elective Classes: UGA Hotel, Individual Rooms
Evening	Class Activities: On Your Own

Tuesday, June 30

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
11:00 a.m.–12:00 p.m.	Board of Regents Meeting: UGA Hotel, Regent Office, Room C
12:30 p.m.–1:30 p.m.	Lunch: UGA Hotel, Magnolia Ballroom <i>(Roundtable Discussions)</i>
1:30 p.m.–5:00 p.m.	Core Classes: UGA Hotel, Individual Rooms <i>(Break: 3:00 –3:30 p.m.)</i>
2:00 p.m.–2:30 p.m.	Class Advisor Meeting: UGA Hotel, Regent Office, Room C
Evening	Open Night
Evening	Faculty, Volunteer, Staff Dinner



U.S. Chamber of Commerce
Institute for Organization
Management

202.463.5570
iom@uschamber.com
@IOMeducates



Wednesday, July 1

8:00 a.m.–11:30 a.m.	Core Classes: UGA Hotel, Individual Rooms <i>(Break: 9:30 –10:00 a.m.)</i>
9:00 a.m.–9:30 a.m.	Class Advisor Meeting: UGA Hotel, Regent Office, Room C
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>
5:45 p.m.–6:15 p.m.	Pre-Graduation Bites: UGA Hotel, Hill Atrium
6:30 p.m.	Graduation Ceremony: UGA Hotel, Mahler Hall

Thursday, July 2

8:00 a.m.–11:30 a.m.	Core Classes: UGA Hotel, Individual Rooms <i>(Break: 9:30 –10:00 a.m.)</i>
9:00 a.m.–9:30 a.m.	Class Advisor Meeting: UGA Hotel, Regent Office, Room C
10:00 a.m.–11:00 a.m.	Board of Regents Meeting: UGA Hotel, Regent Office, Room C
11:30 a.m.	2026 Southeast Institute Concludes



Northeast Institute Schedule of Events*

*Subject to Change

Sunday, July 26

11:30 a.m.–1:30 p.m.	Board of Regents and Class Advisor Briefing: Bartley Hall
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.	IOM Registration and Expo
4:00 p.m.–4:45 p.m.	Institute Kickoff
4:45 p.m.–5:30 p.m.	Homeroom

Monday, July 27

7:00 a.m.–8:00 a.m.	Registration: Staff Office, Bartley Hall
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>
1:30 p.m.–2:00 p.m.	Class Advisor Meeting: Bartley Hall
4:15 p.m.–6:15 p.m.	Elective Classes: Bartley Hall, Individual Rooms
Evening	Class Activities: On Your Own

Tuesday, July 28

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



U.S. Chamber of Commerce
Institute for Organization
Management

202.463.5570
iom@uschamber.com
@IOMeducates

11:00 a.m.–12:00 p.m.	Board of Regents Meeting: Bartley Hall
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>)
2:00 p.m.–2:30 p.m.	Class Advisor Meeting: Bartley Hall
Evening	Open Night



Wednesday, July 29

8:00 a.m.–11:30 a.m.	Core Classes: Bartley Hall, Individual Rooms <i>(Break: 9:30 –10:00 a.m.)</i>
9:00 a.m.–9:30 a.m.	Class Advisor Meeting: Bartley Hall
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>
5:45 p.m.–6:15 p.m.	Pre-Graduation Bites: Driscoll Hall, First Floor Atrium
6:30 p.m.	Graduation Ceremony

Thursday, July 30

8:00 a.m.–11:30 a.m.	Core Classes: Bartley Hall, Individual Rooms <i>(Break: 9:30 –10:00 a.m.)</i>
9:00 a.m.–9:30 a.m.	Class Advisor Meeting: Bartley Hall
10:00 a.m.–11:00 a.m.	Board of Regents Meeting: Bartley Hall
11:30 a.m.	2026 Northeast Institute Concludes