



## **Virtual Professional Development Institute Frequently Asked Questions**

### **Who should attend the Virtual Summer Institute?**

The Virtual Summer Institute is designed for both incoming, as well as seasoned GEM professionals. A variety of topics and sessions for all levels will be offered. Professionals working in undergraduate, graduate, faculty, or related higher education environments have also found these conferences to be useful and appropriate.

### **What if I am not a NAGAP member?**

You are welcome to join us! The fee for non-members will be \$250 through June 8 and \$275 after June 8.

### **What should I do after I register?**

Confirmations will be emailed to registrants within one week of receipt of registration. Once your registration is confirmed, details on access and other important information will be emailed soon after.

### **What if someone else is registering or paying on my behalf?**

If that is the case, please ensure the name of the staff member attending is identified as you register.

### **Are there opportunities to connect with attendees before and after the Institute?**

The Institute has a Facebook group, for registrants and past attendees to connect leading up to and after the event. We will share the Facebook group with registrants, and the attendee roster afterward with those who participate.

### **What if I need to cancel my registration?**

Cancellations received in writing to [info@nagap.org](mailto:info@nagap.org) prior to the cancellation date will be eligible for a refund minus a \$100 processing fee. If a registrant cancels after the deadline or fails to attend the Summer Institute, and payment is not received, the registrant's school will be billed and held responsible for full payment.

### **What technology will I need to participate in the virtual PDI?**

More information will be provided shortly.

### **What do I do on the day of the event?**

More information will be provided shortly.

**How do I obtain assistance if needed on the day of?**

More information will be provided shortly.

**Who do I contact for questions before the Institute?**

Please reach out to Ariana Balayan, Attendee Liaison and Associate Director of Graduate Admission at Suffolk University. She can be reached at 617-573-8043 and [abalayan@suffolk.edu](mailto:abalayan@suffolk.edu).

For payment questions, please contact NAGAP Data Administrator, Autumn Menefee, at (913) 222-8620 or [amenefee@kellencompany.com](mailto:amenefee@kellencompany.com).