



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

### **Who should attend the institutes?**

The Summer Institutes bring about 100 GEM professionals, while about 75 attend each Winter Institute. The Summer Institute is geared toward newer GEM professionals, focusing on the needs of those who have been in the field for fewer than three years. The Winter Institute is geared toward professionals with five more years of experience.

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

Once your registration is confirmed, make your hotel reservations at your earliest convenience, since the room block may fill. Then, please research and book flights and other transportation as needed.

### **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 throughout the process.

### **When will I receive more information?**

Registrants will receive email updates prior to the Institute. The two major logistical emails are sent 1-2 weeks before the event.

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

During the Institute, a Reception and Happy Hour provide great networking opportunities.

The Institute has a [Facebook group](#), for registrants and past attendees to connect leading up to and after the event.

One of the great aspects of attending is connecting with other GEM professionals! Attendees are encouraged to bring business cards and use the attendee roster as a resource following the Institute.

### **For questions, please reach out to:**

**Ariana Balayan**, Attendee Liaison  
Associate Director of Graduate Admission  
Suffolk University  
Phone: 617-573-8043  
abalayan at suffolk.edu

### **For questions on payment, please contact:**

NAGAP Data Administrator  
Autumn Menefee  
(913) 222-8620 phone  
amenefee at kellencompany.com