



## FACULTY DEVELOPMENT INSTITUTE QUICK GUIDE

### Cost of Attendance:

#### Participant's Responsibility:

- Payment of the non-refundable and non-transferable participant fee.
- Travel to and from the institute location.
- Any costs associated with obtaining required visas and travel documents.
- Any meals outside the official institute dates, or alternate choices such as room service during institute days, will be considered personal expenses and are not reimbursable

#### Lions International's Responsibility:

- **Meals** beginning with breakfast on the first day of the institute and ending with dinner on the last day of the training.
- **Lodging** a single occupancy (private) room beginning the night before first day of the training, with checkout the morning after the last day of the training (4 guest nights).

### Travel & Lodging:

- Participant must arrive at the hotel on the arrival date indicated in their acceptance email.
- Participants are responsible for arranging their own travel to and from the institute.
- Participants are responsible for securing all required travel documents and researching any medical or entry requirements.
- Participants are required to stay at the designated hotel for the duration of the institute. Lions International will reserve the hotel rooms on behalf of participants.
- Participants are required to stay through the Appreciation Dinner on the last evening of the training.
- Reservations for additional nights are the responsibility of the participant. Information on how to book additional nights will be provided to accepted participants.

### Additional Information:

#### Guests:

- Additional charges incurred due to bringing a guest to the hotel are the participant's responsibility.
- Institute sessions, meals, and breaks are exclusively for institute participants; guests are not permitted to attend.

#### Preparation:

- Participants are required to complete pre-assignments prior to arrival at the institute.
- Electronic training materials (e.g., PowerPoint presentations and PDFs) will be accessible via a QR code. Participants are encouraged to bring a personal device, such as a laptop or tablet, to access these materials while at the institute.

#### Attire:

- For daily institute sessions, we recommend business/smart casual or Lions apparel.
- For the Appreciation Dinner, participants may dress in their traditional/cultural wear or cocktail attire.