



## FACULTY DEVELOPMENT INSTITUTE QUICK GUIDE

### Cost of Attendance:

#### Accepted Participant's Responsibility:

- \$150 participant fee.
- Travel to and from the institute.
- Any costs associated with additional nights lodging.
- If participant has a guest, guest is responsible for all charges incurred during their stay.
- Any meals outside of the institute days will be a personal expense.

#### LCI's Responsibility:

- **Meals** beginning with breakfast on the first day of the institute and ending with lunch on the last day of the institute.
- **Lodging** from the day prior to the start of the institute through the last day of the institute for a single occupancy (private) room.

### 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 must stay at the hotel throughout the institute. LCI will make the reservation.
- Participants are required to stay through 3:30 p.m. on the last day of the institute. If they depart prior to 3:30 p.m. on the last day, they will not receive their FDI participation certificate, nor be eligible to become an FDI Graduate.

### Additional Information:

#### Preparation:

- Participants may want to bring a laptop, if available, for use outside of the classroom.
- Participants are required to complete pre-assignments prior to arrival at the institute.

#### Attire:

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