LIONS CERTIFIED INSTRUCTOR PROGRAM TRAINING QUICK GUIDE

Cost of Attendance:

Accepted Participant's Responsibility:
- Payment of the non-refundable and non-transferable participation fee.
- Travel to and from the training.
- Any costs associated with additional nights lodging.
- Any costs associated with obtaining the appropriate visas and travel documents.
- Any meals outside of the training days will be a personal expense.

LCI's Responsibility:
- **Meals:** beginning with breakfast on the first day of the training and ending with dinner on the last day of the training.
- **Lodging:** a single occupancy (private) room beginning the night before the first day of the training, with checkout on the morning after the last day of the training. (5 guest nights)

Travel & Lodging:
- Participants 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 training.
- Participants are responsible for securing all required travel documents and researching any medical requirements.
- Participants must stay at the hotel throughout the training. LCI will make the reservation.
- Participants are required to stay through the appreciation dinner on the last day of the training.
- Reservations for additional nights will be 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 the institute participants; guests are not permitted except for the Appreciation Dinner.
- Guests joining the Appreciation Dinner must be staying with you at the hotel. Per guest cost for the dinner will be share during the Welcome Session on the first day.

Preparation:
- As preparation for the LCIP training there is a requirement to complete pre-assignments which are emailed to accepted participants three weeks before the training.
- Participants will use PowerPoint and Adobe Reader to access the materials for their assigned training session.
- Participants may want to bring a laptop, if available, for use outside of the classroom.

Attire:
- For daily training sessions, we recommend business/smart casual or Lions apparel.
- On the day of the participant-led sessions, professional business attire is recommended. When you are delivering your training session, a lavalier microphone will be attached to your clothing. Please be mindful of your attire.
- For the Appreciation Dinner, participants may dress in traditional/cultural wear or cocktail attire.