

Affiliate President-Elect Training

Frequently Asked Questions



What are the goals of this training?

The Affiliate Relations Team of the Academy of Nutrition and Dietetics is preparing a full training agenda to assist presidents-elect in preparing for their upcoming term as President. Topics to be covered include Strategic Communications, Legal and Accounting, Organizational Operations, Revenue Generation, and Academy resources. Our goal is to share up to date information and resources with all affiliates, and provide time for affiliate leaders to network and share ideas and best practices with each other.

How do I register for the event?

An RSVP/registration webpage will launch in late fall/early winter to collect registration information. There is no registration fee associated with the training.

Who is invited to the training?

All fifty-three Affiliate Presidents-Elect are invited to attend.

When and where is the training?

The training is Saturday, March 10 – Monday, March 12, 2017 at the Hyatt Regency O’Hare. The Hyatt is located at 9300 Bryn Mawr Avenue in Rosemont, IL. We encourage attendees to arrive by 2:30 pm on Saturday, March 10 and depart after 1:00 pm on Monday, March 12. There is a free shuttle from the airport to the hotel.

What is the financial responsibility of the Academy?

The Academy provides the following meals during the event

- Sunday– Breakfast, Lunch and light reception
- Monday – Breakfast

The Academy will cover meeting room fees, AV and costs of the training logistics.

What is the financial responsibility of the affiliate?

Transportation

The Affiliate is responsible for airfare to/from Chicago or mileage/parking if driving. The recommended airport is Chicago O’Hare International (ORD) as this is closest to the hotel and has free shuttle service OR ground transportation to Chicago.

Travel Expenses

Such as, ground transportation to airport, airport parking, and baggage fees.

Lodging

Affiliates will be responsible for the cost of 2 nights lodging. Attendees have the opportunity to reduce costs by sharing with a roommate. (The Academy will help connect roommates.)

Single Room: \$115 per night x 2 nights (plus 14% tax)

Shared Room: \$57.5 per night x 2 nights (plus 14% tax)

Meals

The affiliate will cover costs during travel.

Saturday – Lunch and Dinner (on own)

Sunday - Dinner (on own) (Light food will be provided during a networking reception.)

Monday – Lunch and Dinner (as applicable based on travel)

What are options for meals “on my own”?

Hyatt Regency Restaurants (in the hotel)

Red Bar

Perks Coffee

O’H American Grill

Walking Distance/Short Cab or Uber

Adobe Gilas

Basil’s Kitchen

Benchmark Restaurant

Bub City

Carlucci Rosemonth

Chicago Fire Oven Restaurant

Gibson’s Steakhouse

Giordano’s

Give Roses Pub

Hofbräuhaus Chicago

Kings Dining and Entertainment

Maria’s Mesican Restaurant

McCormick & Schmick’s

Morton’s Steakhouse

Park Tavern

Starbucks

The Capital Grille

What is the schedule for the training?

We are looking forward to hosting you for this training and know that your time is valuable. We are planning a packed agenda, so please come prepared to learn and share!

- *Saturday, March 10, 2017*
3:00 pm – Registration
3:30 pm – 6:30 pm – Training
- *Sunday, March 11, 2017*
7:30 am – 7:00 pm – Breakfast, lunch and networking reception; training, and presentations
- *Monday, March 12, 2017*
7:00 am – 11:30 am – Breakfast; training and presentations

I will be flying, what should I know?

Plan to arrive into Chicago by 2:30 pm on Saturday March 10.

Departing flights should be booked for 1:00 pm or later on Monday, March 12, if possible.

The Hyatt Regency O’Hare provides a free airport shuttle to and from O’Hare International Airport. The

shuttle comes every 15 minutes.

Please note that the affiliate is responsible for ground transportation expenses if arriving at Midway International Airport (MDW). We encourage everyone to fly in and out of O'Hare Airport.

I will be driving, what should I know?

The hotel overnight parking cost is \$25 for self-parking and \$35 for valet parking. The current reimbursement rate for mileage is \$0.535 cents per mile. All transportation costs are the responsibility of the affiliate.

What is the dress code for the training?

Business Casual – please remember that hotel meeting rooms can vary greatly in temperature. Chicago weather in early March can be quite variable, so wearing layers and bringing a coat is recommended.

How do I register?

Affiliate Presidents-Elect will need to register for the event through an online registration webpage that will launch in late fall/early winter.

How do I make a hotel reservation?

After registering for the training, your hotel reservation will be made by the Academy. You will receive your housing confirmation in late February. If you are looking to have a roommate, the Academy will help pair you with a roommate. (The Academy will not pair males and females in the same room. Arrangements will be made to help accommodate individual rooms if needed.)

Is there anything I need to do to prepare?

The agenda will be released in late fall with recommended pre-work from Academy training resources. This will all be available on the [Governance Management Website](#). Come with a list of questions. This is your opportunity to ask questions of your peers as well as Academy staff and presenters. Be open to new ideas and ways of doing business. Feel free to bring along any governing documents your affiliate has to use as a reference – i.e. bylaws, strategic plan, position descriptions, etc.

What is the style of the training?

Attendees will be taken through presentations on selected topics, followed by discussion, best practices and hands-on training. Each session will have time to work on identifying individual action items for the affiliate to create a full action plan for Presidents-Elect to start implementing upon return home.

The focus of the training is to identify ways to streamline operations of the affiliate through Academy staff experiences, best practices from other affiliates, and group strategy/brainstorming sessions. Each President-Elect will have time after different sessions to list ideas, goals, and tactics to implement in her/his affiliate. The culmination of these sessions will be an action plan to present to the affiliate board for discussion and implementation.

What is there to do in the area?

If your transportation options allow you more time in Chicago, there is plenty for you to do and see! A few blocks away is an entertainment district with a movie theater, bowling alley and restaurants. The Fashion Outlets of Chicago is also open and within walking distance, as well as a casino. All of these entertainment options are accessible by free shuttle buses.

If you are interested in going to the city, a blue line train stop is within walking distance of the Hyatt. The blue line goes directly to downtown, as well as stops in neighborhoods such as Logan Square and Wicker Park.

If you have any further questions, please contact Carrie Kiley (ckiley@eatright.org). We hope to see you in March!