



# The National Institutes FAQs

You know that The National Institutes are a can't-miss event, and this year is no exception. Join us for 4 days of professional learning like no other. You'll come away feeling empowered, energized, and equipped to make a difference in your students' lives.

## General FAQs

### What will I take away from attending Carnegie Learning's National Institute?

The takeaways are numerous, but it is our hope that you will take with you new strategies for your class, building, or district, gain new perspective, experience rewarding conversations with peers from across the country, extend your network exponentially, and leave feeling energized and ready to start the school year. At the end of the conference, we believe that you will be ready to "Join the Movement."

### Who should attend The National Institutes?

The conferences are open to educators and leaders for all grade levels, K-12. We will offer sessions geared toward those using Carnegie Learning's instructional materials, as well as several sessions on best practices, developing and reinforcing concepts, educational research, and leadership for a range of grade bands that can benefit all educators.

In order to meet the needs of a wide range of teachers and administrators, the National Institute will offer a variety of breakout sessions so you can create a personal agenda that is tailor-made to your interests and district initiatives. You can find out more about attendee options [here](#).

### See what our past attendees are saying

- This week was an amazing experience! I cannot wait to take everything from this week and use it to help my students become the best math thinkers that they can be.
- Fantastic conference!!
- The breakout sessions were great. There are many strategies and ideas I will be able to use in my classroom.
- Loved all the keynote speakers. They connected with us emotionally which made it stand out even more.
- The keynotes were so empowering, uplifting and encouraging. I can't find the words with enough meaning to adequately express what I am leaving with!!
- Amazing! My favorite professional development in the 10 years I've been teaching.
- This is the classiest, most effective workshop/conference I have ever attended.
- Wonderful experience! Just what I needed to refresh my soul and remind me of why I do what I do!
- Thank you so much for making the magic come back again!

### What is the difference between a general attendee and an advanced educator attendee?

**General attendees** are K-12 teachers and leaders attending the main conference. General attendees are able to create a personalized agenda by selecting a la carte workshop offerings to tailor their experience to their exact specifications.

**Advanced Educators \*MATH ONLY\*** are current Carnegie Learning customers who have used a CL product for at least one year. Advanced Educator sessions will begin one day prior to the conference start, and attendees on this track will receive an intensive week of training designed to enhance their ability to support their CL implementation, and participate in the general conference events.

### **How much does the Institute cost?**

You can find Institute pricing [here](#).

### **What is included in the price?**

Visit our [website](#), and check out “Choose Your Experience” to learn what’s included with each attendee type.

### **Who do I talk to about getting a quote?**

Contact your Carnegie Learning Sales representative. If you aren’t sure who that is, reach out to us [here](#).

### **How will I receive updates and information about the Institute?**

Carnegie Learning will provide information about the institutes including any updates, changes, content additions before the event and daily updates during the event via email and/or push notifications on our event app which registered attendees will receive access to within a week of the event launch.

### **How will I access the content?**

We will provide you with detailed information on how to connect with all available resources via our institute communications to registered attendees.

### **What if I need materials to fully engage in a breakout session?**

No need to worry! We will provide all necessary handouts and manipulatives to each individual attendee.

### **What should I bring to the Institute?**

We recommend that you bring a laptop, tablet or other wifi enabled device to the Institute to fully engage during the workshop sessions.

### **What is the dress code at the Institute?**

Because this week is all about YOU, we encourage you to dress in a way that makes you feel comfortable and ready to engage! Jeans are fine and so are stilettos. We also recommend that you bring layers, as the resort area will be hot but the meeting room temperatures will be cool. Don’t forget to pack whatever you might need for afternoons and evenings at the resort, too.

# Travel FAQs

*\*Applicable to registration package ONLY*

## **What COVID safety protocols will be in place for the onsite event?**

Your safety is paramount. Carnegie Learning will abide by all CDC recommendations relating to COVID safety. Click [here](#) for an example of COVID guidelines from 2021. We will keep attendees posted on any necessary COVID protocols based on CDC recommendations at the time of the event.

## **Is there a cancellation policy?**

Yes, please view the cancellation policy on our [website](#).

## **\*Should I indicate travel preferences, Loyalty Numbers, TSA precheck info, etc?**

Yes, you should provide as much information as possible about your travel preferences. During the registration process, you'll answer guided questions to help complete your travel profile. You should take the opportunity to let us know anything that is important to you about traveling—any health related concerns that require special consideration for flight booking, any loyalty numbers or TSA precheck ID, and if there are specific registered attendees you'd prefer to travel with on the same flight.

## **\*Can I bring family members with me?**

Yes, you are welcome to travel with family, however, institute benefits such as meals and sessions are for paid conference registrants only unless otherwise specified. You may use our 3rd party travel agent to book flights for your guest(s), and provide your form of payment for those flights directly to the agency.

## **\*Since it's a registration package, how does travel work if I bring my family?**

You have two options:

1. You can elect to book your own travel, not using our third party travel agent. In this instance, Carnegie Learning will reimburse the cost of your flight up to a maximum of \$550. You'll need to collect a reimbursement packet onsite at the conference, and submit your receipt for airfare. Please note, that if you cancel your attendance for any reason, you will not be reimbursed for the booked flight.
2. In May, Carnegie Learning will provide registered attendees with contact information for our third party travel agency. You'll be able to work directly with the agent to make flight arrangements that suit your needs. You can book the same flights for family members using the travel booking resource of your choice or book with our agent. If you book flights for family members, you'll need to provide a form of payment at the time of booking. The agency assesses a \$35/person fee for each travel itinerary created. For liability reasons, Carnegie Learning will not manage flights or reimburse travel costs for individuals not registered to the conference.

## **\*Flight Changes**

**NEW!** Carnegie Learning has partnered with a new travel agency to better serve the growth of our Institutes. This partnership affords our attendees the opportunity to work directly with the agency to book their flight (and flights for any guests) following attendee registration. This agency only manages flight bookings. Any other institute questions should be directed to [institutes@carnegielearning.com](mailto:institutes@carnegielearning.com).

## **\*Can I fly in a few days prior or post conference?**

Attendees who purchase the registration package are welcome to request travel outside of the conference travel parameters, so you can extend your stay, but be aware that any additional costs due to this request will be the responsibility of the registered attendee.

**\*How does Carnegie Learning book travel?**

You will receive contact information for our travel agency, via email, sometime in May. You'll be able to work with our third party travel agency to choose flights that work for you based on predetermined travel criteria our agents will have on file for the event.

**\*Can I book my flight on my own?**

You can elect to book your own travel, not using our third party travel agent. In this instance, Carnegie Learning will reimburse the cost of your flight up to a maximum of \$550. You'll need to collect a reimbursement packet onsite at the conference, and submit your receipt for airfare. Please note, if you cancel your attendance for any reason, you will not be reimbursed for the booked flight.

**\*I don't have a travel agent. Can I use yours?**

Yes! You are welcome to use the same travel agent that we use. It is important to note that the agency charges a fee per itinerary of \$39. If you would like to use that option, we can provide contact information for our agency. You can also book directly with the airlines, or any travel site you prefer.

**\*When will airfare be booked?**

We'll provide information for you to connect with our third party travel agent sometime in May so that you can select the times/flights that work best for you, within set criteria that our travel agents will have on file for the event.

**\*How can I indicate special needs or travel preferences?**

During the registration process, you'll answer several guided questions to help us build your travel profile. There will be opportunities within the registration process to indicate any travel preferences, specific needs, or restrictions. Carnegie Learning will keep this information on file, to better support you with any travel related questions; however, you will also be able to communicate this information directly to the third party travel agency when booking your flight.

**\*How will I get from the airport to the conference?**

**NEW!** For attendees who purchase the registration package, Carnegie Learning will now provide airport transfers. Available options will vary depending on the Institute. Registered attendees will receive additional information about transportation via email following registration.

**\*Is parking covered?**

If you elect the option to drive to the institute, parking will be reimbursable along with your mileage. If you are renting a car for the duration of your stay, parking will be your responsibility.

**I purchased registration only. Is parking reimbursed?**

Registrants who did not purchase the registration package will not be eligible for parking reimbursement.

**\*What is the mileage reimbursement?**

Mileage for registration package attendees is reimbursable at the rate of \$0.575/mile, up to a maximum of \$550 for the trip.

**\*How do I claim reimbursement?**

Access to the expense reimbursement form will be provided to qualifying attendees onsite at the conference. Registrants on the attendee package will be able to complete the form and submit for reimbursement with the applicable receipts or documentation. Attendees have 30 days following the event to submit completed reimbursement forms.

**\*How is the hotel booking arranged?**

Carnegie Learning will reserve your room based on selections you make during the registration process. We will supply a list of all conference guests to the hotel at the time of booking. If you want to make changes to your stay, please contact Carnegie Learning directly so that we can make sure that you receive the best possible rates/service.

**\*Do I get reimbursed for my luggage?**

Baggage claims are not a part of the package, and are the responsibility of the participant. There are only a couple of airlines that do not charge a fee for your bags. If your flight is booked on one of the many airlines that charge for luggage, please acquaint yourself with the airline's bag policy before you travel. Many savvy travelers are able to travel with a carry-on rather than checking bags, which are free on most airlines.

**\*Do I have to stay at the hotel?**

If you are a local guest, you are welcome to come and go on conference days, if you prefer. If you are a guest traveling in for the conference, we highly recommend that you stay at the hosting hotel as you will have access to all conference events, rates, and perks. If you choose to stay elsewhere, Carnegie Learning will not be able to cover the costs associated with your stay or intervene if issues arise with your booking.

**\*What if I want to extend my stay?**

If you'd like to extend your stay at the hosting hotel before or after the conference, please contact us directly. We can usually help you get a great resort rate!

**\*What if I experience travel issues or delays?**

If you booked your flight through Carnegie Learning, Inc., please contact our travel agent, Cain Travel. Contact information may be found on your travel itinerary, which you will receive via email after flights are booked.

If it is not during regular business hours, please contact their toll free number for after-hours support.

**\*Who do I contact if I have questions about the hotel, hotel room, services, or amenities?**

If you have questions about the hotel or want to make changes to your stay, please contact [institutes@carnegielearning.com](mailto:institutes@carnegielearning.com) so that we can make sure that you receive the best possible rates/service.

## Event-Specific FAQs

### Literacy TNI

#### [Fairmont Scottsdale Princess](#)

Scottsdale, AZ

July 17–20, 2023

Nearest Airport: Phoenix Sky Harbor

### Math TNI - Week 1

#### [Fairmont Scottsdale Princess](#)

Scottsdale, AZ

July 10–13, 2023

AEW post conference July 13–14

Nearest Airport: Phoenix Sky Harbor

### Math TNI - Week 2

#### [La Cantera Resort & Spa](#)

San Antonio, TX

July 24–27, 2023

Nearest Airport: San Antonio International Airport

### Will there be an Advanced Educator option at both Math Institutes?

No, Advanced Educator workshops will only be available at Math Week 1 in Scottsdale, Arizona.

### Will the Math Week 2 Institute that is in San Antonio be Texas specific?

No, the math week 2 event is not exclusively for our Texas friends, however, we will have Texas-specific content available at this event.