



Frequently Asked Questions

1. WHERE & WHEN IS PROFESSIONALS INSTITUTE?

Monday, March 6 - Wednesday, 8, 2017
JW Marriott - Buckhead
3300 Lenox Road, NE, Atlanta, GA. 30326
404-262-3344

2. SCHEDULE:

Registration opens at 12:00 p.m. on Monday, March 6 and the opening program will begin at 2:00 p.m. The program will conclude at 2:30 p.m. on Wednesday, March 8. To ensure a complete conference experience and to fully participate in the program, please plan to book your departing flights after 4:00 p.m. on March 8, 2017.

3. REGISTRATION FEE:

The registration fee of \$350 includes ALL courses. Kosher dinner is included on Monday, March 6, and kosher breakfast and lunch are included on Tuesday, March 7 and Wednesday, March 8. Dinner on Tuesday evening, March 7 is on your own.

4. HOTEL INFORMATION & ROOM RESERVATIONS:

A room block has been established for conference attendees at the JW Marriott in Atlanta. The hotel rate for Single or Double occupancy is \$189.00 plus approximately 10% tax per night. Hotel arrangements must be made online after you have registered for the Professionals Institute by clicking the "Reserve a Hotel" button. The group rate is available until Monday, February, 6, 2017. After this date, the \$189 rate can no longer be guaranteed. If you would like to reserve hotel accommodations for pre or post-meeting stays, please first complete your hotel reservation online for the group dates and then send an email to JFNA-Registration@wyndhamjade.com with your requested additional dates. We will check the hotel for availability and will email you a revised confirmation.

5. HOTEL CANCELLATION POLICY:

Hotel cancellations must be made at least 72 hours prior to scheduled arrival. For reservations not cancelled within this time frame, the hotel will retain one night's deposit. To cancel your hotel room, please contact registration headquarters at JFNA-Registration@wyndhamjade.com.

6. PROFESSIONAL INSTITUTE CANCELLATION POLICY:

Cancellations for the Professional Institute received after January 31, 2017 will incur a \$50 processing fee. Starting February 15, 2017 there is no refund of registration fees on any cancellations.

7. FOR MORE INFORMATION:

If you have any questions or require further information about the conference, please contact Robyn Teplitzky, Senior Director of the Mandel Center for Leadership Excellence at Robyn.Teplitzky@Jewishfederations.org or 212.284.6522.

- FRD (Campaign, Women's Philanthropy, Planned Giving & Endowment Professionals): [Beverly Woznica](#) or [Janine Zaltsman](#)
- Marketing Professionals: [Mara Silver-Smith](#)
- Planning Professionals: [Mark Gurvis](#)
- Israel and Overseas Professionals: [Rina Goldberg](#)
- Education and Engagement Professionals: [Rachel Shtern](#)
- Small Federation Executives' Institute: [Debbie Stein](#)