

Institute for Leading Internationalization
An ACE Institute
Frequently Asked Questions

When

June 8-10, 2014

- Program begins on Sunday evening at 5:00 pm
- We will adjourn no later than 5:00 pm on Tuesday, June 10th.

Where

Hilton Alexandria Mark Center

- Located 5 miles from Washington, DC
- 15 minute cab ride from Reagan National Airport (DCA)
- On acceptance to the Institute you will be given instructions on how to make reservations at the Hilton to receive the discounted room rate

Program Fees

Until April 15th

- \$1,100 for ACE Institutional Members
- \$1,350 for Non-Members

After April 15th until May 15th

- \$1,200 for ACE Institutional Members
- \$1,450 for Non-Members

Included in the program fee

- Dinner on Sunday, June 8th
- Breakfast and Lunch on Monday, June 9th and Tuesday, June 10th

Not included in the program fee

- Airfare
- Parking
- Hotel room (\$189/night)
- Dinner on Monday evening

How do I find out if I am an ACE Member?

- Visit our [Membership Directory](#) on the ACE website to find your institution. Membership is held with the president's office of your institution.

What are your selection criteria?

- We are looking for a range of institutions to be represented and will look at institutional type and size.
- We will also consider the level of experience of the applicant.

I'm not sure if I should apply this year because my institution is in transition/my position is changing/etc....

- If you are unsure if you should apply, please contact us directly via phone (202-939-9460) or email (cige@acenet.edu) and we can address your specific concerns.

Can more than one person apply from an institution?

- We will consider multiple applications from the same institution. If the process is competitive, however, it is likely that we will only accept one applicant per institution. In that case, we will give priority to the more senior official, since this is focused on developing campus leaders.

What is the “nomination letter process”?

- After you submit the application, a request will be sent to the person you listed as your immediate supervisor. He or she will then need to submit a letter of nomination to ACE.

Is there a maximum number of accepted applicants for this program?

- We are capping the maximum at 35 participants.

How soon after applying will I find out if I have been accepted into the Institute?

- We anticipate notifications will be sent one week after the deadline. For the April 15th deadline, you will be notified starting April 22nd. For the May 15th deadline, you will be notified starting May 22nd.

What are the topics of the sessions?

Topics include:

- The presidential perspective
- Developing an international strategy
- Creating a professional development plan
- Matching international and institutional goals
- Making the case for internationalization
- International engagement and partnerships
- Working with the CAO

Is there a program schedule?

- A final schedule will be available as we get closer to the program. The program will feature plenary sessions and small group discussions.

What are the learning outcomes of the program?

- Learn how to develop international goals and vision
- Design a professional development plan based on personal strengths and weaknesses
- Learn how to integrate international goals and institutional goals
- Learn how to mobilize internal and external goals
- Learn how to scan for opportunity and risk in international engagement

Will the sessions cover institutions that have campuses abroad?

- Branch campuses will be discussed as part of the session on global engagement and partnerships.

Who are my classmates?

- Your classmates will be fellow campus internationalization leaders. Their titles will range from dean to senior international officer to director, depending on the structure of the institution.

Is there any preliminary work prior to the start of the Institute?

- You are required to complete an institutional profile.

How much time will the profile take?

- It depends on the institution and the degree to which international operations are monitored and centralized. We know that we will need the following items from each institution:
 - A copy of your strategic plan (and international plan, if separate)
 - Any written policies on selecting and evaluating partners
 - An organizational chart for international programs and operations
 - Your job description

The institutional profile is due one month prior to the beginning of the institute. Is this deadline flexible?

- Yes, on a case-by-case basis.

What is the time commitment required for the CAO?

- We expect your immediate supervisor (usually the CAO) to support the completion of your institutional profile and to participate in the take-home project. Most applicants will be able to complete the profile on their own, but some may need their supervisor to help them get access to important information. Because the take-home project will be customized for each institution, it is difficult to be specific, but we do expect supervisors to be active participants in the project.

What kind of assistant/mentoring will be available for the take-home project?

- In addition to feedback at the completion of the take-home project, we are planning to check in with participants as they approach key milestones in their project.

What is the deadline for the take-home project?

- Flexible, to be negotiated with each participant and their supervisor.

When should I arrive?

- Plan to arrive no later than 3:00 pm on Sunday, June 8th.

Can I arrive late or leave early?

- We prefer to have everyone in place for all three days, but we will consider exceptions. Please indicate this in your application, otherwise we will assume that you will be available for all three days.

Can spouses/partners accompany me at any of the meals?

- No. All meals are served while we are in session.

Will we have any free time to explore the area outside of the program?

- Yes. We have no events scheduled after 5:00 pm on Monday, June 9th. Alexandria has many historical sites, shopping, and restaurants for you to explore. The hotel offers a free shuttle to the King Street metro station in Old Town. The shuttle leaves the Hilton every 15 minutes. It runs 7 days a week from 3:15 – 9:15 pm.

What if I can't attend? Are there other opportunities similar to the ILI?

- Yes. There are several professional development opportunities offered by ACE. For upcoming programs, please see our website at www.acenet.edu/go/cige.