**Program Guidelines**

**Communications:**

* All email communications from The Partnership regarding program details will be sent to your specified preferred email address. To update your preferred email address, please contact The Partnership.\*
* Please add The Partnership to your address book/contacts to ensure you receive our emails (Info@thepartnershipinc.org)
* The 2019 Program Calendar is located in the online Program Book, as well as on The Partnership’s Current Class Page.
* Your Current Class Page is updated regularly with your program details – please check it regularly for current information.
* Calendar invitations for each forum will be sent from The Partnership. Please “Accept” or “Decline” within the meeting invitation to indicate your attendance plans.
* Monthly reminder emails will be sent from The Partnership with information relating to session start and end time, location, parking, pre-work and other pertinent details.

**Requests for Facilitator’s Materials:**

* Presentation materials are the intellectual property of the facilitators. Fellows, Associates and BioDiversity Fellows may request copies of presentation materials from The Partnership. Materials will be provided when allowed by the presenter.

**Program Days:**

* All participants must sign in. Many venues require a photo ID. Please be prepared to show your photo ID for security.
* Participants will be given name tags at orientation; *name tags should be kept and worn at monthly sessions.*
* Cohort Assignments will be indicated with table signs at monthly forums for suggested seating.
* Program days are typically 8 a.m. – 4 p.m.  Variations will be noted through email reminders and posted on The Partnership’s Current Class Page ([www.thepartnershipinc.org](http://www.thepartnershipinc.org/)).
* The facilitator determines the schedule for the program day, including start times, morning and afternoon breaks, as well as lunch.  Please respect and adhere to the facilitator’s pre-determined schedule and also be respectful of your peers, by not being openly disruptive during sessions.
* Sponsors of The Partnership generously provide venues for the monthly program forums. Lunch and breakfast are often, but not always provided.
* Parking information, if specified by the forum hosts, will be posted on the Current Class page.
* Weather-related issues impacting the forums will be noted and updated on the Current Class page.
* Cell phones should be off or muted during all sessions.

**Forum Evaluations:**

* It is required that you complete online forum evaluations, or surveys, at the end of each session or as soon as possible. A link for the survey will be sent to your preferred email address at the beginning of each forum day. The surveys can be completed from your mobile device, as well as a desktop.

**Forum Attendance:**

* Attendance is expected at all forums.
* There are no make-up days for missed forums.
* Although forums for Fellows and Associates may have the same or similar title, the content varies by program and facilitator.

**Dress Code:**

* Business casual is the dress code for The Partnership’s monthly forums.  At most organizations, the business casual dress code encourages employees to project a professional, business-like image while enjoying the advantage of more casual and relaxed clothing.
* Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt, a tailored blazer, knit shirt or sweater, and loafers or professional dress shoes. Kindly note, jeans, spandex, sneakers and sandals are not appropriate business casual attire.

**Cohorts:**

* Each participant is assigned to a Cohort, which will consist of 8 - 10 participants.
* Participants should meet in their Cohorts groups from 8:00 am – 8:30 am, in advance of each monthly forum.
* Cohorts may be asked to work together beyond the monthly forums.
* Although participants may be asked to sit with their Cohorts during forums, all are encouraged to get to know other classmates throughout the program year.

**Special Forums:**

* ***Next Generation Executive Panel and Cohort Coaching*** (April Forum)
* Managers of Fellows and Associates are invited to attend from 8:30 a.m. – 11:30 a.m. (June Forum)
* ***Culmination Event*** – Evening reception (December TBD) Managers are invited to attend this ticketed event.

**Class Gift:**

* The Class Gift is a longstanding tradition at The Partnership. Each year, Fellows, Associates and BioDiversity Fellows come together to make a significant gift in honor of their class and representative of their collective investment in The Partnership, Inc. Gifts provide funding for scholarships to allow Public Service leaders to participate in the Fellows, Associates and BioDiversity Fellows programs.
* To help facilitate this process, The Partnership seeks a volunteer **Leadership Chair** to assemble a **Class Gift Committee**. We encourage you to participate. The Class Gift Committee should be comprised of at least three members of the current year’s class. The Class Gift Committee promotes and coordinates contributions from the class with the goal of 100% participation.
* All contributions to The Partnership Fund are securely made to The Partnership Fund and managed by The Boston Foundation ([www.tbf.org](http://www.tbf.org)). Contributions support The Partnership’s commitment to building a better and stronger Boston and region.

Questions regarding the Fellows and Associates programs can be sent to:

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