

# 2009 Summer Institutes

## Session Information and Guidelines

1. **The exam for Levels I, II and III will be given on Friday afternoon – please plan your travel accordingly.** Please see the sample daily agendas for each level on our Web site at [www.prostart.restaurant.org/educator/institutes/](http://www.prostart.restaurant.org/educator/institutes/).
  2. All information regarding the sessions including specific site, transportation, lodging, and local contact information can be found on our Web site.
  3. An opening reception will take place the Sunday evening before your class begins at a location to be determined by the site coordinator. **This opening reception is mandatory** for all attendees.
  4. Attendance at all sessions during the week is mandatory. Attendance will be taken at the sessions. The final session on Friday ends at 3pm, so please plan your travel accordingly. Any unexcused absence will result in notification to National Restaurant Association Solutions and credit for the session will not be given.
  5. Attendees are expected to arrive on time for all sessions.
  6. Attendees are required to be in uniform for all kitchen or lab sessions. A uniform consists of chef coat, appropriate long pants (no shorts), and appropriate shoes (no sandals). If you have questions, contact your site coordinator. Their contact information is listed on the Web site along with travel and lodging information for your site.
  7. Attendees are expected to conduct themselves in a professional manner during the sessions. A key part of the Summer Institutes is the networking and sharing of experiences with your fellow educators. Attendees are expected to treat others with courtesy.
  8. If you are attending Level 2 or 3 sessions you will be required to bring your own knives. Knife kits are supplied for Level 1 attendees. Please check the Site Details for your site to see what additional supplies you must bring.
  9. Attendees are required to attend any field trips conducted by the site. These industry visits are an integral part of the training and attendance is mandatory.
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