CONVENING DURING COVID-19
OVERVIEW

- **Recruitment & Retaining Employees**
  - Maximize attendance experience
  - Take advantage of extra-curricular opportunities

- **Position Institute**
  - How do we tell our story? Explain what we do? Effectively.
  - How do we make sure our story is heard? Help current and potential employees understand our mission.

- **Scale & Partnerships**
  - RED Group Task 38
  - Maximize partnerships with other NRIs.
  - Increase partnerships with VASAC.
  - Applying the TBI to prioritizing issues.
  - How to leverage technology?

- **Business Sustainability**
  - Recruitment, Retaining
  - Engage employees in mission
  - Through building a culture of engagement
  - Encourage communication between employee experts

- **Position Institute**
  - Help current fund groups better understand mission
  - Induction on in house
  - Social media
  - Engagement
  - Better inform employees about groups in house

- **Scale & Partnerships**
  - Leverage technology
  - Video chat with others
  - Open to feedback
  - Encourage open feedback
  - Applying the TBI to prioritizing issues
“EVERY CITIZEN HAS THE DUTY TO BE INFORMED, TO BE THOUGHTFULLY CONCERNED, AND TO PARTICIPATE IN THE SEARCH FOR SOLUTIONS.”

- GOV. WINTHROP ROCKEFELLER

Winthrop Rockefeller believed, and the Winthrop Rockefeller Institute continues his belief, that people working together can solve big problems and create transformational change.

Bringing people together to share space and ideas looks differently now, but the Institute has established safe ways to host meetings on our mountaintop campus in a way that satisfies your group’s need for connection and collaboration while adhering to all COVID-19 health and safety guidelines. We can connect the meeting participants at the Institute with those who cannot travel through the Zoom platform so everyone on your team can fully participate.

We look forward to providing a safe and productive environment for you to accomplish your meeting outcomes.

INSIDE THIS DOCUMENT YOU WILL FIND:

- COVID-19 safety protocols
- Cancellation policy and fees
- Information on our new Virtual Convening Package

If your group can’t travel to Petit Jean Mountain but you’re interested in taking advantage of our meeting design and planning experience, we can host your meeting virtually on Zoom.
COVID-19 PROTOCOLS & MEETING ROOM CAPACITY
COVID-19 SAFETY PROTOCOLS

We follow the state guidelines set for small-to-medium gatherings which includes strict social distancing requirements. We also follow several internal regulations for how employees and guests will be kept as safe as possible on our campus.

- We are open for conference guests but will remain closed to the general public.
- The Institute is following and exceeding all Center for Disease Control and Arkansas state guidelines regarding cleaning and sanitizing all public spaces, conference rooms, guest rooms, and offices.
- Everyone who comes to the Institute is required to enter through the main entrance by the Front Desk so we can track who comes in and out of the building.

- All guests and employees will have their temperature checked upon arrival.
- Everyone is required to wear a mask when in public spaces such as the front lobby, guest check-in counter, hallways, and restrooms.
- Tables and chairs will be arranged at least six feet apart in meeting rooms so conference participants will be able to take off their masks as long as they remain seated and are not moving around the room.

If your meeting has more than 35 attendees, your group will be split into additional meeting rooms as needed. Your Institute conference planner will work with you to determine the best way to set up your meeting.

MEETING ROOM CAPACITY WITH SIX FEET DISTANCING

<table>
<thead>
<tr>
<th>Meeting Space</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Barn Hall</td>
<td>35</td>
</tr>
<tr>
<td>Governor's Conference Room</td>
<td>24</td>
</tr>
<tr>
<td>Petit Jean 1</td>
<td>16</td>
</tr>
<tr>
<td>Petit Jean II</td>
<td>16</td>
</tr>
<tr>
<td>Stables Classroom</td>
<td>20</td>
</tr>
<tr>
<td>Rock Theater</td>
<td>17</td>
</tr>
<tr>
<td>Legacy Theater</td>
<td>8</td>
</tr>
<tr>
<td>Library</td>
<td>4</td>
</tr>
<tr>
<td>Studio</td>
<td>5</td>
</tr>
<tr>
<td>Boathouse Upper</td>
<td>32</td>
</tr>
<tr>
<td>Boathouse Lower</td>
<td>35</td>
</tr>
</tbody>
</table>
If your group decides to cancel, please refer to the chart below for information regarding a cancellation fee.

<table>
<thead>
<tr>
<th>31+ days</th>
<th>30 - 8 days</th>
<th>&lt;7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 days (or more) prior to event</td>
<td>Between 30 &amp; 8 days prior to event</td>
<td>Between 7 or fewer days prior to event</td>
</tr>
<tr>
<td>No cancellation fee</td>
<td>50% of the booking agreement due</td>
<td>Full payment required</td>
</tr>
</tbody>
</table>
VIRTUAL CONVENING PACKAGE
The Winthrop Rockefeller Institute specializes in bringing people together to solve big problems and create new opportunities. Our nonprofit’s mission is to continue Winthrop Rockefeller’s collaborative approach to creating transformational change. To collaborate, people must come together and make space for purposeful conversations and deep listening.

We have found with thorough pre-planning and effective meeting design, we can convene an impactful virtual conference online. The Institute has held successful virtual programs using the Zoom platform and we’re pleased to bring this service to our clients for groups of up to 50 with the Virtual Convening Package.

The Virtual Convening Package Includes:

- Assistance from an Institute conference planner to design your virtual conference, consulting with you to determine and clarify:
  - The meeting purpose - why do you need to meet and what should be different when the meeting is concluded?
  - The agenda - how can you best engage your participants?
  - The number of hours planned for the meeting and how best to use them

- The same Institute conference planner will manage all of the technical details needed for the conference, including:
  - Invitation with meeting link to all invited participants, including instructions on how to use Zoom
  - Hosting and moderating the Zoom meeting
  - Facilitation of questions
  - Transitioning between speakers
  - Assisting with screen share
  - Management of breakout rooms
  - Answering participant technical questions
  - Providing transcripts of the meeting and chat, or other notes collected during the meeting

Additional Services Available:

- Meeting design and facilitation services from members of the Institute program team, who are trained in numerous types of facilitation. Examples of this service include:
  - Facilitating specific sessions during your conference
  - Leading participants through a deliberative process that assures all voices are heard and options examined when making decisions
  - Facilitating breakout sessions to ensure a participatory discussion
  - Constructing and leading dialogues that connect people and help them build mutual understanding

The minimum charge for the Virtual Convening Package is $1,250 for up to 25 participants. Each additional participant over 25 is $50. Additional facilitation services listed above are subject to availability at hourly rates. To inquire, please first fill out the Conference Application, and in your answer to the last question indicate you’d like to meet virtually.
QUESTIONS?
If you have additional questions or concerns please reach out to our Conference Services department by calling (501) 727-6227.

**Reach Out**
Main #: (501) 727-5435
Petit Jean Mountain
1 Rockefeller Drive
Morrilton, AR 72110

**Be Social**
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