M E M O R A N D U M

TO: Prospective Attendees

FROM: MnCCC and IT Mentor Group LLC

DATE: 11/1/2019

SUBJECT: IT Leadership Program

MnCCC has partnered with Jim Hall of IT Mentor Group, LLC to offer a 4-day (two 2-day sessions) IT leadership program, taking place on March 18-19 and April 15-16, 2020. Jim Hall is an innovative, high-achieving Senior IT Leader with over twenty years' experience in IT leadership. Jim believes in developing better IT leaders to help organizations respond to the changing technology landscape.

The total cost of this program (including a $100 meal fee) is $975 per person. *Please note: Payment is to be made at least 30 days in advance of the program. If payment is to be made in installments, each payment should be completed at least 30 days before each phase of the program (due February 18 for Phase 1, and due March 15 for Phase 2).* You will also need to specify with MnCCC's accountant, Mike Fox (mike@mnccc.org or 651-917-6969), if you would like to be billed out of 2019 or 2020's budget.

While this program will take place over 4 separate days, it is integral to the attendees' education that they attend each day. Once you RSVP "yes" you will receive a confirmation email with a document containing a general overview of the event. If extenuating circumstances arise which cause an individual to be unable to attend, please contact MnCCC as soon as possible.

IT Leadership Program RSVP Dates & Instructions

Questions should be directed to emily@mnccc.org. The deadline to sign up for this event will be February 14, 2020 (approximately 30 days before day 1 of phase 1, allowing for an adequate payment timeline). There is a limit of 30 attendees; however, if more than 30 people participate, the participation will be broken down into two programs, in which case we will notify attendees and schedule *concurrent* programs on a first-come first-served basis.

If you are interested in this program, or know or someone who is, but do not have an RSVP account through MnCCC and would like to create one, please follow this link to get started and select "Create Your RSVP Profile." From there you will be prompted to select any user groups and meetings you would like to receive notifications for. *Make sure to include the IT Leadership Program on your profile!* It is also helpful to include as much contact information as possible for MnCCC to provide you with updates, payment information, and other important documents.

Thank you for your interest in the upcoming IT Leadership Program, and we look forward to seeing you soon!