

The Loyola Institute for Ministry in collaboration with the
Archdiocese of New Orleans Office of Catholic Schools presents the

Summer Institute for Catholic School Leadership

Loyola University New Orleans
June 16–19, 2008

Update 2 June 11, 2008

Greetings,

We look forward to welcoming you to Loyola's campus on Monday morning! You should already have received information about what track you are in. If you have not, please contact me asap. Course material is available at <http://www.lim.loyno.edu/Leadership.html>. You will need a password to access the documents. You will also receive a CD of these materials on Monday when you arrive on campus.

Parking information:

Parking will be free on Loyola's campus in the West Road garage, which is easily accessed via St. Charles Ave. Depending on the direction you come, West Road is the small road that runs next to Holy Name Church. You are free to park anywhere in the West Road garage, but please DO NOT use the garage at our Freret St. entrance. You do not need a permit or anything else for the West Road garage. Here is a link of a campus map to help you: <http://www.loyno.edu/neworleans/maps.php>

Registration/First Day information:

You are all in education, and you all know the logistical "challenges" that can befall any first day, but we want to minimize them for this Monday. Registration will begin at 7:30 in the St. Charles Room of the Danna Center on campus (it's the large white building in the middle of campus – you will bear to the left as you leave the center of the West Road garage). Please check in at the registration desk in front of the St. Charles room when you arrive, where you will receive a nametag, schedule of events, and your CD.

Continental breakfast will be served until our plenary session begins at 8:30 a.m. The Most Rev. Alfred Hughes, Archbishop of New Orleans, Loyola's President Rev. Kevin Wildes, SJ, and members of the institute staff and faculty will give us an overview of the program. Our tracks will start at 9:30 a.m.

Lunch on Monday will be served in the Audubon Room, located on the 2nd floor of the Danna Center. Lunch will be provided each of the four days of the institute and breaks will be served in seminar room 1 on the first floor of the library.

Our first day will end at approximately 4 p.m.

Tuesday and Wednesday's schedule

Sessions will begin at 9 a.m. on these two days. Continental breakfast will be provided in seminar room 1 for your track, along with morning and afternoon breaks. Lunch will be served in the St. Charles room for all participants on these days. We will end at 4:00 then too.

Thursday's schedule

Our abbreviated day will start at 9, with continental breakfast in seminar room 1. Because of a scheduling conflict, the Boggs conference room is not available that morning, so you will be meeting in seminar room 2 across the hall from seminar 1. The session will end at 11, at which time we will begin bussing people to our closing banquet lunch at historic Antoine's in the French Quarter. On Monday, I will be asking participants to let us know if they are attending and/or riding the bus so we can give the restaurant a final count and determine the number of buses we will need. After lunch, we will be bussing everyone back to campus.

Please spread the word!

Some participants did not receive the original email confirming their attendance. If you are in contact with other attendees at your or other schools, please ask them if they received this email. If not, please give them my phone number [(504) 865-3399, dblair@loyno.edu] and email address so I can get in touch with them regarding their track assignment.

Feel free to get in touch if you have any questions or concerns. We want your first institute experience to be a positive, enriching one. See you on Monday!

Diane Blair

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Update 1

May 28, 2008

Welcome to the Summer Institute for Catholic Schools Leadership!

We hope you are enjoying your summer and, with this note, are confirming your registration for the Summer Institute. The Loyola Pastoral Life Center of the Loyola Institute for Ministry along with the Archdiocese of New Orleans Office of Catholic Schools look forward to making the institute a rewarding and enriching experience for all participants.

Opening Session

We are preparing for your arrival on campus in a few weeks and wanted to share some information with you. The dates of the institute are June 16 through 19. It will begin in the St. Charles Room of the Danna Center on June 16 at 8:30 a.m. sharp. Registration will open at 7:30, and coffee and refreshments will be available until we begin. Most Rev. Alfred Hughes, Archbishop of New Orleans, and Rev. Kevin Wildes, SJ, president of Loyola University New Orleans, will be on hand to welcome you. Our opening session will also feature morning prayer and an overview of the institute.

Participants will spend the rest of the institute in their respective tracks, which we are presently organizing. Our goal is to balance the number of participants in each of the five tracks and honor your choices. We did not receive enough first-choice selections to warrant holding the spirituality track, so those participants will be given their second choices. We will follow up in another email next week with your track selection.

Parking will be available on campus for institute participants; information will be sent to you when we give you your track.

Course Materials

Your institute materials will be delivered to you in two ways. At registration, all participants will receive a CD with their respective track's materials. These materials will also be available ahead of time on a secure web site so you can download them onto your computer. We want to be as environmentally conscious as possible and minimize the paper that is consumed for this event, so you will have the choice of either using a "soft" copy on your computer or printing out the materials yourself.

Each Day, You can expect....

June 17-19's sessions will start at 9 a.m. The Loyola campus is undergoing a number of renovations and our sessions will be held in two buildings. Morning and afternoon coffee breaks will be served in a central location in your respective buildings, with lunch provided in the Danna Center Monday through Wednesday. You will have access to the Loyola wireless network while you are on campus[\[TR1\]](#), so feel free to bring your own laptop.

Our Monday-Wednesday sessions will end by 4:00. Thursday will begin at 9:00, but will adjourn at 11:00 so we can go off-campus to our closing lunch and session. Buses will be providing transportation to the restaurant. More details on the lunch event will be available at the opening session.

Institute Extras

You may wish to stay in the city versus commuting, so housing is available either on campus or at a nearby hotel at discounted rates. Please get in touch with me if you are interested in pursuing these options.

The Loyola Institute for Ministry is also able to offer up to two graduate credits for your participation and additional academic work. Tuition for this independent study is \$252 per credit. Again, please contact me for the particulars.

We look forward to welcoming you to Loyola and making your time here as enjoyable as possible. Feel free to get in touch if you have any questions or concerns.

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