



Appalachian Leadership Institute

an ARC initiative

Appalachian Leadership Institute Session V: Hendersonville, NC

CONTACTS: Jessica Mosley & Krysti Burton

Program Manager, Academies & Institutes

Appalachian Regional Commission

1666 Connecticut Ave, NW – Ste 700

Washington, DC 20009

E: jmosley@arc.gov

E: kburton@arc.gov

Please enclose floor plans and assign exact meeting space in proposal.

THE MEETING:

The Appalachian Leadership Institute is a comprehensive leadership and economic development training opportunity for people who live and/or work in Appalachia and are passionate about helping their communities thrive. Appalachian Leadership Institute Fellows will participate in an extensive training curriculum developed by the Appalachian Regional Commission in partnership with the University of Tennessee, Knoxville; The Howard H. Baker Jr. Center for Public Policy; Tuskegee University; and Collective Impact. The Appalachian Leadership Institute consists of 40 Fellows, plus staff and faculty, who convene for a 4-day program, including meals, general sessions, and small group breakouts.

DATES:

May 6-9, 2025 (these dates are fixed)

SITES:

Hendersonville, NC

RATE:

The Appalachian Regional Commission is a government entity, and as such, we are seeking a government rate for the program, if possible. **IMPORTANT: We are looking for a room rate under \$107/night and no attrition.**

ROOM BLOCK:

May 6, 2025, staff/attendee arrival: 60 rooms

May 7, 2025, full day of programming: 60 rooms

May 8, 2025, full day of programming: 60 rooms

May 9, 2025, morning programming, check out

MEETING REQUIREMENTS

May 6, staff/attendee arrival: 60 rooms

12:00 pm – 24 hour hold Office (secure room close to meeting rooms/registration area)

May 7, Full Day of programming: 60 rooms

| | | | |
|---------------------|-----------------|--------|-----------------|
| 24 hour hold | Office | | |
| 7:00 am – 5:00 pm | Registration | | |
| 7:00 am – 8:00 am | Breakfast | 60 ppl | Rounds |
| 8:00 am – 5:00 pm | General Session | 60 ppl | Crescent Rounds |
| 10:00 am – 10:30 am | AM Coffee Break | 60 ppl | Flow |
| 12:00 pm – 1:30 pm | Lunch (Buffet) | 60 ppl | Rounds |
| 1:00 pm – 5:00 pm | Breakout #1 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #2 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #3 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #4 | 12 ppl | Boardroom |
| 2:45 pm – 3:15 pm | PM Break | 60 ppl | Flow |

May 8, Full Day of programming: 60 rooms

| | | | |
|---------------------|-----------------|--------|-----------------|
| 24 hour hold | Office | | |
| 7:00 am – 5:00 pm | Registration | | |
| 7:00 am – 8:00 am | Breakfast | 60 ppl | Rounds |
| 8:00 am – 5:00 pm | General Session | 60 ppl | Crescent Rounds |
| 10:00 am – 10:30 am | AM Coffee Break | 60 ppl | Flow |
| 12:00 pm – 1:30 pm | Lunch (Buffet) | 60 ppl | Rounds |
| 1:00 pm – 5:00 pm | Breakout #1 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #2 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #3 | 12 ppl | Boardroom |
| 1:00 pm – 5:00 pm | Breakout #4 | 12 ppl | Boardroom |
| 2:45 pm – 3:15 pm | PM Break | 60 ppl | Flow |

May 9, last day of programming, check out

| | | | |
|------------------------|-----------------|--------|-----------------|
| 24 hour hold – 2:00 pm | Office | | |
| 7:00 am – 1:00 pm | Registration | | |
| 7:00 am – 8:00 am | Breakfast | 60 ppl | Rounds |
| 8:00 am – 1:00 pm | General Session | 60 ppl | Crescent Rounds |
| 10:00 am – 10:30 am | AM Coffee Break | 60 ppl | Flow |
| 8:00 am – 12:00 pm | Breakout #1 | 12 ppl | Boardroom |
| 8:00 am – 12:00 pm | Breakout #2 | 12 ppl | Boardroom |
| 8:00 am – 12:00 pm | Breakout #3 | 12 ppl | Boardroom |
| 8:00 am – 12:00 pm | Breakout #4 | 12 ppl | Boardroom |

*Preference is for all education meeting rooms (general session and breakout rooms) to be near each other on the same floor. We also prefer to eat our meals in a separate space from the general session room.