## RSVP Policy for LCLD Virtual Learning Experiences & Leadership Lunches

Registration will open for **Learning Experiences** approximately 5-6 weeks prior to the event.

Registration for **Leadership Lunches** will open approximately 3-4 weeks prior to the event.

Each event will have a calendar page on the <u>LCLD Events Calendar</u>, which lists the exact date that the RSVP period will open. Registration will always open on Tuesdays at 1:00 p.m. ET to coincide with the weekly *#TalentRising* newsletter.

All interested current Fellows and LCLD Alumni (of the Fellows and Pathfinder programs) should RSVP on the date that registration opens. However, priority is given to current Fellows who have neither attended nor secured a spot at another Leadership Lunch or Learning Experience (priority is given for the first one of each). All others (LCLD Alumni and current Fellows attending more than one) will immediately be placed on a waitlist for a stated designated time (usually one week). After that time, all remaining spots will be filled on a first-come, first served basis from the waitlist until full.

For questions about this policy, please contact Nichole Velasquez, Fellows Program Manager, at <u>nvelasquez@lcldnet.com</u>.

