

## ADDITIONAL SEMINAR DETAILS

### TUITION

- Includes instruction, materials, continental breakfast and lunch
- <10% discount for multiple participants (two or more)>

### IN PREPARATION

- Participants are encouraged to register at least four weeks in advance.
- A Program Manager will send registered participants a link to the seminar Web site where reading materials (if applicable) are posted along with other helpful information. Access to the Web site typically is sent two to three weeks in advance.
- Hotel- accommodations are not included in the tuition. A list of accommodations can be found on our Web site under the tab *Our Facility*. Depending on room availability, participants may stay onsite at UNC's executive learning facility, the Paul J. Rizzo Conference Center.
- Travel information can be found on our Web site under the tab *Our Facility*.
- All seminars take place at the Paul J. Rizzo Conference Center.

### SCHEDULE

- Length: Two days (*Negotiation Skills for Effective Managers*); three days (*all other seminars*)
- Typical daily schedule: 8:00 a.m. - 5:00 p.m.

\*If you have questions, please call **1-800-UNC-EXEC** or email [unc\\_exec@unc.edu](mailto:unc_exec@unc.edu)