



## General Information

### Participants

The Securities Industry Institute® (SII) exists to bring together high-potential, rising talent from across the industry to learn from authorities on topics which enhance their leadership and managerial abilities and augment their investment and industry knowledge. Participants are encouraged to bring back what they've learned at SII and share this unique educational experience with co-workers. Graduates of the program are expected to exemplify and enforce standards of business conduct consistent with our public trust.

A list of participants is available on the SII mobile app and includes searchable functions for firm, responsibility, location and year. There is no limit to the number of participants a given firm can nominate to the program, however, overall space at SII is limited. We regret that we are unable to allow guests to attend Institute sessions or organized events.

### Location and Key Dates & Times

The Institute is conducted each year in March on the campus of The Wharton School of the University of Pennsylvania, located in Philadelphia, PA, during the University's spring break. The 2020 Securities Industry Institute will take place on March 8-13, 2020.

September 2019	Registration opens for all years
December 13, 2019	Payment due
January 2020	Elective selection begins
January 17, 2020	Hotel cancellation deadline
March 8-13, 2020	Securities Industry Institute

\*Registration will close once capacity is hit. Waitlist requests can be submitted by calling 212-313-1108.

The opening session begins on Sunday, March 8<sup>th</sup>, 2020 at 5:30pm (5:00pm for Year One participants). Participants are advised to book travel to arrive in Philadelphia by 4:00pm on Sunday. On Friday, March 13<sup>th</sup>, Years One and Two sessions will end at 11:00am and the Year Three activity will end at 1:00pm (lunch to follow). Please book departure travel accordingly, we recommend Years One and Two book air travel 1:00pm and Year Three after 2:30pm.

### 2020 Tuition Fees

SIFMA/ASIFMA member firms: \$5,500

Non-member firms: \$7,500

### Faculty Information and Preparatory Material

The Institute draws top professors from Wharton and other leading universities as well as industry experts to deliver an unparalleled, globally-accredited faculty. Faculty biographies will be available on the SII website and mobile app.

Some faculty members may require pre-reading or course work prior to attending their session. If applicable, you will receive any pre-course preparatory material via email about two to three weeks prior to the start of the program.

Kristin Sheehan | Erin McNicholas

[sii@sifma.org](mailto:sii@sifma.org) | 212-313-1108

# SECURITIES INDUSTRY INSTITUTE®



## Networking

Networking is a major benefit of participation at the Institute. With over 800 attendees annually, the Institute provides excellent networking opportunities as well as exposure to new viewpoints and experiences for future career development. The interaction between classes, during receptions, meal times and off hours, as well as throughout one's career, represents a never-ending extension of the learning experience.

## Attendance

The Institute's policies require participants to complete the full curriculum for each consecutive year they attend. If a participant arrives late to the Institute and/or departs early, the registrant may be required to re-enroll the following year in order to complete the required course work to graduate. Participants will be required to document the reasons, business or personal, for late arrival and/or early departure and may be subject to additional penalties.

## Accommodations and Transportation

There is a five-night minimum stay policy at all designated SII hotels and reservations MUST be made directly with SII to secure discounted rates. You will be billed for the hotel reservations if cancellation is not received prior to January 17, 2020, or if your stay is less than the guaranteed five nights. Participants can choose not to book housing through the SII registration process.

SIFMA provides buses from the Marriott and Homewood Suites to campus. All other housing is adjacent to campus.

Homewood Suites (\$209/night)  
4109 Walnut Street  
Philadelphia, PA 19104

The Inn at Penn --Year 3 Participants Only (\$284/night)  
Sansom Common  
3600 Sansom Street  
Philadelphia, PA 19104

Philadelphia Marriott Downtown (\$245/night)  
1201 Market Street  
Philadelphia, PA 19107

Sheraton – University City – (\$189/night)  
3549 Chestnut St,  
Philadelphia, PA 19104

Steinberg Conference Center (\$250/night)  
255 S. 38<sup>th</sup> Street  
Philadelphia, PA 19104

The Study at University City – (\$219/night)  
20 South 33rd Street

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Philadelphia, PA 19104

Parking in the vicinity of The Wharton School is extremely limited. Unless you are commuting to the program, you will not need a car during your stay. SIFMA and Wharton are not responsible for parking arrangements and are not liable for any loss or damages.

## Organized Meals

Tuition fees include Institute-organized meals and receptions that are planned as a means to encourage discussion among participants, but these meals are not mandatory.

Many firms organize a group dinner for their participants. If you elect to arrange an organized dinner, we recommend that you make a reservation far in advance. Please ensure dinners do not conflict with SII-organized events.

## Year One Welcome Reception

As a first-time attendee, don't miss the Year One Welcome Reception on Sunday, March 8, 2020 starting at 5:00pm at Houston Hall. This event welcomes newcomers to SII and provides the opportunity to meet and networking with fellow Year One participants as well as the SII Board of Trustees.

## Communications

All SII communications are managed by SIFMA. You will receive email communications to confirm your enrollment, notify you of the elective selection process, distribute any pre-course materials (where applicable), and provide any program updates prior to Institute week. Please make sure to add [sii@sifma.org](mailto:sii@sifma.org) to your address book as an authorized email address.

## Changing Firms

Participants are expected to notify SIFMA at [sii@sifma.org](mailto:sii@sifma.org) or 212-313-1108. Please advise your new firm if you wish to continue in the SII program. SIFMA does not take responsibility for managing participants' enrollment process.

## Registration Cancellation / Substitution Policy

- All cancellation requests must be submitted in writing to [sii@sifma.org](mailto:sii@sifma.org). Registrations will not be considered cancelled until you receive a cancellation confirmation from SIFMA.
- Payment is due by December 13, 2019. All unpaid registrations as of this deadline will be cancelled unless an approved payment extension is granted by SIFMA.
- Cancellations received between December 14, 2019 and January 31, 2020, will be subjected to a loss of 50% the tuition fee unless waived by SIFMA due to an approved firm substitution or waitlist request. Substitutions are not guaranteed, and waitlist requests may receive priority. All substitution requests must be submitted to [sii@sifma.org](mailto:sii@sifma.org) and approved by SIFMA. If a waitlist request is fulfilled by SIFMA, the original tuition fee will be deferred to the next SII program (deferred tuition is non-transferable).
- Any cancellations after January 31, 2020 will result in a 100% loss of the tuition fee unless SIFMA is able to fulfill a waitlist request. If a waitlist request is fulfilled by SIFMA, a \$1,000 cancellation fee will be assigned to the original registration and the balance will be deferred to the next SII program (deferred tuition is non-transferable).
- Refunds will not be given for no-shows, partial attendance or early departures.

## Ethics

The Institute is a learning experience conducted in cooperation with the SIFMA member firms. Accordingly, faculty, students and other participants are not permitted to engage in any activity that might

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be construed as being for the purpose of recruiting personnel from other firms.

## **Recommended Dress Code**

Business casual is standard dress for sessions and events. Please note that the campus is lined with cobblestone streets, so please choose appropriate footwear.

## **Feedback**

The most important tool SIFMA and the SII Trustees use in planning the Institute is the feedback from participants. You will be asked to complete a short survey after every session via the SII Mobile App. This feedback from you is invaluable to the Trustees in planning and developing the following year's Institute.