

Jul 7, 2025 - Jul 9, 2025 | Salt Lake City, Utah

New Member Institute 2025

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We're excited to announce the dates for our in-person New Member Institute 2025—one of NASBE's most popular professional development events. It will be held **July 8-9 (travel on July 7)**, preceding the [Education Commission of the States \(ECS\) National Forum on Education Policy](#) in Salt Lake City, Utah, later that week.

A benefit of NASBE membership, NASBE member states may send up to two newly appointed or elected state board members to the New Member Institute with financial assistance from NASBE. State board chairs (or board executive/administrative staff) can designate their new member attendees [here](#). If you have any questions about this event, please feel free to contact [Paolo DeMaria](#) or refer to our FAQ below.

FAQs about NASBE's New Member Institute

Who is eligible to attend New Member Institute?

State board members elected or appointed to their state board on or after January 1, 2023, are eligible to attend New Member Institute. NASBE member states may designate two attendees for whom NASBE will provide significant financial assistance to attend. Please make your designations *by Friday, May 16*.

I attended a previous New Member Institute, can I attend again?

We know that new members who attended our virtual New Member Institutes may find value in attending again in-person. While we welcome repeat attendees, we have a limited number of spots this year and preference will be given to new members who have never attended a New Member Institute (virtual or in-person) before.

What is the cost?

NASBE will cover up to \$400 of travel expenses for two new members from each dues paying state. Expenses may include: airfare, train fare, taxi, parking, and mileage to and from the airport or to the meeting if participants choose to drive.

Registration Fees:

- Complimentary for two attendees from dues-paying member states
- Additional member attendees \$500 (NASBE does not cover travel)

What is the deadline to register my state's new members?

NASBE member states may designate two attendees for whom NASBE will provide significant financial assistance to attend. Please make your designations no later than Friday, May 16, so that we can meet our deadlines with the hotel.

Can I use my state's Professional Development Account (PDA) funds?

A state that maintains a Professional Development Account (PDA) with NASBE may use funds in that account to cover New Member Institute costs not covered by NASBE. For more information about using PDA funds contact [Paolo DeMaria](#).

When does the meeting start and end?

We will begin on Tuesday, July 8 at 8:00 am, and end by 12:30 pm on Wednesday, July 9. An agenda and additional details will be sent to all attendees prior to the meeting.

Where is the meeting?

The New Member Institute will be held at the Grand American Hotel, 555 South Main Street, Salt Lake City UT 84111. Learn more about the hotel and amenities by [visiting their website](#).

Will NASBE pay for meals?

NASBE will provide breakfast and lunch on Tuesday and Wednesday. On Tuesday evening, attendees may attend a reception with a light fair. Dinner is on your own, and not eligible for reimbursement.

How do I book my airline/train reservations?

NMI attendees are responsible for making their own travel arrangements. You may book your air or train travel using ProTravel. They can be contacted directly at 1-800-645-7466 or by email at reservations@protravelinc.com. Ask for a representative from Team One. If you choose to book your own travel, we will reimburse you after the meeting.

Will NASBE cover my mileage if I drive to the meeting?

Yes, NASBE will cover mileage at the rate of \$0.67 per mile, parking, and tolls. Mileage is reimbursed within the \$400 travel allowance.

How do I file for reimbursement?

NASBE will provide a reimbursement form at the conference. Please ensure you save receipts for all purchases.

How do I reserve my hotel room?

Attendees are responsible for reserving their own hotel room using [this link](#). NASBE will cover two nights at the for each attendee at the Grand America Hotel. Additional nights are at attendees' own expense (\$259 per night, plus applicable taxes).

I'd like to attend the Education Commission of the States National Forum after the New Member Institute, is there discounted registration for NASBE members?

We are excited to host the New Member Institute in conjunction with ECS's National Forum on Education Policy. It's a terrific conference and we know many NASBE members like to attend and connect with one another. ECS has offered discounted registration of \$550 for NASBE members to attend the conference. Please inquire with the NASBE team if you are interested in taking advantage of this opportunity (registration opens on April 9). A participant choosing to attend the ECS conference (or their respective state) is responsible for hotel, registration, and other costs beyond the two nights paid by NASBE.
