

Here is a list of frequently asked questions to help you prepare for the Institute. Please get in touch if there is anything else you'd like to know.

What can I do to prepare for the Institute?

Be ready to roll up your sleeves and work!

The Institute is designed to help you build an evaluation plan during the week. Each presentation will be followed by a work session, during which you will develop an element of an evaluation plan.

Be ready to interact with other participants.

The Institute follows a learning community model, where participants learn from each other by sharing their work. After each work session, we'll ask you to share one-on-one with someone from a different organization. And after the "small" shares, we'll ask for volunteers to share with the group as a whole.

Think about what it is you want to evaluate about your organization.

Usually, organizations want to know if they are achieving their missions. Sometimes organizations with more than one program want to know if a specific program is working as hoped. Sometimes organizations want to develop an evaluation plan for a new program. Food for thought.

Check out our suggested readings at:

<https://evallab.unm.edu/for-organizations/learning-center/summer-institute-materials1/2025-summer-institute-materials.html>.

(Another way to get to this page is from <http://evallab.unm.edu>-->Summer Institute-->Link to materials.

The readings are password protected:

Username = evallab

Password = summerevalstars

See especially the Eft and Preskill – Evaluation in Organizations chapters and the Grant – Social Profit Handbook chapter.

Each organization will receive ONE copy of the Social Profit Handbook either on the first day of the Institute or via mail afterwards.

Please consider buying *Evaluation in Organizations*, Second Edition, Darlene Russ-Eft and Hallie Preskill. It is a wonderful resource.

What should I bring?

A laptop (!) will be very helpful for working on your evaluation. We highly recommend at least one person on your team brings a laptop.

A water bottle is a great idea.

Will meals be provided?

Yes! Breakfast, lunch, coffee, tea, and snacks will be provided. Remember your water bottle. There is a station in the hallway to refill your water bottle.

What should I wear?

Wear comfortable clothes – this is an informal setting.

As at any conference, the space may at times feel too warm or too cold. Layers are a good idea. We can't stress this enough. The air conditioning can be quite forceful, AND some of you run hot. So please be prepared to be comfortable.

Where can I park?

Free parking is available. Please refer to the email sent on May 27, 2025 from Audrey Cooper for map and parking instructions.