

You are Invited!!

Annual Meeting—Cross Operations and Technology

July 14, 2010

**A Day Dedicated to Bringing together COOs and the Operations Staff from
Finance, Grants & Contracts, Human Resources, Legal & Technology**

**George Washington University
Marvin Center
800 21st Street, NW—Washington, DC
(near Foggy Bottom Metro stop)**

**8:15—9:00 Check-in & Continental Breakfast
9:00—5:00 Sessions**

Working Together Toward Operational Excellence

The InsideNGO Annual Meeting Week incorporates a day where HR, Finance, Grants and Contracts, Legal and Technology professionals can come together. It's a day for staff responsible for their organization's overall operations or administration. This day will focus on topics for mid and senior level staff.

New for 2010: We are expanding our focus on **technology** to include an entire track especially for technology professionals. Find exhibitors with products or services that support many areas of responsibility, and take away at least one potential new idea/product/company for your organization.

We encourage you to experience this day with other members of your operations team. Return to your office with better practices, solutions for your operational issues, and new approaches to working together.

A sampling of our 2010 session titles

- Org Chart Swap: Discovering Optimal Structures for your Operations Teams
- Ethics and Code of Conduct in a Global Workforce
- Collaborative Communications—Enabling an International Organization to Talk Internally
- Disaster Recovery—The Importance of Having a Redundancy Framework for any Organization
- Why Put Duty of Care on Your Radar Screen?
- Mitigating Risk: Assessing Your Exposure & Insurance Coverage

Session Details—Keep checking for updates.....

Cross Operations

Why Put Duty of Care on Your Radar Screen?

Does your organization have international staff and travelers? Do you understand your Duty of Care obligations? International SOS will share results of their research highlighting senior management, legal, finance and HR ramifications. In addition, MercyCorps will provide an overview of the procedures they have implemented.

Ethics & Code of Conduct in a Global Workforce

This session will review the key issues, suggest how to communicate with your global staff on topic of ethics and conduct, as well as suggest steps for assessing your internal compliance. Topics to be covered include: Conflict of Interest, Whistleblowing, Intellectual Property, Foreign Corrupt Practices Act, Confidentiality and Sexual Harassment.

Org Chart Swap: Discovering Optimal Structures for your Operations Teams

Discover a variety of options for operations organizational structures and hear the pros and cons of these structures from peers. Attendees will be asked to share their organizational structure and will receive a compilation of all the org charts contributed during the session.

Lead from Your Strengths

This interactive session will provide an overview of the simple four-step strength-based planning process based on the research and principles of Appreciative Inquiry and Appreciative Intelligence. Hear how members have used it to improve their operations and how your organization can apply it to tasks and projects you face from: team building and operational evaluation, to strategic planning and organizational change.

Mitigating Risk: Assessing Your Exposure & Insurance Coverage

NGOs are no stranger to staff accidents, disease, and business interruptions; as well as more severe risks such as war and kidnapping. What are the best ways to assess your organization's risks and exposure? How can you ensure that you have the most comprehensive and appropriate insurance coverage for your staff, facilities, and other assets within a limited budget? Leave this session with answers to these questions.

Operations Role in a Crisis: Lessons Learned from Haiti

Many international NGOs found their staff and facilities directly impacted by the earthquake in Haiti. What lessons were learned and what new operational procedures are being implemented? Attendees will hear answers from a panel as well as have the opportunity to share their own lessons learned as a result of a crisis.

Technology

InsideNGO has recognized that the information technology department is an integral piece within any operations division of a non-profit. With this recognition comes a dedicated practice area within the InsideNGO community focused on fostering the learning, communication and collaboration between IT staff members of our membership organizations.

With this year's annual meeting, we are pleased to be able to offer a dedicated track catered towards the membership's IT professionals and those who have a strong interest to understand how technology can be leveraged within their institution.

Collaborative Communications – Enabling An International Organization to Talk Internally

The ability to share information within a highly dispersed organization is becoming increasingly important. But enabling a new intranet or collaborative website is only the first step in getting staff to share information. Overcoming internal cultural obstacles also presents unique challenges. This session will showcase how two organizations are helping to enable the free flow of information.

Cloud Computing Alternatives – How Organizations Are Using Google Apps

As the cost of software licensing continues to be a burden on the budgets of IT departments, IT managers are looking for lower cost, more flexible solutions. This session will showcase how two organizations have embraced and deployed Google Apps, providing an alternative approach to the Microsoft solution for their headquarters and field offices.

Disaster Recovery – The Importance of Having A Redundancy Framework For Any Organization

Backups, redundant servers, offsite storage, network downtime...these are all issues that are integrated into an effective disaster recovery plan allowing an organization to continue its work as optimally as possible. This session will present two case studies on why it's important to have a strong disaster recovery framework in place and viable methods for achievement.

Disruptive Innovation for Nonprofits

Few technologies are intrinsically disruptive or sustaining in character. It is the strategy or business model that the technology enables that creates the disruptive impact. Explore how NGOs can be disrupted by new technologies if they are not able to embrace and adopt them in a positive manner.