

I registered....now what???

Make your Travel Arrangements

If you are flying, make flight arrangements and submit your information online at [here](#) no later than January 6, 2017. Please see page 2 for information on booking your flight arrangements. See below for arrival instructions.

If you are driving, please click [here](#). You do NOT need to submit your travel info if you are driving. See below for arrival times.

What to Bring

All of the program materials will be provided to you on-site. Attire for Friday and Saturday is business casual (no jeans or t-shirts) so we would recommend khaki's and a collared shirt or sweater (jeans are acceptable attire for Sunday). It will be cold in January, so you will also need to bring a winter coat and gloves. In addition, don't forget the following items:

- Personal Note Taking Supplies—Laptop, Tablet, Padfolio, etc. Bring what you need to feel comfortable, ready to work, and ready to learn.
- Bring extra spending money for personal items, souvenirs, etc.
- Personal toiletries items.

Check your email regularly

Email will be the primary means of communication with you regarding any Leadership Summit information. Please make sure you check and read any emails from us regarding your participation. We don't want you to miss any updates!

Read the Frequently Asked Questions

The following pages of this document include FAQ's pertaining to your participation in Leadership Summit. Please take a minute to read through these – it will help you be better prepared for the experience!



Leadership Summit Travel Information

Please read before booking any flights!!!

Arrival Information	
Driving	Plan to arrive at the Doubletree Cincinnati Airport by 3:30 p.m., EST on Friday, January 13, 2017. Please see above for a link to the hotel site and corresponding directions.
Flying	Your flight must arrive at the Cincinnati/Northern KY airport (CVG) by 3:30 p.m. or Dayton Airport (DAY) no later than 2:00 p.m. EST on Friday, January 13, 2017. <i>(If you are flying from the West Coast or must arrive on Thursday evening please contact Mandi Dilling (913-963-2604 or at mandi.dilling@beta.org) prior to booking your flight to make arrangements).</i>
Airport Shuttle	<p>The Doubletree offers a complimentary shuttle from the terminal to the hotel that runs from 5:00 a.m. -1:00 a.m. Please proceed to ground transportation and call the Doubletree Hotel at (859) 371-6166 to dispatch the complimentary shuttle.</p> <p>Transportation will be provided to Cincinnati from the Dayton (DAY) airport. At DAY, please look for the shuttle outside of the main baggage claim. Please note that the shuttle will depart the airport to Cincinnati at the following times <i>only</i>:</p> <p style="text-align: center;">Friday, January 13: Airport pick-up at 2:45 p.m.</p>

Departure Information	
Driving	Plan on departing no earlier than 1:00 p.m. EST on Sunday, January 15, 2017. <i>Note: Early departures are STRONGLY discouraged.</i>
Flying	Schedule departing flights from CVG airport no earlier than 2:30 p.m. or DAY airport no earlier than 4:00 p.m. EST on Sunday, January 15, 2017.

After you arrive.....	
When you arrive in Cincinnati, please proceed to the Doubletree to check in to your room as well as visit the registration table for <i>Leadership Summit</i> (note: if you arrive on Thursday evening, you can visit the registration table on Friday morning). Breakfast and lunch are on your own on Friday. <i>Leadership Summit will begin promptly at 4:30 p.m.!</i>	

If you have questions regarding your travel arrangements, please contact
Mandi Dilling, Director of Leadership & Education

mandi.dilling@beta.org

913-963-2604 (cell)



HUGH E. STEPHENSON, JR.
LEADERSHIP
SUMMIT

Frequently Asked Questions

What is the purpose of Leadership Summit?

Leadership Summit is designed to educate and develop our General Fraternity Officers (GFO's) both personally and as leaders of our Great and Good Fraternity. Bringing our GFO's together each year will provide a consistent wave of leadership throughout Beta's Broad Domain and provide tangible ways to champion Beta's principles for a better future.

What will we be doing at Leadership Summit?

The curriculum was developed to maximize our time together and to capitalize on the knowledge you, as well as your peers and facilitators, bring to the table. Sessions will focus on your role as a GFO, building a working relationship with your chapter president's, current issues facing college students, the role of the Chapter Counselor and working with advisory teams, collaborating with your Leadership Consultant, providing feedback to the Board of Trustees and learning more about the resources/services (i.e. Cornerstone, Billhighway etc.) of the General Fraternity. In addition, GFO's will participate in a variety of sessions/meals with chapter presidents.

Why is Leadership Summit in January?

The majority of Beta chapters have elections in late fall. The timing was chosen with the intent of preparing the GFO to work with the advisors and officers who may be new to their role and to hold the program in conjunction with *The Presidents Academy* in order to build relationships between the chapter presidents and GFO's.

What is the cost for Leadership Summit?

Thanks to the Hugh E. Stephenson Jr., GFO's are able to attend this program free of charge. All on-site meals (except for Friday breakfast & lunch prior to leadership summit kick-off) and lodging will be covered. Each attendee is responsible for travel to and from Leadership Summit and qualifies for a travel stipend based on the distance from his home to the hotel (please see chart below):

Total Travel Mileage	Eligible Reimbursement Limit
0-500	\$200
500-1000	\$250
1000-1500	\$300
1500 – 2000+	\$350



What should I bring to Leadership Summit?

All of the program materials will be provided to you on-site. Attire for Friday and Saturday is business casual (no jeans or t-shirts) so we would recommend khaki's and a collared shirt or sweater (jeans are acceptable attire for Sunday). It will be cold in January, so you will also need to bring a winter coat and gloves.

Who will I be rooming with?

All GFO's will be sharing a room (with 2 beds) with another GFO or possibly a CPLA facilitator. If you would like a single room, you can request one at the time of registration (your card will be charged ½ of the room charges). **All single room requests must be submitted by December 15th.** If you would like to request a specific roommate, please email [Mandi Dilling](#) by January 6th.

What happens if I can't attend Leadership Summit?

If you can't attend Leadership Summit we will make certain that you get the materials that were covered during the experience.

I've registered, but now I can't attend. What is the cancellation policy?

If you need to cancel please contact [Mandi Dilling](#) **before January 6, 2017.** Cancellations after this date are subject to a \$100 cancellation fee.

I can't get to Leadership Summit until after the designated time on Friday. What should I do?

Please contact [Mandi Dilling](#) before finalizing your travel arrangements. We will work with you ensure we get you to Leadership Summit on time! 😊

