



# Winter Leadership Conclave

## Frequently Asked Questions

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## General Information

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### What is Winter Leadership Conclave?

Beta Theta Pi's Winter Leadership Conclave is the Fraternity's newest concept for officer training and a leadership development experience that brings together the Miller Nichols Chapter Presidents Leadership Academy, the Keystone Regional Leadership Conference, and the Hugh E. Stephenson Jr. Leadership Summit. All three programs will be held during the same weekend under one roof for the first time!

- **Miller Nichols Chapter Presidents Leadership Academy** happens over two days at Conclave, consisting of a myriad of leadership training concepts and networking with other chapter presidents. The program focuses on personal, leadership, and chapter development.
- **Keystone Regional Leadership Conference** is an engaging educational experience focused on chapter officer development, principles of leadership, and volunteer training. This year, four officers will be in attendance: Chapter Presidents, and Vice Presidents of Brotherhood, Risk Management, and Education along with Chapter Counselors.
- **Hugh E. Stephenson Jr. Leadership Summit** is designed to educate and develop our General Fraternity Officers both personally and as leaders of our Fraternity.

### When is Winter Leadership Conclave?

Beta's Winter Leadership Conclave will be held January 9 – 12, 2025, in Chicago, Illinois. Presidents Academy will occur on January 9-10, while Keystone and Leadership Summit will happen January 10-12, 2025.

- Only Chapter Presidents need to be in attendance beginning Thursday, January 9 – all others are asked to arrive to the hotel no later than 3:00 p.m. on Friday, January 10.

### Where will it be held?

Winter Leadership Conclave will be held at the Chicago Downtown Marriott Magnificent Mile. Meals will be provided at the hotel, and everyone will stay onsite in a hotel room. The address is 540 Michigan Ave., Chicago, IL 60611.

### What is the schedule for Winter Leadership Conclave?

Every day of Conclave intertwines education and the cultivation and building of relationships across Beta's Broad Domain. An overview schedule will be made available by December 1.

### Where can I learn more?

The [Winter Leadership Conclave site](#) on beta.org is updated frequently. That should be your one-stop shop for details. Need additional assistance? Email [events@beta.org](mailto:events@beta.org) or call the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5:00 p.m. Eastern).

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## Who Should Attend Winter Leadership Conclave?

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### Collegiate Chapter Officers

- **Chapter Presidents**
  - *It is an expectation the chapter president attends this program for an optimal experience and takeaways. If the chapter president cannot attend, please work with your chapter's staff liaison to identify the most appropriate replacement such as your Executive Vice President or second in command, not a non-officer.*
- **Vice President of Member Education**
  - *It is an expectation the vice president of member education will attend this program. If he cannot attend, please work with your chapter's staff liaison to identify the most appropriate replacement, such as the vice president of recruitment, education chair or another officer, not a non-officer.*
- **Vice President of Brotherhood**
  - *It is an expectation the vice president of brotherhood will attend this program. If he cannot attend, please work with your chapter's staff liaison to identify the most appropriate replacement, such as your Ritual chair, a Kai Committee member, DEI chair or another officer, not a non-officer.*
- **Vice President of Risk Management**
  - *It is an expectation that the vice president of risk management will attend this program. If he cannot attend, please work with your chapter's staff liaison to identify the most appropriate replacement such as your social chair, vice president of programming or mental health/wellness chair, not a non-officer.*
- **Can we send more members than the 4 officers listed above?** No. We realize some chapters may want to send an additional officer or the assistant to the vice presidents outlined above, but the education being delivered will focus on the officers listed above. We are limited on capacity in our event spaces and hotel rooms.

### Chapter Counselors

We are asking **chapter counselors** to join us at Winter Leadership Conclave to take part in Keystone. There will be dedicated education for chapter counselors and great opportunities to connect with your chapters' officers.

- If the chapter counselor cannot attend, another involved advisor may attend in their place. Please work with your staff liaison to identify an appropriate replacement.

### General Fraternity Officers

Leadership Summit will be taking place at Winter Leadership Conclave, which will be programming focused on **district and regional chiefs**.

- District and regional chiefs: These GFOs will attend Leadership Summit and then participate in general sessions.
- All other GFOs including Board members: Are welcome to come for some or all of Conclave. Review the Conclave schedule when available and contact [events@beta.org](mailto:events@beta.org) with specific questions.

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## *How to Register*

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### **How do I register?**

Everyone attending Winter Leadership Conclave must register via [Beta's Winter Leadership Conclave website](#) by **Friday, December 13 at 11:59pm Eastern**. If you need assistance, please email [events@beta.org](mailto:events@beta.org) or call the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5:00 p.m. Eastern).

### **What does my registration include?**

Your registration fee includes every session, meals, general meeting costs and your hotel room.

### **What if I have special needs or dietary restrictions?**

The registration process includes questions about dietary restrictions and any accommodations needed – please make sure to include those in your registration form. Our meals will be served at the hotel and the Administrative Office team will make sure your dietary restrictions and accommodations are met based on the information provided on your registration form.

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## *Travel and Transportation*

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### **Who makes my travel arrangements?**

You do! Each attendee is responsible for getting themselves to Chicago. We encourage you to collaborate and plan with other chapter members and volunteers who are attending (and maybe even other Beta chapter leaders from other chapters located near your chapter).

### **Who pays for my travel?**

Chapters should include travel for officers and chapter counselors as part of their chapter budgets; individuals will more than likely need to be reimbursed for their travel costs by the chapter. The General Fraternity has a limited amount of need-based travel funds available for chapter officers and chapter counselors – please contact your assigned director of fraternity services if this is something your chapter may need to consider.

General Fraternity Officers may be eligible for reimbursement for some or all your travel.

See your individual registration type for specific information. Page numbers can be found in the table of contents at the top of this document.

### **Do I need to bring a credit/debit card for incidentals at the hotel?**

Yes! Please make sure you bring a credit/debit card with you to use for incidentals at the hotel. Incidentals will hold \$80 on your card for your room and will be returned to your card after your stay as long as nothing is charged to the room. This also covers damages. The hotel's front desk will ask for it when you check in to your room. More information and tips for planning to stay at the hotel are [available here](#).

### **What if I can't afford the travel costs?**

The Fraternity has a limited amount of need-based travel funds available to help chapter officers and advisors needing travel assistance to Chicago. If you need assistance, please contact the assigned director of fraternity services who directly supports the chapter you are representing.

### When should I purchase my travel?

As soon as you register for Conclave to assure the most cost-effective fares. If you are eligible for need-based travel assistance and are awaiting a response, please wait until approval is confirmed.

### If we are traveling as an executive board from far away, can we all arrive on the same day?

Due to spacing, we will not be able to host all officers and advisors on Thursday night of Conclave. The chapter president must travel separately from the rest of the team and arrive on Thursday, January 9 and the others must arrive on Friday, January 10. If a Thursday arrival is **absolutely necessary** to assure you arrive to the program on time for its start, please reach out to [events@beta.org](mailto:events@beta.org) as soon as that is known.

### When should I arrive to the hotel?

**Chapter Presidents:** Thursday, January 9, 2025, by 3:00 p.m. Central.

- Please take special notice that Chapter Presidents Leadership Academy begins **a day earlier** than all other Conclave programming.

**Vice Presidents of Brotherhood, Member Education and Risk Management:** Friday, January 10, 2025 by 3:00 p.m. Central.

**Chapter Counselors:** Friday, January 10, 2025, by 3:00 p.m. Central.

**Regional and District Chiefs:** Friday, January 10, 2025, by 3:00 p.m. Central.

**If you are flying and/or taking the bus or train:** Arriving travel should be scheduled to arrive by 2:00 p.m. on the day of your arrival. Plan for at least an hour of travel time between the airport/station and the hotel.

### When should I plan to depart?

Conclave officially ends at 12:00 p.m. Central on Sunday, January 12, 2025. You can plan to depart any time on Sunday after 12:00 p.m. Central if you are driving. If you are traveling by plane, bus or train: **departing travel** should be booked for any time after 2:30 p.m. Central on Sunday. Plan for an hour of travel time between the hotel and airport/station plus check-in time at the airport/station. We recommend not leaving earlier than 2:30 p.m. Central.

### What airport should I fly into?

- Chicago O'Hare (ORD) – About 16 miles from the hotel.
- Chicago Midway (MDW) – About 12 miles from the hotel.

### Time Zone

Chicago is in the Central time zone. All start and end times in this document and in the Conclave schedule are in Central time.

### How do I get from the airport to the hotel and back?

Travel between the airport and the hotel is on your own or your chapter's cost. Chicago has many rideshare options as well as an extensive public transportation system. [Please see here](#) for information on public transportation through the Chicago Transit Authority.

### I'm driving. Is there parking?

Yes. Parking is discounted for the Fraternity at the Rush-Ohio-Wabash ROW Parking Garage across the street from the hotel. Parking is \$29 per day per car and is not covered by the Fraternity.

### When arranging your travel ...

For your arrival, allow for time to travel from the airport (at least 1 hour), check in to your room, check into Conclave, grab a snack and get settled before your first event.

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## *Sleeping Accommodations*

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### **Where will we sleep?**

All attendees will stay at the Chicago Marriott Downtown Magnificent Mile. Pillows, linens and towels are provided (but if you're particular, we recommend packing your own).

### **Who is my roommate?**

**Collegians** will be paired with one roommate in a room with two full beds. Beta's Administrative Office Staff will assign roommates to ensure you're sharing with someone who fits one of these criteria:

- From your track or program.
- Of the same gender.

**Advisors** will be paired with another advisor of the same gender to share a room with two full beds.

**General Fraternity Officers** will be paired with another General Fraternity Officer to share a room with two full beds.

### **Can I upgrade to a single room?**

Single room upgrades are available for GFOs and advisors for purchase and will be available on a first come first served basis as we have a limited number of singles available through the hotel. Any GFO or advisor who upgrades to a single room will pay \$70 per night at the time of registration.

Guests who need special accommodations for their sleeping rooms should indicate that when they register.

### **What do we do if this event conflicts with spring recruitment or a campus-based FSL leadership program?**

If this event conflicts with recruitment or another campus program, please work to ensure any responsibilities you have with recruitment or another program are settled before you arrive. It is an expectation for the officers outlined above to attend Winter Leadership Conclave. The Administrative Office Staff can provide letters of excusal if needed – those can be requested at [events@beta.org](mailto:events@beta.org).

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## *Cancellations, Changes and Other Fees*

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### **Changes**

- **Changes** will be accepted before deadline of December 13 with a \$50
- **Before December 13:** Attendees can log into their Conclave registration record via MyBeta to make changes to their registration record.
  - Some changes (for instance, if you registered in the wrong category) cannot be made online. To change registration type or educational track, email [events@beta.org](mailto:events@beta.org) or call the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5:00 p.m. Eastern).

- **After December 13:** Changes may be made by emailing [events@beta.org](mailto:events@beta.org) or calling the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5:00 p.m. Eastern). Depending on the timing and the type of change, we may not be able to accommodate your request.
- A change fee of \$50 will be assessed for changes that happen up to December 13. After December 13, that fee increases to \$100.

### Substitutions

- **Until December 13:** Substitutions (swapping one person for another) will be accepted and the change fee of \$50 will be assessed per substitution before December 13.
  - To substitute someone:
    - The OLD attendee (not coming to Conclave) must cancel their registration by emailing [events@beta.org](mailto:events@beta.org) or calling the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5 p.m. Eastern). Please include as much detail as possible (name, chapter, position, cell number, and reason for change).
    - The NEW attendee should register themselves via [Beta's Conclave website](#).
- **After December 13:** Substitutions *may* be possible depending on timing. Email [events@beta.org](mailto:events@beta.org) or call the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5:00 p.m. Eastern) to make the change. The Conclave team may not be able to accommodate special meal and hotel requests as it gets closer to the event's start date.
  - Substitutions that happen after December 13 will have a \$100 fee assessed per substitution.

### Cancellations until December 13

- Cancellations will be accepted with the change fee of \$50.
- Guests cannot cancel their registration on the website.
- Cancellations must be made by emailing [events@beta.org](mailto:events@beta.org) or calling the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5 p.m. Eastern).

### Cancellations between December 14 and January 8

- Cancellations for chapter officers will incur a \$300 fee.
- Cancellation fees for all collegians will be charged to the chapter on the January chapter financial statement.
- Cancellations must be made by emailing [events@beta.org](mailto:events@beta.org) or calling the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5 p.m. Eastern).

### No-Show Fee

- Chapter Officers who are “no shows” for Conclave will incur a **\$400 fee for CPLA** and **\$850 fee for Keystone**.
- Cancellation fees for all collegians will be charged to the chapter on the January chapter financial statement.

### Late Arrival/Early Departure

- Late Arrivals and Early Departures are not permitted for chapter officers.
- If travel issues arise, or something prevents an officer from arriving on time, please email [events@beta.org](mailto:events@beta.org) as soon as the issue arises.
- Early departure from Conclave will result in the chapter not receiving credit for attending, and a \$150 fee per officer that departs early without approval from the Administrative Office staff.

- If an officer needs to depart early from Conclave, please alert the Administrative Office staff as soon as that is known at [events@beta.org](mailto:events@beta.org). Approved early departure is at the discretion of the Administrative Office staff.

If Conclave is cancelled for any reason, or if your chapter is unable to send representatives due to national or local travel guidance or emergencies, you will receive a refund and you will not incur any cancellation or no-show fees.

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## *Safety Protocols*

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The Fraternity is monitoring safety protocols across North America and in the greater Chicago area. In all cases, we will follow recommendations from federal, state and local experts and hotel policies.

### **COVID Vaccination Requirements**

Beta is not requiring proof of COVID vaccination to attend Conclave. Guests should take precautions to protect their health and the safety of other Conclave guests.

### **Virtual Participation**

At this time, we do not plan to provide a virtual option for Conclave events. If you have special circumstances related to your in-person participation, please contact our Administrative Office staff at [events@beta.org](mailto:events@beta.org) or call 800.800.2382.

### **Stay Tuned**

Be sure to read any Conclave communication sent to you for updates about the safety protocols for Conclave. We will provide a final update and list of safety protocols about one week before Conclave.

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## *What to Wear, What to Bring & Other Helpful Info*

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### **What is the attire for Conclave?**

Participant attire for Conclave will be themed for each day! Please see below for the breakdown by day. Our meetings, meals and general sessions will be held in hotel conference spaces.

- Thursday, January 9 (CPLA Day 1): Appropriate Beta gear
- Friday, January 10 (CPLA Day 2/Keystone Day 1): School spirit
- Saturday, January 11 (Keystone Day 2): Business casual
- Sunday, January 12 (Keystone Day 3): Appropriate Beta gear

### **What if I have dietary restrictions?**

You can indicate dietary restrictions when you register for Conclave. Beta's Administrative Office staff will work with the hotel staff to best meet your needs. All meals will be in the hotel's conference spaces.

### **What if I need other accommodations?**



You can indicate any needed accommodations when you register for Conclave. Beta’s Administrative Office staff will do our best to meet your needs and will follow up with any questions. If you need specialized items, please bring those so your needs are met while onsite.

**What should I bring?**

Consider bringing these items with you:

- Beta Badge; Friends of Beta are welcome to wear their affiliation badges
- Officer or advisor notebook or laptop to take notes outside of the Conclave workbook
- Credit/debit card for incidentals
- Reusable water bottle
- Snacks

**Are there food options nearby?**

- Starting with Thursday dinner, all meals are included as part of Conclave. There are many shops and restaurants in downtown Chicago. Please note that your first meal will begin with dinner on Thursday for chapter presidents and dinner Friday for all others.

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*Help! I Still Have Questions!*

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If you have read this entire FAQ and still have questions, please reach out!  
 Administrative Office Staff at Beta’s Administrative Office  
[events@beta.org](mailto:events@beta.org)  
 800.800.2382 (8:30 a.m. – 5:00 p.m. Eastern)

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*Dates and Deadlines*

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Date	Deadline
October 15, 2024	Registration opens for Winter Leadership Conclave <ul style="list-style-type: none"> <li>• The registration page can be <a href="#">found here</a>.</li> <li>• Email <a href="mailto:events@beta.org">events@beta.org</a> with questions.</li> </ul>
December 13, 2024	Registration deadline for all <ul style="list-style-type: none"> <li>• Chapter Presidents</li> <li>• Vice Presidents of Education, Risk Management and Brotherhood</li> <li>• General Fraternity Officers (Board members)</li> <li>• General Fraternity Officers (district and regional chiefs)</li> <li>• Chapter Counselors</li> <li>• Speakers and Guests</li> <li>• Vendors</li> </ul>

	Late change, late cancellation and no-show fees will be assessed when those occur.
December 15, 2024	Last day to cancel registration without incurring the late-cancellation fee.
January 9 – 12, 2025	Winter Leadership Conclave  Chapter Presidents Leadership Academy: January 9-10, 2025 Keystone: January 10-12, 2025 Leadership Summit: January 10-12, 2025

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### *Chapter Presidents (CPLA and Keystone)*

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Item	Price	Notes
Arrival day and time		Thursday, January 9. Your first event is the Chapter Presidents Leadership Academy Kickoff at 4:00 p.m. Central. We recommend arriving in Chicago no later than 2:00 p.m. so you can get settled in. If flying, we recommend a flight that arrives no later than 1:00 p.m.
Registration Fee	\$125 for CPLA  \$300 for Keystone per officer	Billed to your chapter on between November and January on the chapter financial statement. This fee is not refundable, even if the chapter does not send a chapter president. Includes all meals and snacks, shared hotel room, general sessions and meeting supplies. <b>Registration deadline is December 13.</b>
Meals	Included in fee	Meals provided Thursday, beginning with dinner and Sunday, ending with breakfast. All meals will be eaten in the hotel conference spaces.
Sleeping Accommodations	Included in fee	You will be sleeping in the hotel with an assigned roommate.
Meeting Supplies	Included in fee	You will receive a workbook to help you keep all of the information in one location and writing utensils.
Travel to Chicago	On your own	Collegians are responsible for making their own travel arrangements. Chapters should budget to cover travel costs for officers to attend Conclave.
Transportation from ORD or MDW airports or train/bus stations	On your own	It is recommended that officers and advisors utilize rideshare options or public transportation to get to the hotel and airport, bus or train station.
Additional costs to consider	On your own	Remember to budget for: <ul style="list-style-type: none"> <li>• Travel to and parking at your local airport</li> <li>• Snacks/meals while traveling and before/after the program</li> <li>• Extra money for free time in Chicago</li> <li>• Parking at the hotel if you're driving</li> </ul>

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**Vice Presidents of Education, Brotherhood and Risk Management  
(Keystone)**

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Item	Price	Notes
Arrival day and time		Friday, January 10. Your first event is the Keystone Kickoff at 4:00 p.m. Central. We recommend arriving in Chicago no later than 2:00 p.m. so you can get settled in. If flying, we recommend a flight that arrives no later than 1:00 p.m.
Registration Fee	\$300 for Keystone per officer	Billed to your chapter between November and January on the chapter financial statement. This fee is not refundable, even if the chapter does not send an officer for one of the roles. Includes all meals and snacks, shared hotel room, general sessions, and meeting supplies. <b>Registration deadline is December 13.</b>
Meals	Included in fee	Meals provided Friday, beginning with dinner and Sunday, ending with breakfast. All meals will be eaten in the hotel conference spaces.
Sleeping Accommodations	Included in fee	You will be sleeping in the hotel with an assigned roommate.
Meeting Supplies	Included in fee	You will receive a workbook to help you keep all of the information in one location and writing utensils.
Travel to Chicago	On your own	Collegians are responsible for making their own travel arrangements. Chapters should budget to cover travel costs for officers to attend Conclave.
Transportation from ORD or MDW airports or train/bus stations	On your own	It is recommended that officers and advisors utilize rideshare options or public transportation to get to the hotel and airport, bus or train station.
Additional costs to consider	On your own	Remember to budget for: <ul style="list-style-type: none"> <li>• Travel to and parking at your local airport</li> <li>• Snacks/meals while traveling and before/after the program</li> <li>• Extra money for free time in Chicago</li> <li>• Parking at the hotel if you're driving</li> </ul>

## Chapter Counselors (Keystone)

Item	Price	Notes
Arrival day and time		Friday, January 10. Your first event is the Keystone Kickoff at 4:00 p.m. Central. We recommend arriving in Chicago no later than 2:00 p.m. so you can get settled in. If flying, we recommend a flight that arrives no later than 1:00 p.m.
Registration Fee	No charge	Includes all meals and snacks, shared hotel room, general sessions and meeting supplies. <b>Registration deadline is December 13.</b>
Meals	No charge	Meals provided Friday, beginning with dinner and Sunday, ending with breakfast. All meals will be eaten in the hotel conference spaces.
Sleeping Accommodations	No charge	You will be sleeping in the hotel with an assigned roommate. Single room upgrades are available for purchase upon registration. Please note that those upgrades are limited.
Meeting Supplies	No charge	You will receive a workbook (to help you keep all of the information in one location) and writing utensils.
Travel to Chicago	On your own	Collegians and advisors are responsible for making their own travel arrangements. Chapters should budget to cover travel costs for officers and advisors to attend Conclave.
Transportation from ORD or MDW airports or train/bus stations	On your own	It is recommended that officers and advisors utilize rideshare options or public transportation to get to the hotel and airport, bus or train station.
Additional costs to consider	On your own	Remember to budget for: <ul style="list-style-type: none"> <li>• Travel to and parking at your local airport</li> <li>• Snacks/meals while traveling and before/after the program</li> <li>• Extra money for free time in Chicago</li> <li>• Parking at the hotel if you're driving</li> </ul>

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## General Fraternity Officers: District and Regional Chiefs

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Item	Price	Notes
Arrival day and time		Friday, January 10. Your first event is the Conclave Kickoff General Session at 4:00 pm Central. We recommend arriving in Chicago no later than 2:00 p.m. so you can get settled in. If flying, we recommend a flight that arrives no later than 2:00 p.m.
Registration Fee	No charge	Includes all meals and snacks, general sessions, and meeting supplies. <b>Registration deadline is December 13.</b>
Meals	No charge	Meals provided Friday – Sunday beginning with dinner on Friday and ending with breakfast on Sunday All meals will be eaten in the hotel.
Sleeping Accommodations	No charge	All attendees will sleep at the hotel in a shared room, unless an attendee upgrades to a single room. Single room upgrades are available for purchase upon registration. Please note that those upgrades are limited.
Meeting Supplies	No charge	You will receive a workbook to help you keep all of the information in one location and writing utensils.
Travel to Chicago	On your own	District and regional chiefs are responsible for planning and paying for their own travel. They may request reimbursement for travel up to \$450. To request reimbursement, use the <a href="#">Volunteer Expense Report</a> . Completed expense reports should be emailed, along with copies of receipts to <a href="mailto:jacob.tidwell@beta.org">jacob.tidwell@beta.org</a> . This should be submitted within 30 days after the event.
Transportation from ORD or MDW airports or train/bus stations	On your own	It is recommended that General Fraternity Officers utilize rideshare options or public transportation to get to the hotel and airport/bus or train station.
Additional costs to consider	On your own	Remember to budget for: <ul style="list-style-type: none"> <li>• Snacks/meals while traveling and before/after the program</li> <li>• Extra money for free time in Chicago</li> </ul>

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## General Fraternity Officers: Board Members

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Item	Price	Notes
Arrival day and time		Friday, January 10. Your first event is the Conclave Kickoff General Session at 4:00 pm Central. We recommend arriving in Chicago no later than 2:00 p.m. so you can get settled in. If flying, we recommend a flight that arrives no later than 2:00 p.m.
Registration Fee	No charge	Includes all meals and snacks, general sessions, and meeting supplies. <b>Registration deadline is December 13.</b>
Meals	No charge	Meals provided Friday – Sunday beginning with dinner on Friday and ending with breakfast on Sunday All meals will be eaten in the hotel.
Sleeping Accommodations	No charge	All attendees will sleep at the hotel in a shared room, unless an attendee upgrades to a single room. Single room upgrades are available for purchase upon registration. Please note that those upgrades are limited.
Meeting Supplies	No charge	You will receive a workbook to help you keep all of the information in one location and writing utensils.
Travel to Chicago	On your own	Board members are expected to fund their own travel. They may request reimbursement for travel up to \$450. To request reimbursement, use the <a href="#">Volunteer Expense Report</a> . Completed expense reports should be emailed, along with copies of receipts to <a href="mailto:jacob.tidwell@beta.org">jacob.tidwell@beta.org</a> . This should be submitted within 30 days after the event.
Transportation from ORD or MDW airports or train/bus stations	On your own	It is recommended that General Fraternity Officers utilize rideshare options or public transportation to get to the hotel and airport, bus or train station.
Additional costs to consider	On your own	Remember to budget for: <ul style="list-style-type: none"> <li>• Snacks/meals while traveling and before/after the program</li> <li>• Extra money for free time in Chicago</li> </ul>

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## Facilitators, Interns and Special Guests

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Item	Price	Notes
Arrival day and time		Individuals should work with their Administrative Office staff liaison to determine arrival and departure days and times.
Registration Fee	No charge	There is no fee for facilitators or interns to register for Conclave. Other guests such as vendors may have fees and will receive outreach from the Administrative Office Staff if that applies to them. <b>Registration deadline is December 13.</b>

Sleeping Accommodations	No charge	All attendees will sleep at the hotel in a shared room, unless an attendee upgrades to a single room. Single room upgrades are available for purchase upon registration. Please note that those upgrades are limited.
Travel to Chicago	Varies	Travel for facilitators and interns is covered by the Fraternity. Other guests (such as vendors) are expected to fund their travel to Chicago. To request reimbursement, use the <a href="#">Volunteer Expense Report</a> . Completed expense reports should be emailed, along with copies of receipts, to <a href="mailto:events@beta.org">events@beta.org</a> .
Transportation from ORD or MDW airports	Varies	The Fraternity will cover transportation to and from the airport for facilitators and interns. Other guests such as vendors will be expected to cover that transportation. Use the Volunteer Expense Report linked above to request reimbursement.