

Beta Theta Pi  
179th General Convention  
August 2-5, 2018

# Frequently Asked Questions

General Fraternity Officers

# GENERAL INFORMATION

## What is General Convention?

Beta Theta Pi's General Convention is the Fraternity's annual reunion where the Beta family cultivates new and old relationships, celebrates individual and chapter achievements and inspires attendees to continue to live Beta's values. Leadership College and various general sessions provide enriching educational experiences, while our chapter delegates, Fraternity Trustees and Foundation Board conduct the business of the Fraternity.

## When is Convention?

Beta's 179th General Convention will be held August 2-5, 2018 in Norfolk, Virginia.

## Where will it be held?

Convention will be held at the Marriott Norfolk Waterside Hotel & Convention Center.

## What is the schedule for Convention?

Every day of Convention includes time for legislation, celebration and education. An overview schedule is located on Beta Theta Pi's website. Check back periodically for updates, as we'll be adding more details throughout the summer.

## Who goes to Convention?

Everyone is invited! General Fraternity Officers have special responsibilities:

- Foundation and Fraternity Board Members: Lead sessions, host banquets, conduct Board and General Fraternity business, and mingle with undergraduates and volunteers.
- General Fraternity Officers: Participate in legislative sessions, host meetings, facilitate and attend workshops, and mingle with undergraduates and volunteers.

# HOW TO REGISTER

## How do I register?

Everyone coming to convention needs to register online by visiting Beta's [Convention website](#).

## What is the registration fee?

Registration fees for General Fraternity Officers are in the table below, including costs for optional excursions on Friday afternoon. A complete summary of all reimbursed and out-of-pocket expenses is at the end of this document. If you are bringing family or guests, please refer to the FAQ document for "Alumni and Guests."

	Register By		
	April 15	June 29	July 3
Fraternity and Foundation Board Members	\$350	\$350	\$400
Regional Chiefs	\$350	\$350	\$400
District Chiefs & Assistant District Chiefs	\$350	\$350	\$400

### When is the “really final” registration deadline?

As you can see in the table above, there are various registration deadlines. The FINAL day to register online is **June 29, 2018**. Space permitting, you can call the office to register from June 27-30, but extra fees will apply. We strongly recommend that you register early in the summer.

### What does my registration include?

Your registration fee includes meeting expenses and many of your meals (at least one per day). Your registration does NOT include hotel (see “Hotel and Rooming”).

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

During the online registration process, you can indicate special needs, ADA or dietary restrictions. We will do our best to work with the hotel to meet those needs. Please be aware that our banquet locations are not full service restaurants – please limit dietary requests to allergies.

### What if I’m having trouble registering online?

Call 800.800.BETA and ask to speak with a member of the Convention team. We are happy to assist you.

### Cancellations and refunds

If you cancel by June 29, we can refund 50% refund of the fees you paid. After July 3, your fees are non-refundable. To cancel, please contact the Administrative Office at 800.800.BETA and ask to speak to a member of the Convention registration team.

## HOTEL AND ROOMING

### Where will Convention be held?

Convention will be held at the Marriott Norfolk Waterside.

### What are check-in and check-out times for the hotel?

Check-in time is 4:00 p.m.; check-out time is 11:00 a.m.

### How do I book my hotel room? How much will it cost?

Your hotel reservation will be made by the Administrative Office. You will share a room with one other volunteer but have the option to upgrade to a single. If you’re bringing a guest you’ll need to upgrade. When you register for Convention online, you’ll have a chance to indicate your room preference. If you need to reserve additional rooms or have special needs (for instance, an extra room for children that’s connected to your room), please call the Administrative Office for assistance.

GFO Type	Basic Room Cost (shared)	Single Room Cost
Foundation Board member (Thurs-Sun)	\$235	\$470
Fraternity Board member (Wed-Sun)	\$310	\$620
Regional Chiefs (Wed-Sun)	\$310	\$620
District Chiefs & Assistant District Chiefs (Wed-Sun)	\$310	\$620

### Who pays for the hotel room?

You pay for your room (including any upgrades or incidentals) upon check out after Convention. After Convention, you can submit an expense form for reimbursement. The General Fraternity will only reimburse for the basic (shared) room cost.

**What if I'm coming early or staying late?**

If you are arriving early or staying late (please see arrival/departure information below), you are responsible for making reservations directly with the hotel and paying for the extra nights.

- Norfolk Waterside Reservations: 757.627.4200
- Special rate / group name: Beta Theta Pi Convention
- Convention rate = \$134 / night, plus fees
- The special room rate is available beginning July 25 and continuing through August 12, if you'd like to extend your stay.

## TRANSPORTATION/TRAVEL

**When should I arrive?**

<b>Fraternity Board Members</b>	<p>All Board members should arrive <b>any time on Wednesday, August 1, 2018.</b>                  If you arrive in time, please join us for an informal GFO reception Wednesday at 7:30 p.m. Official meetings start at 8:00 a.m. on Thursday, August 2, 2018.</p>
<b>Foundation Board Members</b>	<p>All Board members should arrive at the hotel property by <b>12:00 p.m. on Thursday, August 2, 2018.</b>                  Meetings will begin at 1:00 p.m. If you arrive on Wednesday, please join us for an informal GFO Reception at 7:30 p.m.</p>
<b>Regional Chiefs, District Chiefs, and Assistant District Chiefs</b>	<p>Regional and District Chiefs should arrive <b>any time on Wednesday, August 1, 2018..</b>                  If you arrive in time, please join us for an informal GFO reception Wednesday at 7:30 p.m. Official meetings start at 8:00 a.m. on Thursday, August 2, 2018.</p>

An overview schedule for each day is posted on Beta's Convention website.

**When should I plan to depart?**

Convention officially ends late Saturday night. Plan on leaving any time on Sunday August 5.

**What airport should I fly into?**

Participants that are flying to the General Convention should fly into Norfolk International Airport (ORF).

**How do I book and pay for travel?**

You're responsible for arranging your own travel to Norfolk. After Convention, you can request reimbursement per this schedule:

<b>Fraternity Board Members</b>	Up to \$350, regardless of distance traveled.
<b>Foundation Board Members</b>	Up to \$350, regardless of distance traveled.
<b>Regional &amp; District Chiefs</b>	If you live up to 500 miles from the Convention site: Up to \$200 If you live 501 – 1,000 miles from the Convention site: Up to \$250 If you live 1,001 – 1,500 miles from the Convention site: Up to \$300 If you live 1,501 or more miles from the Convention site: Up to \$350

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

The Norfolk Waterside is located 10 miles from Norfolk International Airport. Please make your own arrangements upon arrival. You will have the opportunity onsite to sign up for a Beta-provided Sunday shuttle back to the airport.

### If I'm driving, where do I get directions to the hotel?

Directions to the hotel property can be obtained by using MapQuest or Google Maps for directions. The hotel address is 235 E Main St. Norfolk, VA 23510.

### Is there parking at the hotel?

Yes. Parking is \$15 per night per vehicle.

## OTHER HELPFUL INFO

### Are there dining locations close to the hotel?

The Norfolk Waterside is located in the heart of downtown Norfolk. There are numerous dining options in the vicinity. For more information visit [www.downtownnorfolk.org](http://www.downtownnorfolk.org).

### What should I bring to wear?

The Saturday evening banquet is a coat and tie event for men and comparable attire for women. Other events, including Friday's Awards Luncheon are casual (shorts and polo shirt are appropriate). Please plan and pack accordingly.

### How does the travel reimbursement for chapter delegates work?

Per The Code of Beta Theta Pi, each chapter delegate will receive a check for \$.09 per mile from his home address (listed in MyBeta) to the hotel address (roundtrip). Checks will be distributed at Convention.

### Who do I contact if I have further questions?

The Administrative Office staff is eager to answer your questions. Please call 800.800.BETA during regular business hours and ask to speak to someone on the Convention team.

## COST SUMMARY

### Fraternity Board of Trustees

Item	Amount	Who Pays?	Notes
Convention Registration	\$350	You	Late fee applies after June 29.
Travel	Up to \$350	You	You arrange and pay for your own travel. After Convention, the General Fraternity reimburses you.
Hotel	\$310 (more if you request a single)	You	You pay onsite for your hotel room. After Convention, the General Fraternity reimburses you for the shared room rate.
On-site parking	\$15 per day	You	
Meals not included in Convention*	Varies	You	The registration fee includes most of your meals during Convention. Some meals, such as Friday dinner, you will pay out of pocket and submit for reimbursement after Convention.

## Foundation Board of Directors

Item	Amount	Who Pays?	Notes
Convention Registration	\$350	You	Late fee applies after June 29.
Travel	Up to \$350	You	You arrange and pay for your own travel. After Convention, the General Fraternity reimburses you.
Hotel	\$235 (more if you request a single)	You	You pay onsite for your hotel room. After Convention, the General Fraternity reimburses you for the shared room rate.
On-site parking	\$15	You	
Meals not included in Convention*	Varies	You	The registration fee includes most of your meals during Convention. Some meals, such as Friday dinner, you will pay out of pocket and submit for reimbursement after Convention.

\*When purchasing meals that you plan to get reimbursed, please help us be good stewards of our resources by keeping costs low.

## Regional Chiefs, District Chiefs and Assistant District Chiefs

Item	Amount	Who Pays?	Notes
Convention Registration	\$350	You	Late fee applies after June 29.
Travel	Varies	You	You arrange and pay for your own travel. After Convention, the General Fraternity reimburses for travel based on distance.
Hotel	\$310 (more if you request a single)	You	You pay onsite for your hotel room. After Convention, the General Fraternity reimburses you for the shared room rate.
On-site parking	\$15	You	
Meals not included in Convention*	Varies	You	The registration fee includes most of your meals during Convention. Some meals, such as Friday dinner, you will pay out of pocket and submit for reimbursement after Convention.

\*When purchasing meals that you plan to get reimbursed, please help us be good stewards of our resources by keeping costs low.