

# Leadership Summit Checklist

## Make your Travel Arrangements

*If you are flying*, make flight arrangements and submit your information online [here](#) no later than December 28, 2019. Please see page 2 for information on booking your flight arrangements and arrival instructions.

*If you are driving*, please click [here](#) for hotel location information. You do NOT need to submit your travel details if you are driving. See page 2 for arrival times.

## What to Bring

All of the program materials will be provided to you onsite. Attire for Friday and Saturday is business casual (no jeans or T-shirts), so we would recommend khakis 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 and ready to work and 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 FAQs 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	
<b>Driving</b>	Plan to arrive at the <a href="#">Cincinnati Airport Marriott</a> by 1:00 p.m. EST on Friday, January 17, 2020. Please see above for a link to the hotel site and corresponding directions.
<b>Flying</b>	Your flight must arrive at the Cincinnati/Northern KY airport (CVG) by 1:00 p.m. or Dayton Airport (DAY) no later than 10:30 a.m. EST on Friday, January 17, 2020. <i>(If you are flying from the West Coast or must arrive on Thursday evening, please contact Chris Mueller at 616.644.0263 or <a href="mailto:chris.mueller@beta.org">chris.mueller@beta.org</a> prior to booking your flight to make arrangements.)</i>
<b>Airport Shuttle</b>	<p>The Marriott offers a complimentary shuttle from the terminal to the hotel that runs every 15 minutes from 4:30 a.m.- 1:00 a.m. Please proceed to ground transportation and call the Marriott Hotel at 859.586.0166 to dispatch the complimentary shuttle or wait for the shuttle to arrive.</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 time <i>only</i>: <b>Friday, January 17, at 11:00 a.m.</b></p>

Departure Information	
<b>Driving</b>	Plan on departing no earlier than 1:00 p.m. EST on Sunday, January 19, 2020. <i>Note: Early departures are STRONGLY discouraged.</i>
<b>Flying</b>	Schedule departing flights from CVG airport no earlier than 2:30 p.m. or DAY airport no earlier than 3:30 p.m. EST on Sunday, January 19, 2020. <i>(Again, we prefer if you're able to fly in and out of the CVG airport but will provide transportation to and from DAY if you cannot find an affordable flight.)</i>

After you arrive.....	
When you arrive in Cincinnati, please proceed to the Marriott to check in to your room as well as visit the registration table for Leadership Summit (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. <b>Leadership Summit will begin promptly at 2:00 p.m.</b>	

If you have questions regarding your travel arrangements, please contact

Director of Leadership & Education Chris Mueller

[chris.mueller@beta.org](mailto:chris.mueller@beta.org)

616.644.0263 (cell)



# Frequently Asked Questions

## What is the purpose of Leadership Summit?

Leadership Summit is designed to educate and develop our General Fraternity Officers (GFOs) both personally and as leaders of our Great and Good Fraternity. Bringing our GFOs 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.

***For 2020 we are extending invitations to a selection of our chapter counselors and local volunteers. These individuals will learn and train alongside our General Fraternity Officers and chapter presidents on topics such as the Beta Brotherhood Assessment, risk management and prevention, and volunteer development.***

## 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 presidents, 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, GFOs will participate in a variety of sessions/meals with chapter presidents. *A complete schedule for the event will be posted at [beta.org/programs/leadership-summit/](https://beta.org/programs/leadership-summit/) by early December 2019.*

## 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 GFOs.

## What is the cost for Leadership Summit?

Thanks to Hugh E. Stephenson Jr., General Fraternity Officers are able to attend this program free of charge. All onsite meals (except for Friday breakfast and lunch prior to Leadership Summit kickoff) 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 (see chart):



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?

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### Who will I be rooming with?

All GFOs and adult volunteers will be sharing a room (with two beds) with another GFO, volunteer 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 \$125 for a single room upgrade). **All single room requests must be submitted by December 21.** If you would like to request a specific roommate, please email [Chris Mueller](#) by December 21.

### 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 [Chris Mueller](#) before **December 28, 2019**. Cancellations after this date are subject to a \$100 cancellation fee. We do not offer payment plans.

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

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

