

Leadership Summit Checklist

Make your Travel Arrangements

If you are flying, make flight arrangements and submit your information online [here](#) no later than January 28, 2023. 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 February, 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	
Driving	Plan to arrive at the Marriott Chicago Oak Brook by 5:00 p.m. Central on Friday, February 24, 2023. Please see above for a link to the hotel site and corresponding directions.
Flying	Your flight must arrive at either Chicago O'Hare or Chicago Midway by 4:00 p.m. Central on Friday, February 24, 2023. <i>(If you are flying from the West Coast or must arrive on Thursday evening, please contact Cody Golden at cody.golden@beta.org prior to booking your flight to make arrangements.)</i>
Airport Shuttle	The Marriott does not offer a complimentary shuttle from the terminal to the hotel. Please utilize Uber or Lyft to get to the hotel and back. <i>If you need different accommodations, please let us know!</i>

Departure Information	
Driving	Plan on departing no earlier than 12:00 p.m. Central on Sunday, February 26, 2023. <i>Note: Early departures are STRONGLY discouraged.</i>
Flying	Schedule departing flights from either airport no earlier than 1:30 p.m. Central, February 26, 2023.

After you arrive.....
When you arrive in Chicago, 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. Leadership Summit will begin promptly at 5:00 p.m.

**If you have questions regarding your travel arrangements, please contact
Assistant Director of Leadership & Education Cody Golden**

cody.golden@beta.org
972.762.5757 (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.

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/ by December 2022.*

Why is Leadership Summit in February?

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?

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 February, so also bring a winter coat and gloves.

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 January 28.** If you would like to request a specific roommate, please email [Cody Golden](mailto:Cody.Golden@stephenson.edu) by January 28.

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 [Cody Golden](mailto:Cody.Golden@stephenson.edu) **before January 28, 2023**. 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 [Cody Golden](mailto:Cody.Golden@stephenson.edu) before finalizing your travel arrangements. We will work with you to ensure we get you to Leadership Summit on time!

