Keystone Regional Leadership Conference
January 2023
Frequently Asked Questions

What is the Keystone Regional Leadership Conference?

The Keystone Regional Leadership Conference is a high-quality education experience focusing on chapter officer development, principled leadership and volunteer training.

Who should attend the Keystone Regional Leadership Conference?

Four officers and one chapter advisor are expected to attend. The Keystone format specifically targets select officers with the expectation that they will share the knowledge and skills with the remainder of their executive committee. About one-third of the weekend will involve position-specific training. Therefore, it is critical the following officers and advisor attend:

- Chapter President
- Vice President of Risk Management
- Vice President of Recruitment
- Diversity and Inclusion Chairman
    - If your chapter does not have this position, you should appoint one or identify someone on the executive committee that manages operations aligned with DEI considerations or strategy. A position description and operating calendar for that role can be found here.
- Advisor
    - Preference is for the chapter counselor or advisor for one of the officers listed above, but it is more important to have an advisor attend, regardless of position.

When and where is the Keystone Regional Leadership Conference?

- Your chapter has been assigned to one of four Keystone sessions:
    - January 13-15, 2023
        - Cincinnati Airport Marriott, 2395 Progress Dr, Hebron, KY 41048
    - January 13-15, 2023
        - Hilton St. Louis Frontenac, 1335 South Lindbergh Blvd, St. Louis, MO 63131
    - January 20-22, 2023
        - Cincinnati Airport Marriott, 2395 Progress Dr, Hebron, KY 41048
    - January 27-29, 2023
        - Hilton St. Louis Frontenac, 1335 South Lindbergh Blvd, St. Louis, MO 63131
- Attendees should arrive by 5:00 p.m. on Friday and may depart at 12:00 p.m. on Sunday.

How do I know which Keystone Conference to register for and attend?
In October, chapter presidents were able to rank order their choice of Keystone sessions. Chapter placements were made based on a combination of those rankings, campus type and geographical location. If a conflict prevents your chapter from attending, contact your chapter development consultant. There is no guarantee we will be able to adjust your chapter's session.

What if I am not one of the four required officers? Can I still attend?
No. The Keystone Regional Leadership Conference is targeted specifically for the chosen officers. The only exception is if the selected officer is unable to attend and you are his designated representative by virtue of serving as the assistant or a key leader on their committee.

What is the role of the advisor at Keystone?
Keystone's curriculum is targeted specifically toward select officer positions. The preference is for the chapter counselor or an advisor of one of those officer positions to attend; however, if that is not possible the chapter should still send someone. The advisor will participate in general sessions with the chapter officers, advisor-specific breakouts and the appropriate officer breakout based on their advising position. By participating, the advisor will assist the officers in passing on the learned knowledge and skills to the remainder of the executive committee and chapter members upon returning to campus.

I have attended Keystone previously as an advisor. Should I attend again?
If you are the chapter counselor or advisor of one of the select officer positions or representing your chapter in lieu of those advising positions, then you should attend regardless of previous attendance. Your expertise will be beneficial to new officers and advisors that have never attended.

Can I attend Keystone as an alumnus if I am not an advisor?
Because our program is funded by the Beta Theta Pi Foundation and supplies are limited, we do not allow general alumni to attend Keystone.

What are the COVID-19 protocols at Keystone?
The Fraternity continues to monitor guidance from local, regional and national health agencies and will follow any directed requirements. At a minimum, we will ask you to show evidence of your COVID-19 vaccination (photo of card is acceptable). If you have a medical or religious exemption, a negative COVID-19 test will be required within 72 hours of the event. Masks may be used on a case-by-case basis.

Why is Keystone in January?
In the past, Keystone was held in February while Chapter Presidents Leadership Academy took place in January. However, after reviewing our winter programs, the General Fraternity decided to assemble chapter officer teams for training as soon as possible following their transition. Keystone is designed to introduce officers to their positions, teach the core competency of Interpersonal Communications and begin the executive officer team-building process. Chapter presidents will now attend Presidents Academy in late February for more focused training after building their teams and navigating initial challenges and successes.

Do undergraduates who live close to the Keystone site have to stay at the hotel?

All undergraduates, regardless of where they live, are expected to stay at the hotel on Friday and Saturday nights. The free time and interaction with other brothers will be an integral part of this brotherhood experience. Volunteers who have personal reasons to sleep at home should contact Cody Golden at the Administrative Office.

How much does the Keystone Regional Leadership Conference cost?

Chapters are billed for one Keystone registration per month (at a rate of $215 per officer)beginning in September. This includes the two Keystone tracks at the General Convention. There is no charge for advisors. The cost includes all rooming and meals while on site, but does not include transportation.

How do we get to the Keystone Regional Leadership Conference?

Chapters are responsible for arranging their own travel. Chapters that are five hours or less away from the conference site are expected to drive. Those beyond five hours may determine their preferred method of travel but should consider distance and weather. The chapter is expected to fund this travel. More information detailing funding strategies may be found below. In addition, the Beta Theta Pi Foundation may provide travel stipends, upon request and approval, to help offset the cost of attendance. The Keystone travel reimbursement request survey can be found **here** or on the Keystone website. If a chapter is granted this subsidy, it will be credited directly to the chapter's General Fraternity financial statement in February, after successfully attending and completing Keystone.

How do we apply for the Beta Foundation's Keystone travel reimbursements?

Chapters should complete this survey to apply for the Keystone travel reimbursement. Before applying, please take stock of the instructions as you will need several items to successfully complete the survey and qualify. A successful submission includes: 1) the correct, four executive officers successfully registered, attending and graduating from the Keystone Conference; 2) costs of travel expenses that officers or the chapter incurred to fund attendance; 3) all receipts for flights/gas/parking associated with travel; 4) answering questions related to funding sources; and 5) the chapter's travel budget (should it have one). Submissions will be reviewed following the event's conclusion. An application does not guarantee a travel stipend will be granted.

The Foundation wants to help chapters afford the heavier travel expense of Keystone this year, but it is unable to reimburse all travel costs for all chapters. The survey questions assist the Foundation in maximizing its impact by better understanding each chapter's situation. Note: Reimbursements will be prioritized for chapters that 1) send a full delegation to Keystone, and 2) attend all required sessions.

In all cases, chapters are encouraged to seek additional funding opportunities for this program, examples of which can be found below.

How can we fund this program as a chapter?

Many campuses offer funding for students to attend leadership development conferences such as Keystone. (Examples could include: student government, Greek life office, vice president for student affairs office.) If you chapter needs financial support, we encourage you to seek out and apply for this funding as soon as possible. Feel free to contact your local housing corporation or chapter alumni for financial support as well. Many chapters have conducted alumni or parents' weekend fundraisers to

raise money to offset the costs. However, in the end it is up to each chapter to plan and budget for Keystone-related expenses and determine if they need a transportation stipend.

What if I have a conflict with work or school?

We have been successful in working with faculty and employers on excusing students to attend Keystone. The General Fraternity can email a letter outlining the purpose of the program and confirming your officer role and need for attendance. **Please contact us as soon as possible if you need assistance in clearing Keystone as an excused absence. Do not wait until the week before!** If there is an emergency and you absolutely cannot make it, please contact the Administrative Office contact for Keystone: Cody Golden, cody.golden@beta.org, 800.800.BETA.

How do we register?

Registration is open and each officer and advisor will need to:
1. Log in to the My.Beta.org system (first time users will need to create a username and password)
2. Complete the registration process

The link to register can be found on the [Keystone webpage](#). The deadline to register is **December 12, 2022.** If your chapter has not held officer elections yet, please contact [Cody Golden](#) to let us know.

How do I get to the Keystone Hotel?

If you are driving, use [Google Maps](#) for directions. Also, use the hotel links provided above for more information. If you are flying, airport and transportation details can be found below.
- Cincinnati Airport Marriott: Follow signs to [Ground Transportation West](#) and wait for the hotel shuttle. The hotel phone number is 859.586.0166.
- Hilton St. Louis Frontenac: There is a complimentary airport shuttle. The hotel phone number is 314.993.1100.

NOTE: If you are coming from Canada, you must have a passport to enter the United States and be prepared to meet any COVID-19 entry requirements.

Will credit cards be required?

Credit cards will not be required when registering online. The hotel will require a credit card upon check-in to cover any incidental expenses.

What time do I need to arrive?

All attendees should arrive by 5:00 p.m. on Friday, the first day of the conference. Dinner is provided on Friday evening. The earliest departure time on Sunday is 12:00 pm. You should plan on staying through the end of the conference. If you need to arrive on Thursday for travel reasons, contact [Cody Golden](#) before making your arrangements.

What do I wear?

The event attire is business casual (collared shirts, slacks and dress shoes). No jeans or hats, please.

Who will I be rooming with?

There will be two undergraduates per room. All rooms will be assigned upon registration, and we will place you with a brother from your chapter. Advisors will share a room with another advisor; if you have a preference, please contact Cody Golden.

If I register for Keystone but find out later that I can't attend, how do I have someone from my chapter replace me?

It is critical the chapter's select group of executive committee officers attend Keystone rather than send replacements. **Conflicts with work, class, etc., should be taken care of well in advance**, and the General Fraternity can provide documentation to professors or employers to assist in excusing you to attend Keystone. However, there are rare circumstances that may arise which cause you to miss the event. If this occurs, you should first consult with your chapter development consultant. If you still cannot attend, find an appropriate replacement from your respective committee. He will need to contact the Administrative Office contact for Keystone: Cody Golden, cody.golden@beta.org, 800.800.BETA.

What if I register but don't show up and don't find someone to replace me?

Failure to show up will result in the chapter being billed an additional $99 per person to cover the costs subsidized by the Beta Theta Pi Foundation.

What if I have other questions?

Contact Assistant Director of Leadership and Education Cody Golden (800.800.BETA).