Winter Leadership Conclave

Attendee Information Packet

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General Information and What to Expect

About Winter Leadership Conclave

Beta Theta Pi's Winter Leadership Conclave is the Fraternity's newest concept for officer training and leadership development that brings together the Miller Nichols Chapter Presidents Leadership Academy, the Keystone Leadership Conference, and the Hugh E. Stephenson Jr. Leadership Summit. The three programs will be held the same weekend under one roof! Programming for each track is fast-paced and begins early in the morning and goes into the evenings. The tracks are not conference-style where you pick and choose what sessions you would like to attend – you are required to attend every session in the schedule as the curriculum pieces build off the previous session to create a progressive learning experience. **Winter Leadership Conclave will be held January 7-10, 2027 in Chicago, IL.**

- **Miller Nichols Chapter Presidents Leadership Academy** kicks off January 7* through the afternoon of January 8 and consists of leadership training concepts and interactive discussions specifically designed for chapter leaders. The program focuses on personal, leadership, and chapter development.

- **Keystone Regional Leadership Conference** takes place January 8 through January 10. Keystone is an engaging educational experience focused on chapter officer and advisor development. This year, four officers will be in attendance: Chapter Presidents, Vice Presidents of Education, Recruitment, and Brotherhood, and Member Education Advisors.

- **Hugh E. Stephenson Jr. Leadership Summit** is designed to educate and develop General Fraternity Officers (GFOs) both personally and as leaders of our Fraternity; the event will take place January 8-10.

**Chapter presidents are required to arrive one day earlier than the rest of the delegation – please plan accordingly. We cannot accommodate whole delegations arriving earlier unless there are extenuating circumstances, which require approval from the Administrative Office.*

Where Will Conclave Be Held?

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

Winter Leadership Conclave Schedule

Each day of Conclave combines hands-on learning with opportunities to build relationships across Beta's Broad Domain. A full schedule overview can be found in the event app. Once the app is available, please download it to access the schedule.

Time Zone

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

Commitment Charter

The Commitment Charter outlines the standards, policies and expectations Winter Leadership Conclave attendees are expected to uphold. When you registered for the event, you agreed to uphold this document. You can find the Commitment Charter here; expectations include attending and being on time to all sessions, staying for the entirety of Winter Leadership Conclave, behaving appropriately, and refraining from possessing and consuming alcohol and other drugs from arrival to and departure of the event. Attendees must uphold the Commitment Charter. Failure to uphold it may result in being sent home at your own expense. expectations include attending and being on time to all sessions, staying for the entirety of Winter Leadership Conclave, behaving appropriately, and refraining from possessing and consuming alcohol and other drugs from arrival to and departure of the event. Attendees must uphold the Commitment Charter. Failure to uphold it may result in being sent home at your own expense.

What Your Registration Includes

Your registration fee includes every session, meal, general meeting costs, and your hotel room. Meals covered include:

- **Thursday:** Dinner (Presidents Academy Attendees Only)
- **Friday:** Breakfast (Presidents Academy Attendees Only), Lunch (Presidents Academy Attendees Only), and Dinner (All)
- **Saturday:** Breakfast (All), Lunch (All), Afternoon Snack (All) and Dinner (on your own during Exploratory Time – a gift card will be provided to subsidize your meal)
- **Sunday:** Breakfast (All)

**If you feel like you will need more food than described above, please plan on bringing your own snacks.*

Dietary Restrictions and Accommodations

The registration form includes questions about dietary restrictions and accommodation needs. Please be sure to provide this information when registering. If you have already registered but did not include details about dietary restrictions and accommodations, please update your registration accordingly. The Administrative Office staff will use your submitted dietary restrictions and accommodation requests to meet your needs – please ensure they are accurate. You have the ability to update your registration information until December 9, 2026. If your circumstances have changed following December 9, please contact events@beta.org no later than December 15, 2026. Please note, a change fee of $100 will be assessed for changes to your registration that happen after December 9. This charge will appear in the chapter's March 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 as soon as the issue arises.
- Early departure from Conclave will result in the chapter not receiving credit for attending, and a fee assessed per officer that departs early without approval from an Administrative Office staff member. If an officer needs to depart early from Conclave due to an emergency, please alert an Administrative Office staff member as soon as that is known at events@beta.org. Approved early departure is at the discretion of the Administrative Office staff.

Important Dates and Deadlines to Know

- December 9, 2026: Final day to make registration changes without incurring additional fees.

- January 7-8, 2027: Miller Nichols Chapter Presidents Leadership Academy
- January 8-10, 2027: Keystone Leadership Conference and Hugh E. Stephenson Jr. Leadership Summit

Please review your registration confirmation to make sure you are signed up for the correct track and available to attend the full duration of your track. We are happy to provide excuse letters for classes, internships, or work as long as they are requested **by December 11, 2026**. The letter may be requested from events@beta.org.

What If This Event Conflicts with Spring Recruitment or a Campus-Based Fraternity/Sorority Life Leadership Program?

If Winter Leadership Conclave overlaps with your campus recruitment or another fraternity/sorority leadership event, please coordinate with your campus fraternity/sorority life staff in advance to manage your responsibilities. Conclave is a required Beta Theta Pi program and your full participation is important. We encourage you to plan ahead and delegate chapter responsibilities so you can attend and get the most out of the experience. Should you need an excusal letter, the Administrative Office staff can provide some as needed; please make requests to events@beta.org by December 11, 2026.

What If I Can't Attend Anymore?

If you can no longer attend Winter Leadership Conclave, you should first work with other leaders in your chapter to identify the most appropriate substitution to attend. Once you have identified the most appropriate substitution, reach out to events@beta.org as soon as possible. If you are unable to identify a substitute, reach out to events@beta.org as quickly as possible to discuss a solution.

Virtual Participation

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 events@beta.org.

Where Can I Learn More?

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

Travel and Transportation

Who Makes My Travel Arrangements?

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

Who Pays for My Travel?

Chapters should include travel for officers and membership education advisors (or chapter counselor if the role is vacant) 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 advisors – please contact your assigned Fraternity Services staff member if this is something your chapter may need to consider.

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

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 Fraternity Services staff member who directly supports the chapter you are representing.

When Should I Purchase My Travel?
As soon as you register for Conclave to ensure you get the most cost-effective fares. Do not wait until the last minute as fares begin to climb three weeks prior to your departure date.

If you are eligible for need-based travel assistance and are awaiting a response, please wait until approval is confirmed.

Our President Arrives on January 7 – Can the Rest of Us Arrive on That Day Too?
Due to limited space, we cannot accommodate the arrival of all officers and advisors on Thursday night. The Chapter President must arrive on Thursday, January 7, while all other attendees should arrive on Friday, January 8. If a Thursday arrival is absolutely necessary to ensure timely participation in the program, please contact events@beta.org immediately to discuss options. Please note: your chapter may be charged for early arrival fees.

When Should I Arrive to the Hotel?
- **Chapter Presidents**: Thursday, January 7, 2027 by 3 p.m. Central.
    - *Please take special notice that Chapter Presidents Leadership Academy begins **a day earlier** than all other Conclave programming.*
- **Vice Presidents of Education, Recruitment, and Brotherhood**: Friday, January 8, 2027 by 3 p.m. Central.
- **Member Education Advisors**: Friday, January 8, 2027, by 3 p.m. Central.
- **Regional and District Chiefs**: Friday, January 8, 2027, by 3 p.m. Central.

If you are flying: *arrive by 2 p.m. on the day of your arrival. Plan for at least an hour of travel time between the airport and the hotel.*

Please note: The hotel's check-in is 4:00 p.m. but the hotel may allow check-ins as early as 2:00 p.m. if rooms are available and ready. Check-ins earlier than 2:00 p.m. will incur a charge and your chapter will be billed per room ($75 before noon or $25 between noon and 2 pm).

When Should I Plan to Depart?
Conclave officially ends at 12 p.m. Central on Sunday, January 10, 2027.
- If you are **driving**, plan to depart any time on Sunday after 12 p.m. Central.
- If you are **flying or taking the bus/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 15 miles from the hotel.
- Chicago Midway (MDW) – About 12 miles from the hotel.

How Do I Get from the Airport to the Hotel and Back?

Travel between the airport and the hotel is on your own/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 Self Park, located at 50 East Ohio St. Chicago, IL 60611 (across the street from the hotel). Parking is $35 per day per car and is not covered by the Fraternity. Your delegation will be responsible for paying the parking fee during check-out.

Remember: When Arranging Your Travel …

Plan ahead for travel and arrival! Allow enough time to travel from your arrival point, whether you're flying, taking the train or bus, or driving. Factor in at least 1 hour for airport, train, or bus transfers, plus time to check into your hotel room and for Conclave, grab a snack, and settle in before your first session.

- Flying: Consider potential flight delays, airport security lines, and rideshare or taxi time from the airport.
- Train or bus: Check schedules in advance and account for walking or rideshare time from the station to the hotel.
- Driving: Remember Chicago is in the Central time zone, and plan for traffic, parking, and the time change if traveling from another time zone.

Planning ahead ensures you arrive ready to engage and get the most out of the first day of Conclave.

When Can I Check Into My Hotel Room?

An early check-in may be available for an additional fee: $75 before noon or $25 between noon and 2 p.m. There is no early check-in fee after 2 p.m.

Sleeping Accommodations

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 from another chapter in a room with two full beds. Beta's Administrative Office staff will ensure you're sharing a room with someone who is from your track and of the same gender.
- **Advisors** will be paired with another advisor of the same gender and share a room with two full beds.
- **General Fraternity Officers** will be paired with another General Fraternity Officer and share a room with two full beds.

Can I Upgrade to a Single Room?

Single room upgrades are available for General Fraternity Officers and Advisors for purchase. They are limited and offered on a first-come, first-served basis and should be purchased at the time of registration. The cost of this upgrade is $199 for the entire program, paid in full during the registration process.

Guests who require special accommodations for their hotel rooms should note their needs during registration on the Additional Information Page.

Cancellations, Changes and Other Fees

Changes

A change is any update to an existing registration, such as dietary needs, accommodations or contact information, where the same person is still attending.

Until December 9, guests can modify their Conclave registration by finding your confirmation email. There is a link to modify your registration there.

- After December 9, changes may be made by emailing events@beta.org. Depending on the timing and the type of change, we may not be able to accommodate your request.
- A change fee of $100 will be assessed for changes that happen after December 9. This charge will appear in the chapter's March financial statement.

Substitutions

A substitution happens when a registered attendee can no longer attend and another member takes his place.

Until December 9, substitutions (swapping one person for another) are accepted without a fee. To substitute someone:

- The original attendee (who is no longer coming) emails events@beta.org and copies the member taking his place, including as much detail as possible: name, chapter, position, cell number and reason for the change.
- A Leadership and Education team member emails a registration form to the new attendee to complete.
- Substitutions after Dec. 9 may be possible depending on timing. Requests go to events@beta.org. The Administrative Office staff may not be able to accommodate special meal and hotel requests as the event gets closer.
- A $100 substitution fee is assessed for substitutions made after Dec. 9. This charge appears on the chapter's March financial statement.

Cancellations until December 9

A cancellation means the attendee will no longer attend, and no one will take his place.

- Guests cannot cancel their registration on the website. Cancellations must be made by emailing events@beta.org.
- Until December 9, cancellations will be accepted without a fee.

Cancellations Between December 10 and January 7
A cancellation means the attendee will no longer attend, and no one will take his place

- Cancellations for chapter officers will incur a $300 fee. This charge will appear in the chapter's March financial statement.
- Cancellations must be made by emailing events@beta.org.

No-Show Fee and Early Departures
A no-show is a registered attendee who doesn't cancel and doesn't attend. An early departure is an attendee who leaves before Conclave ends.

Chapter officers who are "no shows" for Conclave will incur a **$400 fee for President's Academy** and **$850 fee for Keystone**. This charge will appear in the chapter's March financial statement.

Chapter officers who depart Conclave early without prior approval from an Administrative Office staff member will incur a **$250 fee per individual**. This charge will appear in the chapter's March financial statement.

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 and documented proof is provided, you will not incur any cancellation or no-show fees.

Safety Protocols

The fraternity monitors 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.

Stay Tuned
Be sure to read any Conclave communication sent to you for updates about the safety protocols for Conclave. We will provide any final updates and lists of safety protocols about one week before Conclave if needed.

What to Wear, What to Bring & Other Helpful Info

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 7 (President's Academy Day 1): Appropriate Beta gear
- Friday, January 8 (President's Academy Day 2/Keystone Day 1): School spirit
- Saturday, January 9 (Keystone Day 2): Business casual
- Sunday, January 10 (Keystone Day 3): Appropriate Beta gear

What Should I Bring?

Bring these items with you:

- Beta badge. Friends of Beta are welcome to wear their affiliation badges if applicable.
- Officer or advisor notebook or laptop to take notes outside of the Conclave workbook.
- Credit card for incidentals.
- Reusable water bottle.
- Snacks.

Help! I Still Have Questions!

If you have read this entire packet and still have questions, email events@beta.org or call the Administrative Office at 800.800.2382 (M – F, 8:30 a.m. – 5 p.m. Eastern).