



National Panhellenic Conference

the voice for sorority advancement

Leadership Academy 2017 February 3rd – 5th

Registration

On Site Registration

Upon arrival you will first want to check in with the hotel at the front desk, then with AOII. Appropriate signage will lead you to the AOII registration desk from the hotel registration desk. AOII's registration will be open from 3:00 pm to 6:30 pm on Friday. If you arrive after 6:30 pm on Friday, still register with the hotel first and they will direct you to the AOII meeting space. Attend the meeting and then register with AOII once the meeting ends.

Event Beginning

Leadership Academy begins at 6:15 pm central time on Friday at the Franklin Marriott Cool Springs. Arrive early enough to check in with the hotel and register with AOII.

Late Arrival

If you are going to arrive late or have questions the day of the event, call (615) 370-0920. If your flight changes or arrives late, see the transportation contact directions below.

Event Conclusion

Leadership Academy ends on Sunday at 10:30 am central time at the Franklin Marriott Cool Springs. For your convenience, the hotel offers a check out system through the television in your room. Check out time is **12:00 pm** on Sunday.

Meals

The registration fee includes Friday dinner, Saturday lunch and dinner, and Sunday breakfast. Saturday breakfast is on your own. Please bring a small snack. The hotel also has onsite snack bar and restaurant.

Transportation

Flight Information

A second form will be sent out in January that will provide us with your flight information. Please fill it out upon receiving it as this information is crucial in providing your transportation to and from the airport.

Airport Transportation

The transportation company will meet you at the welcome desk on the baggage level which is located **between baggage carousels five and six**. A greeter with an AOII sign will meet and escort you to the shuttle departure area. (Baggage handling and tips are not included - these are a personal expense. We suggest \$3 - \$5 per person.)

Arrival Flight Change or Delay

You only need to call the transportation company if you switch flights or if you miss your flight. Text Jim Simms with Cool Springs Executive Transportation at (615) 456-4979.

Departures

The Sunday departure schedule will be posted on Friday at the hotel. It is your responsibility to find out what time your airport shuttle departs.

Hotel

Location

Franklin Marriott Cool Springs
700 Cool Springs Boulevard
Franklin, Tennessee 37067
Phone: 615-261-6100

Credit Card and Check Cashing Policy

Individuals are expected to present a credit card upon checking in at the hotel to cover incidental expenses. This is for any incidental charges that are your responsibility such as phone, room service, etc. Settlement of all individual accounts is expected upon check out. The Franklin Marriott Cool Springs accepts the following credit cards: Visa, Mastercard, American Express, Discover, and Diner's Club. The hotel front desk will cash personal checks, and there is also an automatic teller machine in the hotel.

Hotel Rooms

Each guestroom has individual climate control, two telephones with voice mail and hearing-impaired features, color TV with in-room movies, iron and a full-size ironing board, hairdryer, and in-room coffee makers. There is a charge for local and long distance telephone calls.

Packing

What to Wear

Friday and Saturday

Business casual

Pants or Skirts (however, there is a chance you will be sitting on the floor) with a nice button blouse/ shirt/ sweaters with your AOII Badge with dress shoes (no denim or flip flops).

Sunday

AOII letter attire

Feel free to wear your AOII letters for the Sunday morning session and your trip home with your choice of shoes and pants/ skirt.

Remember when choosing your attire, you will be representing ALL of AOII. While we do want you to be comfortable, you are expected to dress appropriately for the conference.

What to Pack and Bring

- A light jacket or sweater (hotels and AOII Headquarters can be cold)
- Clothes and shoes appropriate for the descriptions above
- Bag to carry information and supplies throughout the weekend
- AOII Badge
- Breakfast bar or snack for Saturday breakfast
- Notepad / pens / pencils
- Extra cash for tips, etc. – US Currency
- Money/Credit Card for the AOII Emporium
- Ritual attire is NOT required

AOII Emporium

On Saturday of LA, you will have the opportunity in your schedule to shop at the AOII Emporium. Get a jump start on your shopping by visiting the website today at www.aoiiemporium.com.

Additional Information

Don't forget to check the Leadership Academy section of the AOII website for other helpful information. Go to www.alphaomicronpi.org then *Events* and *Leadership Academy*. Prior to the day of the event, if you have specific questions or concerns, contact events@alphaomicronpi.org