

## Frequently Asked Questions

### **Who attends Leadership Academy?**

Leadership Academy 2018 is for Chapter Presidents, Chapter Advisors & Vice President of Communications. If these officers are not available to attend this training, chapters are encouraged to send alternates for these positions.

### **Where will Leadership Academy be held?**

Leadership Academy is held at the Franklin Marriott Cool Springs in Franklin, TN and AOII International Headquarters in Brentwood, TN.

### **What is the deadline for Leadership Academy registration?**

The deadline for registering for Leadership Academy is January 7, 2018.

### **How much does Leadership Academy cost?**

Double Room, Meals, and Registration Fee - \$517  
Quad Room, Meals, and Registration Fee - \$470

The cost includes Friday and Saturday night rooms at the hotel. It also includes Friday dinner, Saturday lunch and Saturday dinner and Sunday breakfast. The chapter is responsible for travel expenses and airplane tickets (which are separate costs from the above costs). AOII will assign roommates for doubles and quads. Chapter members may stay together as space allows. Advisers will room with other advisers.

### **When should I arrive for Leadership Academy?**

You should arrive at the hotel no later than 5:30 pm on Friday to ensure time to check into the hotel and arrive at the first event starting at 6:15 pm at the hotel. Please do not book flights arriving any later than 3:30 pm to ensure an on time arrival.

### **When should I plan to depart from Leadership Academy?**

Leadership Academy will end at 11:00 am on Sunday. Please do not book flights any earlier than 2:00 pm on Sunday.

### **Will the Emporium be open at Leadership Academy?**

The AOII Emporium will be open at AOII International Headquarters for shopping during a scheduled time on Saturday.

### **Where do I book my airline tickets?**

You may book your travel through the company of your choice. Again, chapters are responsible for the cost of the airline tickets. Please plan your flight arrival time into the airport no later than 4:00 pm and your flight departure time no earlier than 2:00 pm.

### **How do I arrange transportation to and from the airport?**

Ground transportation will be arranged for you once you have filled out the LA 2018 Transportation Info form that will be sent out in January. We need your flight information to be able to coordinate these details.

### **Where do I find the driver at the airport?**

The transportation company will meet you at the welcome desk on the baggage level between baggage carousel 5 and 6. A greeter with an AOII sign will meet you. You will be escorted to the shuttle departure area. (Baggage handling and tips are not included - these are a personal expense. We suggest \$3 per person.)

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## **What if my plane is delayed or if I switch flights?**

If you keep the same flight number no need to call; otherwise if you have a new flight number, then you need to text Cool Springs Limo at (615) 456-4979.

## **What time is check in?**

Check in at the Franklin Marriott Cool Springs is at 4:00 pm. (If your room is ready, you may check in earlier.) Individuals are expected to present a credit card upon check in 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.

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 telephone calls.

## **What time is check out?**

Check out time at the Franklin Marriott Cool Springs is noon. You must check out with the hotel and settle all accounts before leaving. There will be a room to hold luggage if you do not leave the hotel at that time.

## **What meals are provided?**

Meals include Friday dinner, Saturday lunch and Saturday dinner, and Sunday breakfast.

## **What do I do if I arrive at the hotel before LA begins?**

If you arrive before the official kick-off of Leadership Academy, come to the AOII registration table near the lobby.

## **What do I need to pack for LA?**

- Pants
- Skirts or dresses (however, there is likelihood you will be sitting on the floor)
- Nice button blouses and shirts, sweater sets
- A light jacket, anorak, pullover or sweater (hotels and AOII Headquarters can be COLD)
- Comfortable shoes
- Clothes for a fun, group fitness class (this is optional!)
- Sunday is AOII attire so feel free to wear your AOII letters for the Sunday morning session and your trip home
- Breakfast bar or snack for Saturday breakfast
- AOII Badge
- Notepad / pens / pencils
- Extra cash for tips, etc. – US Currency

You may want to bring a tote bag to carry information and supplies throughout the weekend. 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.

## **How do I change or cancel a registration?**

Please contact Alpha Omicron Pi Headquarters at [events@alphaomicronpi.org](mailto:events@alphaomicronpi.org) or (615) 370-0920 to make updates or changes to your registration. If the officer/adviser who is supposed to be attending the event has not been elected before the deadline, register the current officer then contact [events@alphaomicronpi.org](mailto:events@alphaomicronpi.org) as soon as the new officer is elected.

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Cancellations made within four weeks or less of the start date of the event will not be issued a refund. Therefore, cancellations made after January 5, 2018 will not generate a refund. If you have not paid for the event and you cancel within four weeks or less of the start date of the event you/your chapter will still be held responsible for the fees. Transferring a current registration to a new registrant is permitted without additional charges (cancellation rules still apply to transferred registrations).

**Who can I contact to find out more information regarding Leadership Academy?**

If you still have questions regarding Leadership Academy, please contact [events@alphaomicronpi.org](mailto:events@alphaomicronpi.org) or (615) 370-0920.