

ALPHA OMICRON PI

Inspire Ambition

Frequently Asked Questions Leadership Institute 2018

Who attends Leadership Institute?

Leadership Institute 2018 is open to all members of AOII. International Volunteers, Alumnae Chapter Presidents, Collegiate Chapter Presidents, Chapter Advisors and Vice President of Education are requested to attend this year. If the chapter officers are not available to attend this training, chapters are encouraged to send alternates for these positions.

When and where will Leadership Institute be held?

Leadership Institute is held at the Franklin Marriott Cool Springs in Franklin, TN and AOII International Headquarters in Brentwood, TN from June 29th – July 1st, 2018.

What is the deadline for Leadership Institute registration?

There are two deadlines for registering for Leadership Institute. If you are an International Volunteer, Alumnae Chapter President, Collegiate Chapter President, Chapter Adviser, Vice President of Education your deadline is May 4th, 2018. Registration will open to all membership starting May 5th, 2018 and the deadline for all registration is May 15th, 2018 or until all available space is filled.

How much does Leadership Institute cost?

Room and Board, Meals and Registration Fee for International Volunteers:

(International Volunteers per AOII's Governing Documents are; Executive Board, Foundation Board, Properties Board, Past International Presidents, International Standing Committee Chairs, Education Committee Members, National Panhellenic Conference Delegation, Network Directors, Network Specialists)

Single Room: \$360.00

Double Room: \$160.00

Quad Room: \$160.00

Room and Board, Meals and Registration Fee for Chapter Presidents:

Single Room: \$620.00

Double Room: \$420.00

Quad Room: \$160.00

Room and Board, Meals and Registration Fee for Chapter Advisers, Alumnae Chapter Presidents and General Members:

Single: \$955.00

Double: \$755.00

Quad: \$655.00

The cost includes the \$160.00 per member registration fee as well as Friday and Saturday night rooms at the hotel. It also includes Friday dinner hors d'oeuvres, Saturday lunch, Saturday dinner and Sunday breakfast. The chapter is responsible to budget/pay for the room and board for the Chapter Adviser and the travel expenses to and from the event for at least the Chapter Adviser AND Chapter President. The Chapter President's room and board will be covered by the Fraternity, up to the cost of a quad room. AOII will assign roommates for doubles and quads. Chapter members may stay together as space allows. Advisers will room with other advisers.

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When should I arrive for Leadership Institute?

You should arrive at the hotel no later than 4:15 pm on Friday to ensure time to check into the hotel and arrive at the first event starting at 5:00 pm at the hotel. Please do not book flights arriving any later than 3:00 pm to ensure an on-time arrival.

When should I plan to depart from Leadership Institute?

Leadership Institute 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 Institute?

The AOII Emporium will be open throughout the event at the hotel for shopping during the weekend.

Where do I book my airline tickets?

International Volunteers, 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. Refer to the FAQ Travel Guidelines for instructions. As a reminder, chapter flights are a chapter expense and not reimbursed by International Headquarters.

(International Volunteers per AOII's Governing Documents are; Executive Board, Foundation Board, Properties Board, Past International Presidents, International Standing Committee Chairs, Education Committee Members, National Panhellenic Conference Delegation, Network Directors, Network Specialists)

How do I arrange transportation to and from the airport?

Ground transportation will be arranged for you once you have filled out the LI 2018 Transportation Info form that will be sent out in May. We will 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.)*

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

If you keep the same flight number no need to call; if you have a new flight number, then you need to text First Choice Transportation Group 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 calls, 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 ATM 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.

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What time is check out?

Check out time at the Franklin Marriott Cool Springs is 12:00pm. 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 hors d'oeuvres, Saturday lunch, Saturday dinner, and Sunday breakfast.

What do I do if I arrive at the hotel before LI begins?

If you arrive before the official kick-off of Leadership Institute, you can check-in to the event at the AOII registration desk when it is open.

What do I need to pack for LI?

The attire for the event will be business attire

(business appropriate dresses, dress pants (no jeans), skirts, nice blouses and shirts, pullover or sweater (hotels and AOII Headquarters can be COLD))

Cocktail attire / formal business attire for Saturday night awards

Comfortable shoes

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.

What if I can only attend certain events?

Unfortunately, we cannot offer part-time registration for Leadership Institute. If you are unable to attend the entire event you should find an alternate to attend in your place.

Can I bring a guest along?

Unfortunately, due to space constraints we are unable to allow guests to attend Leadership Institute. If the guest you wish to bring is a member of Alpha Omicron Pi they may register to attend the event once registration opens to all membership.

Can I bring children to Leadership Institute?

Children under the age of 14 cannot be included in any of the scheduled Leadership Institute activities. If you are bringing a child, you are responsible for finding childcare during scheduled events as the hotel does not offer this service.

How do I note special dietary needs?

For those participants wanting to request vegetarian or vegan meals or have a food allergy, please make note of this request in the space provided on the registration form. You will be given a special meal ticket when you arrive that you will present at each meal. Special meals must be requested in advance and not on-site at Leadership Institute.

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Will there be tours offered at AOII Headquarters?

We will be offering tours of our beautiful Headquarters building and all of its AOII history. These tours will be held on Friday at 1:30pm CT, Friday at 2:30pm CT and Sunday at 11am CT. You will need to sign up for your tour time at the time of registration, they are listed under additional items for purchase.

Transportation will be available for all 3 tour times. If you choose to use our transportation, please note that the bus will leave from the hotel for each of the tours. For Sunday's tour the bus will not return to the hotel, it will travel straight from HQ to the airport following the tour.

If you plan on driving or having your own vehicle at the event you may participate without using our transportation and there will be no charge for the tour. You will still need to choose which tour time you wish to participate in and you will need to arrive at HQ promptly at the tour time.

What are Rose Tributes and how do I buy them?

A Rose Tribute is a special way to honor a sister attending Leadership Institute. For a \$5 donation to the AOII Foundation's Loyalty Fund, you can purchase a Rose Tribute for an honoree. Your honoree(s) will receive an acknowledgement card and an embroidered rose that she can wear on her event name tag. For more information on how to purchase, please visit the AOII Foundation website (FAQ page).

What is the Forever Friends campaign?

Forever Friends is a wonderful way to say "thank you" to a sister for all she contributes to AOII. For \$30, you can honor a sister through this special campaign. Each sister honored will receive a printed personalized certificate recognizing herself and the sister(s) who purchased her Forever Friend. They will also receive a goodie to take home in honor of her dedication and service to the Fraternity. Also, each sister who donates will receive a small take-a-way in honor of their donation. All of the proceeds from Forever Friends are designated to AOII's Collegiate Experience department to assist our chapters to create exceptional membership experiences. To participate in the Forever Friends campaign [click here](#) or contact Courtney West at cwest@alphaomicronpi.org or (615) 370-0920.

What is the Panda Donation?

Since 1995, AOII has been collecting pandas at events for distribution to children with arthritis. They are hand delivered to children attending Juvenile Arthritis conferences each year. As you can imagine these Pandas are beloved by the kids!

We have learned through the years that panda donations, though well-intended, come in all shapes and sizes making the distribution process complicated. It's challenging to give a 6" panda to one five-year-old while another in the same room is receiving an 18" panda. A joyful gift quickly becomes a sad one when things are not equal for young children.

This year, rather than ask for stuffed panda donations, we are asking for dollar donations for the fraternity to purchase the pandas in bulk. This way, we can make sure our pandas are a perfect size and quality for each age group. Donations can be given in the amounts of \$5.00, \$10.00, \$15.00, \$20.00 and any other amount you wish to donate. These donations can be made through the registration link. Any level of donation is greatly appreciated!

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How do I change or cancel a registration?

Please contact Danielle McCullough at dmccullough@alphaomicronpi.org **AND** Andrea Theobald at atheobald@alphaomicronpi.org to make updates or changes to your registration.

Cancellations made within two weeks or less of the start date of the event will not be issued a refund. Therefore, cancellations made after June 15, 2018 will not generate a refund. If you have not paid for the event and you cancel within two 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).

Transfers can be made until June 22, 2018. Any transfers requested after June 22, 2018 will not be made and the attendee will receive the original registrant's information upon arrival.

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

If you still have questions regarding Leadership Institute, please contact Danielle McCullough dmccullough@alphaomicronpi.org or (615) 370-0920.