

ALPHA OMICRON PI

Inspire Ambition

Leadership Academy 2020 Frequently Asked Questions

Who attends Leadership Academy?

The New Member Educator, Vice President of Chapter Development and either the New Member Adviser **OR** the Chapter Development Adviser are expected to attend Leadership Academy 2020. If any of the officers/ advisers mentioned above are not available to attend the event, it is requested that send an alternate in their place.

Where will Leadership Academy be held?

Leadership Academy is held at the Franklin Marriott Cool Springs in Franklin, TN (700 Cool Springs Blvd, Franklin, TN 37067) and AOII International Headquarters (5390 Virginia Way, Brentwood, TN 37027) in Brentwood, TN.

Will attendees visit AOII Headquarters during Leadership Academy?

AOII Headquarters tours will be available only on Friday, prior to the start of Leadership Academy, and Sunday, after the event concludes. Please be sure to sign up for a tour time when registering for the event if you'd like to visit our beautiful building filled with historical pieces of our Fraternity. Space is limited and on a first come first serve basis. All attendees who sign up for a tour will be responsible for arranging their own transportation to and from Headquarters.

What is the deadline for Leadership Academy registration?

The deadline for registering for Leadership Academy is January 10, 2020.

How much does Leadership Academy cost?

Single Room, Meals, and Registration Fee - \$885
Double Room, Meals, and Registration Fee - \$715
Quad Room, Meals, and Registration Fee - \$545

The cost includes Friday and Saturday night rooms at the hotel, Friday dinner, Friday snack, Saturday lunch, Saturday snack, 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.

What meals are provided?

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

When should I arrive for Leadership Academy?

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 2:15 pm to ensure an on-time arrival.

When should I plan to depart from Leadership Academy?

Leadership Academy will end at 12:00 pm on Sunday. Please do not book departure flights any earlier than 3:00 pm on Sunday.

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

If you arrive before the official kick-off of Leadership Academy you may come to the AOII registration table near the lobby and AOII HQ staff will be able to assist you.

Will the Emporium be open at Leadership Academy?

The AOII Emporium will be open during scheduled times.

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 2:15 pm on Friday and your flight departure time no earlier than 3:00 pm on Sunday.

How do I arrange transportation to and from the airport?

All attendees will be responsible for arranging their own transportation to and from the hotel. Visit the [BNA website](#) for information about Uber/Lyft

Conference hotel address: Franklin Marriott Cool Springs, 700 Cool Springs Blvd, Franklin, TN 37067
AOII Headquarters address: 5390 Virginia Way, Brentwood, TN 37027

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, 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 attire do I need to pack for LA?

The following attire advice will ensure you're dressed professionally, yet casual, for keynote speakers, education sessions and fun sisterhood activities held during Leadership Academy!

LA Attire Recommendations

- Nice jeans, casual dress pants (please note, you will be engaging in activities requiring movement and may be sitting on the floor during the event, so pants are recommended)
- Blouses, shirts, jackets, blazers, cardigans, and sweaters (layers are recommended, as hotel ballrooms can be chilly)
- Nice shoes such as flats, riding boots, booties
- Please refrain from wearing jeans with excessive rips/tears or athleisure apparel

- Remember when choosing your attire, you will be representing AOII
- For outfit inspiration, check out this [Pinterest board](#)

Should I pack anything else for LA?

- Breakfast bar or snack for Saturday morning (please keep in mind breakfast on Saturday is on your own)
- AOII Badge
- Notepad/pens/pencils
- Extra cash for tips, etc. – US Currency
- Tote bag or larger purse to carry supplies provided throughout the weekend

Nut Allergy: There are attendees registered for Leadership Academy that have life-threatening airborne peanuts/tree nuts food allergies. These foods or foods that contain nut products, even in trace amounts, could cause serious or fatal reactions. The hotel staff is fully aware of these allergies and will not be serving any food items that contain nut products. We ask that you do not bring any products that contain nuts with you to this event. In the event that a nut product surfaces, the attendees are equipped to administer medication. If you have any questions, please speak to any Alpha Omicron Pi professional staff member.

How do I change or cancel a registration?

Should an officer/adviser who is registered to attend Leadership Academy need to transfer her registration, she will need to visit the transfer link via AlphaLink to submit the new attendee's information before January 10, 2020.

If the New Member Educator or Vice President of Chapter Development for the 2020 school year is not elected prior to the registration deadline, please proceed with the registration process by using the current officer's information. Once the NME and/or VPCD for 2020 is elected, the outgoing officer will need to transfer her registration via AlphaLink to the attending officer before January 10, 2020.

Any transfers or room changes made after January 10, 2020 will be issued a \$50 processing fee.

To cancel or make updates to your registration, contact Jessica Li, Director of Education & Training, at jli@alphaomicronpi.org or (615) 370-0920.

Any cancellations made after January 10, 2020 will not be issued a refund. If you have not paid for the event and you cancel after January 10, you/your chapter will still be held responsible for the fees.

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

If you still have questions regarding Leadership Academy, please contact Jessica Li, Director of Education & Training, at jli@alphaomicronpi.org or (615) 370-0920.