



2019 College of Chapters Roanoke, VA

I'VE REGISTERED, NOW WHAT?

MAKE TRAVEL ARRANGEMENTS

All Commanders should plan to arrive on **January 3rd**.

See page 2 for arrival information.

Any Commander who experiences a travel delay on his day of arrival should contact Tim Braddick at (540) 319-0097.

WHAT TO BRING

Most of the program materials will be provided to Commanders upon arrival.

All Commanders must be properly attired to attend educational sessions and meal functions at College of Chapters. Proper attire consists of dress pants (khakis or slacks), a collared shirt, and closed-toe shoes. Shorts, t-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions. Any participant not honoring the dress code may be asked to leave the function.

ARRANGE ANY ABSENCES WITH YOUR PROFESSOR(S)

Most colleges/universities will allow an excused absence for the College of Chapters as long as you provide the proper administrators with enough advanced notice. We can provide information to your college or university to help get your absence excused for the College of Chapters. Please contact [Tim Braddick](#) as soon as possible if you need assistance. *NOTE: Commanders are expected to stay for the entire program. Early departures will not be allowed. Please plan accordingly.*

CHECK YOUR EMAIL REGULARLY

Email will be the primary means of communication with you regarding the College of Chapters. Please make sure you check and read any emails from the Headquarters office regarding your participation.

READ THE FREQUENTLY ASKED QUESTIONS

Pages 3-4 of this document include FAQ's pertaining to your participation in the College of Chapters. Please take a minute to read through these – it will help you be better prepared for the experience!

ARRIVAL INFORMATION

DRIVING	Those who will be <u>driving</u> should plan to arrive in Roanoke, Virginia, no later than 3:00 p.m. on January 3rd . Parking is available at the hotel for \$16.00 (valet) and \$10.00 (self).
FLYING	Those who will be <u>flying</u> should make arrangements to fly into Roanoke Regional Airport [airport code ROA]. Please plan to arrive at the airport no later than 2:30 p.m. on January 3rd .
AIRPORT TRANSFER	<p>Cab fares are approximately \$15.00 (tip excluded) for a one-way trip to/from the airport.</p> <p>The Hotel Roanoke offers a complimentary shuttle to the hotel. After you arrive at the airport you should proceed to the baggage claim area and use the complimentary phone so the hotel can dispatch a shuttle. It takes 10-15 minutes for each pickup.</p> <p>The first shuttle departs the hotel at 5:15 a.m. and the shuttle service ends at 11:45 p.m. each night.</p>
INCLEMENT WEATHER	<p>Your safety is most important. Please exercise caution and good judgment when traveling to the College of Chapters.</p> <p>If you are driving and weather/road conditions deteriorate, you should pull over and call Tim Braddick at (540) 319-0097 to report your delay. He will provide additional instructions at that time. If you cannot reach Tim then contact your Leadership Consultant <i>and then</i> the Headquarters office at (540) 463-1869 to report the delay.</p> <p>If you are flying, please visit the airline gate agent or customer service representative. They will rebook you on the next available flight. After you are rebooked, please call Tim Braddick at (540) 319-0097 to report the delay and revised arrival time. Please leave your name, phone number, and revised arrival time on your voicemail if you do not speak with Tim.</p>

DEPARTURE INFORMATION

DRIVING	<p>Directions for those participants who will be driving are as follows:</p> <p>To the Hotel Roanoke from I-81:</p> <ul style="list-style-type: none">• Drive on I-81 N/S to exit 143• Merge onto I-581 S/US-220 S toward Airport/Roanoke• Take Exit 5 toward Downtown• Stay in the far-right lane and cross over Wells Ave. into the hotel parking lot. <p>Plan on departing anytime on January 6th.</p> <p>For directions visit http://maps.google.com and enter the following destination address: 110 Shenandoah Ave, Roanoke, VA. 24016</p>
FLYING	Schedule departing flights anytime on January 6 th . Transfers to the airport are approximately 20 minutes depending on your mode of transportation.

FREQUENTLY ASKED QUESTIONS

Q: What are the dates of College of Chapters?

A: January 3 – January 6 [Thursday through Sunday]

Q: Where is College of Chapters located?

A: In Roanoke, VA., at the Hotel Roanoke
110 Shenandoah Ave, Roanoke, VA. 24016

Q: Who should attend College of Chapters?

A: All Commanders are expected to attend.

Q: What if our current chapter Commander will not be in office in January?

A: We highly recommend that your officer election cycles coincide with the College of Chapters. However, if your chapter's elections occur after the registration cutoff date of December 7, 2018, then you need to make special arrangements to have the newly-elected Commander attend. The attendance expectation should be communicated to all members running for the office of Commander.

Q: Can other officers attend College of Chapters?

A: The curriculum for College of Chapters is specifically designed for the office of Commander. That said, the General Fraternity has a limited number of 20 additional spots available. The additional participants will be responsible for paying their registration fees and travel.

Q: Is there a dress code for College of Chapters?

A: All Commanders must be properly attired to attend educational sessions and meal functions. Proper attire consists of dress pants (khakis or slacks), a collared shirt, and closed-toe shoes. Shorts, t-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions. We will spend time outside (up to one hour) on our excursion to Lexington, Va. Weather in early January in southwest Virginia can be very cold. Please check the weather forecast in advance and pack accordingly for our time outside.

Q: What time do I need to arrive on Thursday, January 3rd?

A: All Commanders should plan to arrive at the Hotel Roanoke by 3:00 p.m.

Q: What time can is hotel check-in?

A: Hotel check-in begins at 3:00 p.m. Early check-in is permitted based on room availability.

Q: What time can I leave on Sunday, January 6th?

A: The entire day has been reserved for travel – you may depart at your convenience but check out from the hotel is no later than 11:00 a.m.

Q: When is the registration deadline for College of Chapters?

A: December 7th.

Q: How do I book a room at the Hotel Roanoke?

A: You don't need to – we will take care of your rooming assignment and provide your confirmation number prior to arrival.

Q: Can I cancel my registration?

A: Yes, but we need to receive your request for cancellation in writing and cancellation penalties may apply [see below]. Please submit your cancellation via email to cofc.info@sigmanu.org. Once processed, you will receive a confirmation reply. If you have further questions or concerns, please contact [Tim Braddick](#) directly by calling (540) 463-1869 extension 210.

Q: Is the hotel included in the Conclave Fee my chapter already paid?

A: Yes. Your chapter has already paid for your room. Each Commander will share a room with another Commander. Room and tax are included with the fee your chapter paid. Any incidental charges will be applied to the credit card that is presented at check-in. More information regarding your room will be included in your confirmation packet that will be emailed out in December.

Q: Is the cost of food during College of Chapters included in the Conclave Fee my chapter already paid?

A: Yes. Breakfast, lunch, and dinner will be provided on January 4th and 5th. Dinner will be provided for participants on January 3rd. Participants are responsible for their own meals outside of these times, including as part of their travel to and from College of Chapters.

Q: What if no one from our chapter attends?

A: Per the Sigma Nu *Risk Reduction Policy and Guidelines*, your chapter will be placed on alcohol-free housing status until the next conclave, College of Chapters or Grand Chapter. Additionally, the chapter will be unable to receive a rating of Acceptable or higher in the Brother Development subcategory for that year's Pursuit of Excellence submission. Should you believe there are extenuating circumstances surrounding your inability to attend, you must wait until after the alcohol-free suspension takes effect [after College of Chapters] before requesting a review of this decision. All further questions on this matter should be directed to [Tim Braddick](#).

Q: What constitutes an "excused absence"?

A: An excused absence will be determined by the Office of the Executive Director. **The chapter must submit their explanation to cofc.info@sigmanu.org at least two weeks prior to the start of College of Chapters.** Written confirmation will be provided to the chapter commander if the explanation constitutes an excused absence. Poor financial planning or scheduling conflicts will not constitute an excused absence.

Q: What airport should I fly into?

A: Roanoke Regional Airport [airport code ROA]. You will be responsible for coordinating your transportation from the airport to the hotel.

Q: If I have a car in Roanoke, VA., where can I park it?

A: All attendees who arrive by car at the Hotel Roanoke can park at the hotel. Parking is \$16/day (valet) and \$10/day (self).