



PHI ETA SIGMA
NATIONAL CONVENTION AND
LEADERSHIP WORKSHOPS
October 12-14, 2018
HYATT REGENCY CRYSTAL CITY
at Reagan National Airport
2799 Jefferson Davis Hwy.
ARLINGTON, VIRGINIA 22202
Ph. 703-418-1234

Theme: *“Operation: Opportunity”*

CONVENTION OVERVIEW AND LOGISTICS

Welcome to a brief overview of Phi Eta Sigma’s Forty-fourth National Convention and Leadership Workshops scheduled for October 12-14, in the nation’s capital and hosted by the Hyatt Regency Crystal City, Arlington Convention and Visitors Service, and Phi Eta Sigma chapters in the vicinity. The national office has included selected convention information on the Phi Eta Sigma web site (phietasigma.org) and will provide updates as preparations continue.

The national Executive Committee chose “Operation: Opportunity” as the convention theme to emphasize the numerous opportunities $\Phi\eta\Sigma$ members have for sharing ideas, participating in philanthropy and service, and learning strategies for success from experts and peers, in addition to promoting patriotism. The Friday evening convention program will include a panel of representatives from organizations that provide opportunities for internships and study abroad experiences. Later workshop sessions will focus on Founders Fund scholarship opportunities, suggestions for hosting a regional conference, and other relevant topics for members and advisers alike.

Continuing Phi Eta Sigma’s custom of philanthropy, the 2018 convention philanthropy project will benefit the American Red Cross. All $\Phi\eta\Sigma$ chapters have the opportunity to participate in the national philanthropy, regardless of convention attendance, by holding a local fundraising project on behalf of the Red Cross and other disaster relief organizations. *See the enclosed description and documentation form for more details.* In addition, convention attendees will participate in a Fire Safety Canvassing service project with Red Cross personnel on Saturday afternoon.

All convention business meetings, committee meetings, and leadership workshops will take place at the Hyatt Regency; the specific room locations for each session will be listed in the convention program you will receive later. Suggested attire for all of these activities is “smart casual.” Men need not wear coats and ties, and dresses or skirts are optional for females. But for the Saturday afternoon service project and Saturday evening leisure activities, you will want to change into your jeans (or other casual attire) and comfortable shoes. Don’t forget to bring along a jacket in case of showers or cooler evening temperatures.

Who May Attend

Each active chapter of Phi Eta Sigma may be represented at the National Convention and Leadership Workshops by one chapter adviser, one student delegate, and one or more alternate delegates. The national office covers the registration fees (including meals, materials, service projects, and scheduled recreation) for one chapter adviser and one chapter delegate only. Additional advisers and/or student members may attend as alternate delegates for a registration fee of \$150 each.

Convention registration with Phi Eta Sigma does **not** cover housing arrangements or costs. See below for more information about registration and housing. Also, **the chapter or the individual is responsible for the transportation expenses of each chapter adviser, delegate, or alternate delegate who attends.**

Registration and Housing

The convention registration form is enclosed with this mailing. The form is also available online through the Advisers Only login link on our website home page www.phietasigma.org. Each attendee should check the appropriate classification at the top (chapter adviser, chapter delegate, or alternate delegate) and completely fill out the form, including emergency contact information and transportation details.

Phi Eta Sigma no longer makes individual room reservations for convention attendees. The national office has negotiated rates and reserved a block of rooms at the Hyatt Regency Crystal City during the designated convention dates. Each chapter is responsible for making hotel reservations for its attendees. *See the enclosed registration and housing instructions for complete details.*

Phi Eta Sigma will assist with the chapter's expenses by paying the chapter a housing stipend for the delegate and adviser who are registered as guests at the convention hotel during the two nights of the scheduled convention program. No stipend will be paid for any attendees registered as alternate delegates or convention guests.

What to Bring

For yourself personally, bring all the items you normally pack when traveling—clothing, accessories, toiletries, your credit card (required for hotel check-in), your phone/camera, a little cash (for incidentals, tips, souvenirs), etc. As mentioned earlier, the meeting attire is “smart casual,” but bring some casual clothing and comfortable shoes for the Saturday afternoon and evening activities. A jacket is also recommended for Saturday in case the weather turns cool. It is a good idea to check the Internet for local weather forecasts prior to packing and traveling.

Chapter Displays—In addition to personal items, feel free to bring items that show what your chapter is doing on campus and in the community. These may include a poster or tri-fold display board, scrapbook, brochures, shirts, or other items that can be displayed in the convention hospitality center. Several tables will be available where you may set up your chapter exhibit.

Icebreaker—The Friday evening activities will include Making New Friends, our meet & greet/ice cream social/souvenir exchange, which is always a convention favorite. So bring some items from your chapter or campus that you can give away to attendees from other ΦΗΣ chapters, and see what you can collect from other chapters and schools. Some of the most popular exchange items have been pens/pencils,

highlighters, lanyards, plastic cups, t-shirts, beads, stickers, and magnets—Be creative but thrifty. Don't forget to have your phone or camera to take photos of this activity and others that you will want to remember from the entire convention weekend. Feel free to share those photos with us on ΦΗΣ social media or send them to the national office.

When You Arrive

Please plan to arrive in Arlington during the afternoon of Friday, October 12. A welcoming committee from one of the DC area chapters will be stationed at Reagan National Airport on Friday throughout the afternoon to meet incoming flights and direct attendees to hotel shuttle transportation. For any other transportation taken, the attendee will be responsible for the arrangements and costs. Attendees who will be traveling by automobile (charter bus, university or personal vehicle, etc.) should also plan to arrive in Arlington during mid-afternoon. Please notify the national office if you are traveling by auto to receive instructions about parking options. **The cost of airfare and/or mileage to and from the convention site will be the responsibility of the chapter or the attendee.**

Upon your arrival at the Hyatt Regency on Friday afternoon, check in at the Phi Eta Sigma hospitality center and enjoy a snack while viewing displays and memorabilia from several chapters and the national office. There you will receive a customized T-shirt and a drawstring bag containing numerous items of information. You may also examine internship materials and meet representatives who will participate in the panel discussion during the program that evening.

Hotel check-in time is 3 p.m. Attendees arriving early will be accommodated as rooms become available. Hotel registration will require a personal credit card to cover room charges and incidental expenses.

Business Meetings, Committees, and Workshops

A major strength of Phi Eta Sigma is, and always has been, its student-led government. Student members attending national conventions approve all amendments to the Phi Eta Sigma Constitution and Laws, our governing document. The convention weekend will include two general business sessions (Friday evening and Sunday morning).

During registration, student members will have the opportunity to sign up to serve on one of the two standing convention committees:

- Constitution and Scholarship Committee (limited to only one representative per chapter)
- Nominations Committee (limited to seven student members whose chapters do not have a candidate running for office)

In order for the Nominations Committee to begin scheduling Executive Committee candidate interviews right away, it is necessary for all Executive Committee candidates to file their nomination forms with the national office by September 28. A nomination form is included with this convention mailing, and a PDF version can be made available upon request to the national office. Phi Eta Sigma pays all expenses for Executive Committee members to attend the national convention and the scheduled off-year meeting (usually in May or June). The Executive Committee positions open for election at the 2018 national convention are Grand President, Grand Historian, one at-large chapter adviser member, and three student members.

Following the first business session and keynote program on Friday, the two standing convention committees hold their first meetings. Each convention committee will elect a chairperson and a recorder. The committees will continue their work on Saturday morning and may meet again if necessary late Saturday evening to prepare any motions and/or recommendations for the full convention. The chairperson and recorder of each committee will present an oral report during the final business session on Sunday morning. The recorder will also submit a written version of the report, along with a roster of all committee participants, to the Phi Eta Sigma Executive Director.

At the final business session on Sunday morning, both the Nominations Committee and the Constitution and Scholarship Committee will present their reports. Convention delegates will elect the national officers after hearing from the Nominations Committee. Voting delegates will also take any necessary action based on the report of the Constitution and Scholarship Committee. **Please make travel arrangements to allow your chapter delegate to attend this very important business session and cast votes on issues affecting the future of the honor society.** The Sunday business session usually adjourns about 10 a.m., allowing time for convention attendees to take the provided shuttle transportation to the airport for their flights home (preferably with flights departing no earlier than noon).

Saturday Afternoon and Evening Activities

Following the Saturday morning meetings and workshops, convention attendees will enjoy a luncheon buffet and awards ceremony, during which we will recognize chapter performance excellence and advisers who have given exemplary service and leadership to their ΦΗΣ chapters for several years. In connection with the national philanthropy, ΦΗΣ members and advisers will assist the American Red Cross with Fire Safety Canvassing in a DC area neighborhood.

When the service project is finished, our group will assemble near an iconic DC landmark for our official convention photo. Then motorcoaches will transport attendees to a venue for an unforgettable meal and recreation before taking us on an amazing night tour of national monuments, memorials, and other Washington attractions.

Closing the Convention

When the 44th National Convention and Leadership Workshops close on October 14, we hope everyone who attends will share what they learned and experienced with Society members back home. Many student members who attend will be featured on the Society website and social media, as well as in a future issue of the *Forum*. Better yet, several of these members will be prime candidates for 2019 Founders Fund national scholarships. We hope the knowledge and experience gained at convention will help develop strong leaders for Phi Eta Sigma, both nationally and at the chapter level. We look forward to seeing you in DC this fall!

**Phi Eta Sigma now has a mobile event app for the 2018 National Convention and Leadership Workshops. We are currently creating the material to post on the app, including a tentative schedule of convention activities. Upon registration, the national office will provide instructions for downloading this free app to your phone for use prior to and during the convention.*