



2019 Chicago Regional Leadership Conference

Friday, January 25 – Sunday, January 27, 2019

Hotel Information

[Chicago Marriott O'Hare](#)

8535 West Higgins Road

Chicago, IL 60631

773-693-4444

Arrival Information

Chapter member and ABS travel to and from the RLC is the responsibility of the chapter. Please plan to arrive at the hotel no later than 1:00 p.m. on Friday of the conference. Before the general session programming begins, individuals serving as officer substitutes, chapter presidents and ABSs have meetings they are required to attend. These meetings will review the goals of the RLC weekend, introduce the chapter presidents and ABSs to other stakeholders who will assist their chapters during the RLC weekends and clarify expectations and roles during the conference. ABSs have meetings at 1pm, at 2pm and chapter presidents and ABSs have a meeting at 2:30pm. Individuals serving as officer substitutes also have a meeting at 2:30pm.

Driving Information

For those members driving, there is a reduced self-parking charge of \$12.00 per night. Each driver should complete a copy of the Designated Driver Guideline and Responsibilities form, located under the Chicago RLC section within the RLC information under the Toolbox on the members only side of the Sigma Kappa website. If your campus allows use of university vehicles for group transportation, please contact Julia Kozicki at national headquarters at jkozicki@sigmakappa.org, or 317-872-3275, to verify insurance requirements prior to reserving the vehicles.

Air travel

Should you choose to fly to Chicago, the recommended airport is the Chicago O'Hare International Airport (ORD). When booking return travel, please book a flight that leaves no earlier than 3:00 p.m. on Sunday.

Upon arriving at the airport, please proceed to baggage claim and follow the signs for "Bus/Shuttle Center" to the nearest underground walkway. Please wait by Door 2. Vans arrive every 20 minutes, from 6:00 a.m. until 11:00 p.m. After these hours, please contact the hotel directly at 773-693-4444 for a dedicated pick up.

Inclement Weather Plan

The decision to cancel the RLC due to inclement weather will be made no later than noon on Thursday prior to the event. If such a decision is made, it will be communicated to all attendees and facilitators via email, phone and social media postings.

For questions about the RLC's, view more information on the members only side of the Sigma Kappa website, or contact:

- Mary Phillips Carlson, director of educational programs, mphillips@sigmakappa.org, for content-related questions
- Gina Farrar, meeting and events specialist, gfarrar@sigmakappa.org, for travel questions.
- Kelsey Foster, chapter finance specialist, kfoster@sigmakappa.org, for registration questions