Frequently Asked Questions

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TRAVEL

What location has my chapter been assigned to?
Chapters received location assignments via email on September 30. You can view a full assignment list here.

What if we cannot attend the location/date we are assigned?
Should your chapter or campus have conflicts with the location or date assigned, please complete this form to share the information with us by October 23. After October 23, email events@sigmakappa.org.

What is the event schedule?
ELC will start promptly at 4 p.m. on Friday afternoon and the weekend event will conclude by Sunday at 12:30 p.m. Please plan you travel accordingly.

What hotel will we be at? What airport should I fly in to?
Learn more about each hotel and travel information via the links below.
- Atlanta
- Indianapolis
- Irvine, Calif.
- Newark, N.J.

Who will book my transportation?
Chapters are responsible for booking travel for ELC participants (flights, rental cars, coordinating carpools, etc.). Connect with chapter leaders on how they plan on booking travel for your group.

We are driving to the event, what do we need to do?
For individuals driving to the event, complete the Designated Driver Form and email to reports@sigmakappa.org by January 15.
REGISTRATION

When will registration be open?
ELC registration will be open November 1-30.

Who all should attend?
Chapters should send six individuals to ELC 2023.
- Two emerging leaders
- Two chapter leaders
  - President
  - Vice President of Standards and Values
- Two advisors
  - Collegiate Management Advisor
  - Recruitment Advisor

How should we select emerging leaders?
Collegiate chapters may select emerging leaders via a process that works best for the chapter.

Looking for ideas and support?
- Utilize the ELC Letter of Intent, for all interested individuals to submit their interest in attending.
- Encourage upper classmen to reach out to individuals they think are future leaders and suggest they submit a letter of intent.

Our chapter elections won’t occur until early December. Can we still register?
If chapter elections will not occur prior to November 30 please contact events@sigmakappa.org. We will work with you individually to ensure attendees are registered as soon as possible.

One of the officers cannot attend, who should go to ELC?
We would love for the chapter to send two officers to ELC to learn, train, and network with their peers. If the president or VPSV is unable to attend we suggest the VPCO or VPR fill the role, if available. After that, any officer is welcome to attend.

The content for the weekend will focus on authentic leadership and building influence. It should be noted the content has been designed for the specific roles listed so every effort should be made to send the individuals who hold those roles.

One of the advisors cannot attend, who should go to ELC?
We would love for the chapter to send two advisors to the event to learn, train, and network with their peers. If the RA or CMA is unable to attend we suggest the FINA fill the role, if available. After that, any advisor is welcome to attend.

The content for the weekend will focus on being an advisor with direct contact to collegiate members and support the work of their “area.” ABSs and any other advisor are welcome to attend, but it should be noted the content has been designed for the specific roles listed so every effort should be made to send the individuals who hold those roles.
FINANCIAL ASSISTANCE & BILLING

My chapter needs financial assistance, how do we get it?
 Chapters needing financial assistance for ELC will need to complete the form Special Dispensation—ELC form. Completed forms should be sent to reports@sigmakappa.org no later than December 15 for consideration. Chapters will be notified if they will be receiving financial assistance by the end of December.

When will my chapter be billed for ELC registration costs?
 Chapters will be billed for ELC registration on December 1. Payments are due by January 16, 2023. Chapter’s will be charged for all 6 attendees regardless of how many individuals register/attend.

What all is included in the registration fee?
The registration fee is all-inclusive for the event! This includes lodging for Friday and Saturday nights, all meals during the event (dinner on Friday through breakfast on Sunday) and all education and programmatic support materials.

How much is the registration fee for ELC?
Registration fees for ELC are assessed on a sliding scale based on chapter size. The breakdown can be found below.

<table>
<thead>
<tr>
<th>Chapter Size</th>
<th>Registration Fee per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50 Members</td>
<td>$127</td>
</tr>
<tr>
<td>51-100 Members</td>
<td>$325</td>
</tr>
<tr>
<td>101-150 Members</td>
<td>$495</td>
</tr>
<tr>
<td>151+ Members</td>
<td>$630</td>
</tr>
</tbody>
</table>

SAFETY

What are the COVID-19 safety protocols?
All attendees at the ELCs are asked to be fully vaccinated against the COVID-19 virus, including any applicable booster doses. Proof of vaccination status is not required for registration or when arriving on site to the ELC. Individuals not vaccinated against COVID-19 will not be asked to fulfil additional requirements on site (such as required masking or daily testing).

What is the inclement weather plan?
The decision to cancel the ELC 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.

If inclement weather impacts travel to or from the ELC, please inform your location’s lead registration staff member and they will help you plan how to remain safe during your travels.
MISCELLANEOUS

What is the dress code?
Dress for the conference is casual (jeans, skirts or casual dresses are appropriate). Letter t-shirts are also appropriate and encouraged. Please bring a light jacket or sweater, as meeting rooms tend to be cool.

- Friday: Show your school spirit!
  - Wear something in your school colors.
- Saturday: Purple and maroon!
  - Bring your best Sigma Kappa colors.
- Sunday: Letters!
  - Show off your favorite Sigma Kappa letters or apparel.

What should I pack for ELC?
Sigma Kappa will provide everything you will need during your time at ELC, but we suggest you ensure these items make it into your bag:

- Your favorite pen or writing utensil
- Phone charger
- Batter bottle
- Tote bag or purse to store your items
- A jacket or light sweater—meeting spaces can be chilly
- Questions and ideas!

What can I expect to do and learn while at ELC?
Through a mix of general sessions and small cohort groups led by trained facilitators, attendees will learn more about leadership skills and how they can be used, both in their chapters and in everyday situations.

Attendees will:
- Develop and deepen relationships with their peers
- Focus on leadership and personal skill development
- Create action plans for continued learning and skill development
- Learn and grow in a fun environment