



2019 Newark Regional Leadership Conference

Friday, January 11 – Sunday, January 13, 2019

Hotel Information

[Newark Liberty International Airport Marriott](#)

1 Hotel Road
Newark, NJ 07114
973-623-0006

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 \$25.00 per night. Each driver should complete a copy of the Designated Driver Guideline and Responsibilities form, located under the Newark 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 Newark, the recommended airport is the Newark Liberty International Airport (EWR). When booking return travel, please book a flight that leaves no earlier than 3:00 p.m. on Sunday.

Complimentary ground transportation is available from the hotel. Upon arriving at the airport and baggage claim, please proceed to the ground level of the airport. Depending on the terminal you are arriving from, there are different shuttle locations. From Terminal A, guests should go down a level and then meet the shuttle at Sign #8. From Terminal B, the shuttle is located on the ground level at Sign #5. Travelers arriving at Terminal C will pick up the shuttle at Sign #7. The shuttle run every 15 minutes, 24 hours per day. Please look for a red shuttle bus with the name of the hotel listed. No reservations are required to use the hotel's shuttle service.

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 RLCs, 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.
- Sarah Eller, director of alumnae services, seller@sigmakappa.org, for registration questions.