



2020 Chicago Regional Leadership Conference Friday, January 31 – Sunday, February 2, 2020

Hotel Information

[Westin O'Hare](#)

6100 North River Road
Rosemont, IL 60018
847-698-6000

Arrival Information

Chapter member and advisory board supervisor (ABS) travel to and from the RLC is the responsibility of the chapter. Please plan to arrive at the hotel no later than 2:00pm on Friday of the conference. Before the general session programming begins, ABSs have meetings they are required to attend. These meetings will review the goals of the RLC weekend and clarify expectations and roles during the conference. ABSs have meetings at 2:30pm and 3:30pm. Registration will be open from 2:00pm until 4:30pm and the first general session will begin at 4:30pm as well.

Driving Information

For those attendees driving, there is a self-parking charge of \$5 per vehicle per night. Each driver should complete a copy of the Designated Driver Guideline and Responsibilities form, located under the Chicago RLC section on the RLC website page. 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. A completed designated driver form should be given to the ABS.

Air travel

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

Complimentary ground transportation is available to and from the hotel. The shuttle runs every 15 minutes from 4:45 am - 12:45 am, and you do not need to call for a pickup. You will

meet the shuttle, which is white and has the hotel name on it, at Door 3 of the Ground Transportation/Bus Center. Please call the hotel at 847-698-6000 with questions.

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.

When traveling to and from the RLCs, safety is our top priority. Chapters are encouraged to use common carriers for transportation (flying, taking the train or renting a bus) whenever possible to minimize the need for individuals driving. Should your chapter choose to drive, please use the designated/event driver form located in the chapter president resources. If inclement weather impacts travel to or from the RLC, please inform your location's lead registration staff member and they will help you plan how to remain safe during your travels.

For questions about the RLCs, view more information on 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 or hotel questions
- Emily Kambic, alumnae chapter specialist, ekambic@sigmakappa.org, for registration questions