



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

### Hotel Information

[The Westin Dallas Fort Worth Airport](#)

4545 John W. Carpenter Freeway

Irving, TX 75063

(972) 929-4500

### 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

There is complimentary self-parking for guests at The Westin Dallas Fort Worth Airport. Each driver should complete a copy of the Designated Driver Guideline and Responsibilities form, located under the Dallas 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](mailto: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 Dallas, the recommended airport is Dallas Fort Worth International Airport (DFW). When booking return travel, please book a flight that leaves no earlier than 3:00 pm on Sunday from DFW.

Complimentary ground transportation is available to and from the hotel. The shuttle runs every 30minutes on the hour and half hour. After picking up your luggage, please call the hotel at 972-929-4500, and provide your name and terminal and gate where you are located.

Pick up is downstairs in the Shuttle Bus Pick up area, marked "Courtesy Vans". Following are the marked locations within the terminals for pick up: A10, A35, B6, B46, C3, C35, D1, D40, E15, E36. The shuttle is white and will be marked with the hotel name.

### **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](mailto:mphillips@sigmakappa.org), for content-related questions
- Gina Farrar, meeting and events specialist, [gfarrar@sigmakappa.org](mailto:gfarrar@sigmakappa.org), for travel or hotel questions
- Victoria Pekarek, collegiate support specialist, [vpekarek@sigmakappa.org](mailto:vpekarek@sigmakappa.org), for registration questions