



What to Expect at the Biennial National Convention – Regional Directors

Why attend the biennial convention?

To help your chapter participate in the decision-making process for the national society! You should also attend for the bonding and networking with other chapter advisors from across the nation, access to professional school representatives at the Fair, and to have a little fun!

What are the costs to attend convention?

REGISTRATION FEE: This fee covers meals and activities. Register early for the lowest fee. Remember that each chapter that attends is eligible for a \$1000 travel grant from the national office to help with expenses.

HOTEL ROOM: Conventioneers enjoy a reduced rate for each room. Make your reservation early!

TRANSPORTATION: Conventioneers are responsible for their own transportation.

How do you prepare for convention?

HELP YOUR CHAPTER PLAN AND RAISE FUNDS TO ATTEND

REMIND CHAPTER TO:

CHOOSE A CHAPTER DELEGATE: Each chapter selects one delegate to vote on issues at the convention.

COMPLETE THE CHAPTER BIENNIAL REPORT: The Biennial Report is how they share their events and activities with the national society. This report is due to the national office at least 2 weeks before convention.

PACKING: Same as the students - bring business casual clothing and comfortable shoes for the daily activities and a more formal outfit (if you have one) for the final banquet and awards ceremony.

What happens when you check in on the first day?

CONVENTION CHECK IN: You will check in with the AED staff and get your credentials.

HOTEL CHECK-IN: If you arrive before the hotel check-in time or if the check-in line is really long, leave your luggage in the designated storage room and either A) report to your committee assignment, or B) familiarize yourself with the hotel layout.

What happens during convention?

PRESIDE OVER YOUR REGIONAL MEETING: An agenda will be provided by the national office. Business includes introduction of all chapters in attendance, and allowing each to highlight some of their activities. New chapters in the region will also be introduced.

REPORT ON YOUR REGIONAL MEETING. Provide an oral report of the Regional Meeting at one of the convention luncheons that follow the Regional Meetings. The national Board of Directors will advise you on when that will be.

ATTEND THE NATIONAL BUSINESS MEETING.

ASSIST THE NATIONAL BOARD: Conventions require many hands “on deck”. If possible, please volunteer to assist with whatever needs to be done.