



## IMPORTANT INFORMATION

### Recruitment and Marketing Advisor Academy Policies

#### Registration

Online registration will open **November 19, 2018** and will close **January 9, 2019**.

The registration Fee is \$550 per advisor attendee. Included in the registration fee is a double room for Friday and Saturday night; Friday dinner, Saturday lunch, Saturday dinner; and attendance at all sessions and meetings.

If registration is submitted between **January 10 and January 16**, the registration fee will be \$750.00 per attendee, due to the \$200.00 late registration fee. Late registrations cannot be accepted after **January 16, 2019**.

#### Cancellation and Refund Policies

Only written cancellation requests will be honored. You must submit your request in writing to Executive Office to cancel your registration and receive a refund. We regret that telephone requests cannot be processed.

Cancellations between **January 10, 2019 and January 16, 2019** will incur a handling fee of 50% of all fees paid. **All cancellations must be received by January 16, 2019. We regret that NO refunds will be granted after January 16, 2019.**

Please address your cancellation request to Betsy Povolny at [bpovolny@alphadeltapicom](mailto:bpovolny@alphadeltapicom).

#### Event Policies

If you have any special needs (ie: dietary or physical) that we may address to make your participation more enjoyable and meaningful, please address that in the appropriate space on the online registration form.

To ensure a quality experience for all attendees, cell phones should be placed in the vibrate mode during all sessions and meals.

For the comfort and health of all attendees, no smoking is allowed in general sessions, workshops, meals or any other programmed events.

The Recruitment and Marketing Advisor Academy is a working meeting with an intense schedule. Attendance is required at all scheduled sessions, meals and events. For the courtesy of others, please be on time to all sessions and meals.

In the event Alpha Delta Pi needs to exercise its discretion to cancel or postpone the conference, fees and deposits paid will not be refunded nor transferred to another conference. Additionally, Alpha Delta Pi will not be responsible for any costs associated with travel, accommodation, insurance or any other costs that may be associated, either directly or indirectly, with the cancellation or postponement of the conference.



## Code of Conduct

The future of our conference depends on the good will we develop with hotel properties; Alpha Delta Pi takes the conduct of its members seriously. All conference participants are expected to respect the property and rights of the hotel, and its guests. Excessive noise in the hotel public areas and guest rooms will not be tolerated.

## Financial Information

### Potential Extra Expenses

The following are extra expenses you may incur during the event:

- Transportation.
- Breakfasts and any meals not included in the program.
- Extra hotel services, such as: wireless internet, phone calls, room service, dry cleaning, etc.
- Tips for hotel and transportation personnel.
- Meals in transit to and from the Hotel.
- Overnight self-parking for all Alpha Delta Pi meeting attendees.

### Hotels Hold on Credit/Debit Card

Upon check in to the hotel, you will be asked for a credit card to put on file for incidentals during your stay. This will be required to check in to your hotel. You may use a debit card if you do not have a credit card, but credit cards are suggested because a \$50 hold per night will be placed on your card during your stay and may take several business days to be returned to you after check-out. This can cause concern for some when the money being held comes from their debit card instead of their credit card. If you have questions about this, please reach out to the hotel directly. If they are unable to answer your question, you may contact the Meeting Planner, Betsy Povolny.

## Hotel Information

### Contact Information

#### [The Westin Dallas Fort Worth Airport](#)

4545 W. John Carpenter Freeway, Irving, Texas 75063  
972-929-4500

### Airport Shuttle Information

Airport shuttle service complimentary on request from Dallas/Forth Worth International Airport (DFW)  
24 Hours, 7 days a week  
Shuttle Phone: +1 972 929-4500

Flights arriving into Dallas Love Field will need to arrange their own transportation to and from the airport and the hotel. We do not recommend choosing flights out of Dallas Love Field.



## Travel Information

### Hotel Reservations

Hotel reservations will be made by Executive Office once your registration form is submitted. You do not have to contact the hotel to book your room. Please submit any roommate requests on the registration form. If you do not request a roommate, you will be randomly assigned.

### Air Travel

All attendees are responsible for arranging their own air transportation to and from the Recruitment and Marketing Advisor Academy. **Chapters are responsible for all transportation costs for the advisors they send.** Please complete the travel plans section on the online registration form accurately. **In order to complete the online registration, you must book your flight prior to being able to complete and submit your registration.**

Canyon Creek Travel is the official Alpha Delta Pi travel agency and has pledged to find the lowest fares available. To obtain airline reservations, please contact Kimberly Criscuolo at 800.952.1998 x 4902, [kcriscuolo@cctrvl.com](mailto:kcriscuolo@cctrvl.com) or Deb Needham at 800.952.1998, ext. 4929, [dneedham@cctrvl.com](mailto:dneedham@cctrvl.com). They can only handle a limited number of reservations at one time and reaching them near the registration deadline is a challenge. **Please make every effort to make your reservation early.**

**Please note:** There is a \$35.00 booking fee when booking your travel through Canyon Creek.

### Arrivals

Programming begins at 5:00 pm on Friday. All airline arrivals should be scheduled to arrive by 3:00 p.m.

### Departures

Programming ends at 12:00 p.m. on Sunday. All airline departures should be planned for after 3:00 p.m.

### Packing for the Conference

Casual attire is appropriate for all events and meals. Jeans are acceptable throughout this event. You are encouraged to dress comfortably, be ready to learn and prepared to enjoy all of the activities. The hotel meeting rooms tend to be a bit cool, so bring a light jacket or sweater.