The 2019 Advisor Institute (AI) will focus on teaching advisors the fundamentals for chapters to recruit and retain members.

**REGISTRATION**

**What is the cost to attend AI?**

The registration fee attend AI is $65 per advisor.

Alpha Sigma Alpha will sponsor an accommodations package for one advisor per collegiate chapter. Additional advisors per chapter must purchase an accommodations package ($308 per person).

**What is included in the accommodations package?**

The accommodations package covers:
- Travel reimbursement up to $350
- One 2-person hotel room at the Crowne Plaza Indianapolis-Airport for Friday and Saturday evening
- One reception on Friday evening
- Breakfast, lunch and dinner on Saturday
- Breakfast on Sunday

**How many advisors from a chapter can attend AI?**

There is no limit on how many advisors can attend AI per chapter.

**Who is able to attend AI?**

All Alpha Sigma Alpha advisors and advisory board liaisons are able to attend AI.

**When is the registration deadline?**

The registration deadline is Monday, Aug. 19, 2019 at 11:59 p.m. ET.

**Is there a late fee for registering late?**

There is no late fee, however registrations may not be accepted after the registration deadline.

**When should advisors register for AI?**

Advisors should register before the registration deadline.

**What happens if I register and something occurs where I can no longer attend?**

Contact Hayley Remmel, event coordinator, to cancel or replace the registration with another advisor from the same chapter.
Why should advisors attend AI?
Advisors should attend the 2019 Advisor Institute to learn the fundamentals of recruitment and retention to help their chapters succeed.

What if I have dietary restrictions or need accommodations?
On the online event registration form attendees will have the opportunity to report any special accommodations, dietary restrictions or food allergies.

How do I purchase a ticket to the optional reception at Big Woods Speedway?
Tickets can be purchased through the online registration form for $35 each. Tickets are not included in the registration fee or accommodations package.

What if I am having trouble registering?
Contact Hayley Remmel, event coordinator.

HOTEL AND TRAVEL

Where is AI being held?
The 2019 Advisor Institute will be held at theCrowne Plaza Indianapolis-Airport hotel.

Is there a travel reimbursement available?
Yes, attending advisors can submit a travel reimbursement up to $350. Contact Hayley Remmel, event coordinator, for questions.

When will I receive my travel reimbursement?
To receive the reimbursement check at the event, submit the form by September 18. To receive the reimbursement check after the event, submit the form by October 11.

If I am flying to the event, what airport should I fly into?
Indianapolis International Airport (IND).

Are attendees responsible for making their own hotel reservations?
No, reservations for AI will be made by national headquarters. Attendees will be assigned to a room with one other advisor. Reservations include Friday and Saturday night.

Can I request my roommate for AI?
Yes. Attendees can send roommate request to Hayley Remmel, event coordinator, by Friday, August 23.

If I plan on flying to AI, how can I get to the hotel?
The Crowne Plaza Indianapolis-Airport offers a free 24-hour courtesy shuttle to and from the Indianapolis International Airport.
If I plan on driving to AI, where can I park my vehicle?
Complimentary self-parking will be available at the Crowne Plaza Indianapolis-Airport.

When should attendees arrive at AI?
To attend the welcome reception, it is recommended attendees arrive by 7 p.m. on Friday. Otherwise, attendees need to arrive no later than 8 a.m. on Saturday.

**GENERAL QUESTIONS**

What is the dress code for AI?
The dress code for AI is business casual.

What should attendees bring to AI?
A photo I.D. and credit card to check into the hotel. Rooms will be paid for by Alpha Sigma Alpha, but a credit card must be put down for incidentals (i.e. in case room service is ordered). The credit card will not be charged unless something is ordered to the room.

Don’t forget to pack these items: Cash for quick purchases and tipping drivers and hotel services, sweater, chargers for electronics, water bottle, personal toiletries and pajamas.

What should attendees do prior to AI?
Prior to arriving at AI, attendees will be asked to read and review relevant Alpha Sigma Alpha policies & procedures that will be discussed throughout the weekend. Attendees will receive these specific policies & procedures one month prior to AI via email.

What should attendees expect from AI?
Individuals attending AI should expect to meet new advisory board members, learn the fundamentals needed for chapters to recruit and retain members and to have fun.

What is the schedule for AI?
The AI schedule consists of a welcome reception, general and breakout sessions, provided meals and an optional reception. Reference the Advisor Institute programming tab on the Alpha Sigma Alpha website for more information.

What meals are provided at AI?
Hor’dorves will be served Friday evening at the welcome reception. Breakfast, lunch and dinner will be provided on Saturday and breakfast will be provided on Sunday morning.

How will accommodations and dietary restrictions be handled?
Attendees reporting dietary restrictions or food allergies will receive a meal card listing their dietary restriction. All meals at AI will be buffet style and hotel staff can be consulted if there is not something meeting your dietary need. While hotels do their best to accommodate reported dietary restrictions, Alpha Sigma Alpha cannot guarantee what the hotel will be able to provide.
Attendees reporting special accommodations on their registration forms will be contacted individually with national headquarters’ plan for accommodations.

**Will there be Alpha Sigma Alpha merchandise to purchase?**
Yes, Crimson Collections will have a store at AI. Only debit or credit cards will be accepted.

**What is the optional reception on Saturday night?**
Advisors are invited to attend a reception at Big Woods Speedway on Saturday evening following the day’s programming. Spend time with other volunteers while enjoying live music and dessert right down the street from the racing capital of the world!

The cost to attend is $35.00 and includes:

- 2 drink tokens to be used at Big Woods Speedway
- Transportation to and from the reception
- Dessert
- Live music

**How will attendees receive information regarding AI?**
Event information will be provided through email, the Alpha Sigma Alpha website and Alpha Sigma Alpha social media platforms.

If an attendee has not received information after checking their inbox, spam and junk folders contact [Hayley Remmel](mailto:), event coordinator.

**What happens if bad weather is predicted?**

Alpha Sigma Alpha encourages all registered attendees to make the safest decision when it comes to traveling to a national event.

For questions not listed on this document please contact [Hayley Remmel](mailto), event coordinator.