2018 NEA National Leadership Tips & Information

The Hyatt Regency Hotel - Chicago
151 East Wacker Drive
Chicago, IL 60601
March 16 – 18, 2018

Uniting Our Members and the Nation: Empowering Leaders, Educating Students, Strengthening Communities

Summit Information Website: www.nea.org/leadershipsummit

General Information

- The Summit opens at 5:00 pm on Friday, March 16, and concludes at 11:30 am on Sunday, March 18. Summit check-in opens at 11:00 am on March 16.

- The Summit training sessions are based on leadership competencies which are six areas of expertise, skills and knowledge that will help members become well-rounded leaders within the NEA organization and beyond. To view the competencies, go to: http://www.nea.org/assets/docs/CompetencyGuide_2015.pdf.

- Leadership development is viewed as a continual journey, of which the Summit is just one stop. This means that Summit participants will be expected to do a pre-assessment before arriving in Chicago, and also will be expected to do follow up work in the months after the Summit. Summit registrants will be sent information on the pre-Summit work in mid-February.

- Attire for the conference is business casual.

- Your conference registration includes all your meals except Saturday dinner and Sunday lunch. There are several great dining options in and near the hotel.

Conference Registration

Early registration is January 8 – 26, 2018 ($225.00), and late registration is January 27 – February 9, 2017 ($300). When registration closes on February 9th, no further registrations will be allowed, including on-site. The link to register will be available on January 8th on the following Summit information website: www.nea.org/leadershipsummit.

- Very important: The Summit has become a very popular leadership learning opportunity, and it is expected to sell out quickly. Although the final date for online registration is February 9th, registration will close when full, so it is imperative that members register as early as possible.
During the conference registration process, members will be asked to choose individually-selected training sessions that they will attend during the Summit weekend. To have the greatest selection of sessions, members must *register early*, as each breakout room has a limited seating capacity.

A conference badge is required to attend all Summit events, including meals. Regretfully, we cannot accommodate guests for meal functions or sessions.

**Very Important:** The online registration system will accept only one unique email address per participant registration. Each registrant *must* have their own unique email address used for their registration.

Participants’ *personal (non-school)* email addresses are preferred and must be entered into the reservation system correctly; otherwise, registrants may not be able to receive either Summit updates or a hotel confirmation in their school inbox.

**Very Important:** Your registration confirmation will include additional information about the conference. If you do not see a confirmation in your inbox shortly after making the reservation, please check your spam to see if it’s there. If not, please contact leadershipsummits@nea.org.

**Hotel Information**

Single/Double guest rooms are $169 per night (plus taxes), and the online conference registration program will contain information on how to make hotel reservations.

- The hotel room block is open from January 8, 2018 until registration has been filled. It may close earlier, if registration is full prior to this date.
- You will be required to use a credit card at hotel check-in when paying for incidentals. Hotels generally have a policy where they put a “hold” on a card to pay for possible expenditures. When using a debit card, this generally results in a hold being applied on your available cash, and it may take seven to ten business days after the conference to have the money released back to your account. Using a credit card alleviates this from happening.
- Check-in time is 3:00 pm, and checkout is 11:00 am.

**Transportation**

- On-site valet parking is available for $67 per night, with unlimited in-and-out privileges. Additional nearby parking includes the Illinois Center Garage which is available for $49 per night.
- The Midway Airport is 12 miles from the Hyatt and the O’Hare International Airport is 18 miles from the Hyatt. All attendees are responsible for arranging their own ground transportation between the airport and hotel. Hyatt Regency Chicago does not offer a shuttle from O’Hare International Airport or Chicago Midway International Airport. However, *Go Airport Express* is an easy, affordable shuttle option from either airport to the hotel.
- **FROM O’HARE INTERNATIONAL AIRPORT:** (18 miles): Go Airport Express: From lower level baggage claim area. Transportation service runs daily. Visit [www.airportexpress.com](http://www.airportexpress.com) for more information, costs, and reservations. Taxi: Approximately $30.00 - $40.00.
- **FROM MIDWAY AIRPORT:** (12 miles): Go Airport Express: From lower baggage claim area. Transportation service runs daily. Visit [www.airportexpress.com](http://www.airportexpress.com) for more information, costs, and reservations. Taxi: Approximately $30.00 - $40.00

**NEA Funded Participants Only** - Upon completion of your registration, please review the confirmation email for additional instructions regarding your travel. It contains the phone number and travel code that you will need when calling FCm Travel to book your flight. **Please Note - NEA will not reimburse your air**
expenses if you book elsewhere. If you have any questions about this policy or any additional questions please send them to leadershipsummits@nea.org.