



## FREQUENTLY ASKED QUESTIONS (FAQ)

### **What is the NEA National Leadership Summit?**

The NEA National Leadership Summit is an annual, unified, strategic, and interdisciplinary approach to leadership development for the next generation of Association leaders. The Summit provides an opportunity and experience for NEA members to develop the knowledge, skills, and abilities necessary to lead relevant and thriving Associations and to lead in their professions.

### **What are the dates of the Summit?**

March 11-13, 2022

### **Where is the location of the 2022 Summit?**

The Summit will be held at the Caesar's Forum Convention Center, 3911 Koval Lane, Las Vegas, NV 89109.

### **What time does the Summit begin?**

The Summit will open on Friday, March 11<sup>th</sup> at 6:00 pm PT. The Summit concludes at 11:30 am PT on Sunday, March 13<sup>th</sup>. A complete agenda is available at [www.nea.org/leadershipsummit](http://www.nea.org/leadershipsummit).

### **Will there be an option to attend virtually?**

Members will have an opportunity to register for a **virtual experience**. The **agenda for the virtual experience** will include:

- Opening Plenary – Friday, March 11, 6:00-7:30 pm PT
- Content Sessions (Block 1) – Saturday, March 12, 8:15-9:45 am PT
- Saturday Plenary – Saturday, March 12, 10:30-11:30 am PT
- Content Sessions (Block 2) – Saturday, March 12, 1:00-2:30 pm PT
- Content Sessions (Block 3) – Sunday, March 13, 8:15-9:45 am PT
- Closing Plenary – Sunday, March 13, 10:30-11:30 am PT

### **Who can attend?**

Summit attendance is open to NEA members, as well as state and local staff. Any individual may self-fund to attend the Summit. Local and state affiliates can also register teams to attend.



### **When does registration begin?**

Registration begins on **February 4, 2022, and will be open through Friday, February 25, 2022** *(or when registration reaches capacity, whichever comes first)*. The link to register will be posted at [www.nea.org/leadershipsummit](http://www.nea.org/leadershipsummit).

Other Summit information can be found or will be posted on the site in the coming days and weeks.

**IMPORTANT:** When registering, please make sure you have your NEA Membership ID available. The number can be found on your NEA Membership Card or you can contact your [state affiliate](#) to request your Membership ID.

NEA prefers that you use your personal email address when registering to ensure that you receive all correspondence. Additionally, because we use a third-party vendor for registration, please check your SPAM or JUNK folders confirmation emails.

When registering, you will be asked to choose your "Registration Type." Please choose the appropriate registration type based on your specific role (i.e., "OnSite Primary Presenter") at the Summit and/or how you are being funded to attend (i.e., "OnSite NEA Funded Summit (Selected by State President)"). If you are unsure of which Registration Type to choose, please email [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).

### **How much is the registration fee?**

Virtual Experience Registration Fee: \$30 per person

In-person Registration Fee: \$250 per person

Guest Registration: \$50 (covers administrative fees and food); guests should register using the same registration link.

Note: Everyone attending in person, including guests, will have to agree and follow NEA's COVID protocols for attending the event. Guests will not be allowed to participate in breakout sessions, but can attend plenary sessions and social/meal functions.



**Note for NEA funded participants only:** Participants funded by the NEA will not have to pay a registration fee.

### **What is included in the registration fee?**

#### Virtual Experience

For participants who chose the virtual experience, the registration fee includes access to quality leadership development content and a gift box, as well as access to virtual sponsors and exhibits.

Though the use of a laptop or PC is encouraged, the Summit platform is mobile and tablet compatible. Each participant will have a unique code and will be verified when entering the online system. The site will be 'live' in advance of March 11th to allow participants to test their access.

#### In-Person Participants

For those who attend in person, the registration fee includes registration materials, access to all sessions, the ability to network and connect with others, and meals.

All Summit participants will receive a Certificate of Completion at the conclusion of the Summit, and after completing the evaluation. Certificates will include the number of seat hours and can be customized to include the participant's name upon request. To request a personalized certificate, please email **Yvonne White** at [YWhite@nea.org](mailto:YWhite@nea.org).

### **Lodging**

For the 2022 NEA National Leadership Summit, the NEA has secured sleeping rooms at the following hotels:

- Harrah's Las Vegas Hotel & Casino, 3475 Las Vegas Blvd. South, Las Vegas, NV 89109 (When reserving your room, please use the following code: SHNSS2)
- The LINQ Hotel, 353 Las Vegas Blvd. South, Las Vegas, NV 89109 (When reserving your room, please use the following code: SQNSS2)
- The Flamingo Las Vegas, 3555 South Las Vegas Blvd., Las Vegas, NV 89109 (When reserving your room, please use the following code: SFNSS2)



Note: As a part of NEA's COVID protocols for large meetings and events, single occupancy in hotel rooms will be the default for all Summit participants.

Individuals may opt for double occupancy, but only if they accept and assume the risks of doing so in writing. To opt for double occupancy, participants should send an email to [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).

All three hotel properties are connected to the Caesar's Forum Convention Center via a skybridge and the open-air promenade. Guestroom and tax for each attendee will be applied to NEA's Master Account. However, you will be responsible for all incidentals

Check-in time is 4:00 PM and check-out time is 11:00 AM. Any departures after 11:00 AM are subject to the full day charge, however the hotel will accommodate early check-ins and late check-out based on availability. Due to the number of participants, we will not be able to accommodate requests for specific hotels.

For participants who may wish to extend their hotel stay, at their own cost the hotel will honor NEA's rate (\$149.00 per night, plus \$37.00 resort fee, and taxes) three days prior to the opening of the Summit (March 11) and three days after the Summit ends (March 13). If you wish to extend your stay, at your own cost, please use the following link: <https://book.passkey.com/go/NEALEAD>.

**If you prefer to phone in your reservation, you may call the Reservation Center at 1-800-223-7277. However, you should be aware that a processing fee will be incurred if you do not use the dedicated weblink above. If you decide to call the name of the group is listed as NEA Leadership Summit.**

Complimentary parking will be provided, at each of the above properties.



## **Gathering Safely**

### COVID-19 Protocols

The NEA National Leadership Summit is an in-person and virtual training, meaning that individuals who can show that they are up to date on their COVID-19 vaccinations (meaning fully vaccinated and having received any recommended boosters for which they are eligible) can participate in-person or virtually, and those who are not up to date on COVID-19 vaccinations can participate virtually only.

If you are unable to attend in-person, please select the Virtual option during registration.

NEA is committed to public health practices that reduce the risk of COVID-19 and help protect all participants and event staff, which includes requiring full vaccination and recommended boosters for in-person attendance, consistent and appropriate wearing of masks, testing and social distancing.

Participants must agree to NEA's COVID-19 Requirements for the 2022 NEA National Leadership Summit in order to attend. You will be asked to read and confirm the Agreement to Abide by COVID-19 Requirements before completing registration.

Because there are no precautions that can entirely eliminate the risk of infection from COVID-19 in public spaces, when traveling, and when attending events, participants in this conference will also be required to agree to a COVID-19 Assumption of Risk and Waiver of Liability before completing registration.

**Prior to arriving at the Summit, participants will receive instructions and information about how to download the CLEAR Health Pass, which will allow you to upload your vaccination card/information.**

### **What is the cancellation policy?**

Due to the size and scope of the NEA National Leadership Summit, if you have to cancel, we request that you notify us 10 days prior to the opening of the Summit. Cancellations made up to 10 days prior to the opening of the Summit,



will receive a full refund. If you used a credit card for registration fees, your refund will be reimbursed within 1-3 business days after your cancellation is received.

Cancellations made 5 days prior to the opening of the Summit will incur a 20% fee. Cancellations made within 24 hours of the event will incur a 30% fee.

If you register and do not attend, and you have not submitted your cancellation in writing, **you will not receive a refund**. You may cancel by submitting your request in writing to [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).

#### **Where do I find information regarding the Summit?**

Please visit our Summit website at [www.nea.org/leadershipsummit](http://www.nea.org/leadershipsummit). For general inquiries, please email [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).