



## 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.

The 2022 NEA National Leadership Summit will offer an in-person and virtual experience.

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

March 11-13, 2022

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

The in-person Summit will be held at the Caesar's Forum Convention Center, 3911 S 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 (Pacific Time). 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 option 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 all NEA members, regardless of membership category, as well as state and local staff.



### **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 for 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., "Virtual Summit Secondary Presenter - Member") at the Summit and/or how you are being funded to attend (i.e., "Virtual NEA Member Local-Funded"). If you are unsure of which Registration Type to choose, please email [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).

Local or state affiliates can sponsor individuals and teams to attend the Summit. Affiliates should submit a list of names, with email addresses, and contact information for the local association to [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org). Locals should remit a check for the total cost of registration for the group, to:

National Education Association  
c/o Patricia Tallington  
Center for Governance  
1201 16<sup>th</sup> Street NW, Suite 813  
Washington, DC 20036



Individuals who are being sponsored by their local or state affiliate are encouraged to register themselves, and when prompted to select payment, choose "Offline/Other." Unless being funded by NEA to attend the Summit, all participants are required to reserve their hotel room. **Registration for the conference does not include a hotel reservation.**

### **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 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)

All three hotel properties are connected to the Caesar's Forum Convention Center via a skybridge and the open-air promenade.

**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 NEA-funded Summit participants. Participants being funded by the NEA 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).

If you are a Primary Presenter or NEA-funded Summit participant, your hotel will be reserved for you, and you will receive a confirmation email from one of the properties.

All other attendees will need to book and pay for their hotel room, using the following link: <https://book.passkey.com/go/NEALEAD> and the code associated with each hotel (Harrah's code: SHNSS2; The LINQ code: SQNSS2; The Flamingo code: SFNSS2).





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 to attend. You will be asked to read and confirm the Agreement to Abide by COVID-19 Requirements 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.**

**COVID Test.** NEA strongly recommends that attendees take a COVID-19 test immediately prior to traveling to the event to avoid unanticipated costs of being required to isolate at the event location. If positive, do not travel to the event.

**Self-Assessment.** Evaluate your own health and that of people with whom you are in close contact. Do not travel if you are sick or if you have been around someone with suspected or confirmed COVID-19 in the past 14 days.

### **Upon Arrival**

At the Summit registration desk or other location indicated by event organizers, please confirm that you have uploaded proof of COVID vaccination and that you agree to abide by the COVID-19 requirements for the event.

**COVID Test.** All attendees will be required to self-test using a rapid antigen test prior to entry to the event. Testing should be done in your hotel room, and you will be provided with information about how to upload test results through CLEAR Health Pass or other third-party app. A single test and mask will be provided to each participant upon check-in at their hotel.

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

Due to the size and scope of the NEA National Leadership Summit, if you must cancel, we request that you notify us 10 days (about 1 and a half weeks) prior to the opening of the Summit. Cancellations made up to 10 days (about 1 and a half weeks) 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).