



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 10-12, 2023

Where is the location of the 2022 Summit?

The Summit will be held at the Moscone Convention Center, 747 Howard Street, San Francisco, CA 94103.

What time does the Summit begin?

The Summit will open on Friday, March 10th at 5:00 pm PT. The Summit concludes at 11:30 am PT on Sunday, March 12th. A complete agenda is available at www.nea.org/leadershipsummit.

Will there be an option to attend virtually?

No, the Summit is an in-person event only.

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 6, 2023, and will be open through Saturday, February 25, 2023** *(or when registration reaches capacity, whichever comes first)*. The link to register, a list of sessions, and an agenda will be posted at www.nea.org/leadershipsummit.



How much is the registration fee?

Registration Fee: \$275 per person

Guest Registration: \$50 (covers administrative fees and food).

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 funded participants only: Participants funded by the NEA will not have to pay a registration fee, lodging or travel.

What is included in the registration fee?

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.

Lodging

For the 2023 NEA National Leadership Summit, the NEA has secured sleeping rooms at the following hotels:

Note for funded participants only: If funded by the NEA, your hotel room will be reserved and you will receive an email confirmation from one of the four hotel properties below. The arrival date is March 10 and the departure date is March 12. If you are not able to arrive before 5:00 pm PT on March 10, please email leadershipsummits@nea.org. NEA-funded participants may use the links below, if you would like to extend your reservation, **at your own expense**, beyond March 10-12.



- San Francisco Marriott Marquis, 780 Mission Street, San Francisco, CA 94103; if you are not being funded by the NEA to attend the Summit, please use the following link to reserve your room: [NEA National Leadership Summit 2023 - Start your reservation \(passkey.com\)](https://www.marriott.com/event-reservations/reservation-link.mi?id=1672967742922&key=GRP&app=resvlink)
- InterContinental Hotel San Francisco, 888 Howard Street, San Francisco, CA, 94103; if you are not being funded by the NEA to attend the Summit, please use the following link to reserve your room: [Select your room \(ihg.com\)](https://www.ihg.com)
- Hyatt Regency San Francisco Downtown SOMA, 50 3rd Street, San Francisco, CO 94103; if you are not being funded by the NEA to attend the Summit, please use the following link to reserve your room: <https://www.hyatt.com/en-US/group-booking/SFORD/G-9XR3>
- W San Francisco, 18 3rd Street, San Francisco, CA 94103; if you are not being funded by the NEA to attend the Summit, please use the following link to reserve your room: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1672967742922&key=GRP&app=resvlink>

All hotels are within walking distance - 1 to 2 blocks from the Moscone Convention Center.

The room rate for the Hyatt, Marriott Marquis, and W hotels is \$179.00 per night, plus taxes. The room rate at the InterContinental is \$180.00 per night, plus taxes.

Note: As 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.

Parking

Hyatt Regency San Francisco Downtown SOMA has valet-only parking available to overnight guests for a current charge of \$65.00++ per day. In and out privileges are available to those who bill their parking charges to their guest room.



Marriott Marquis San Francisco; Standard overnight rate: \$80.00, plus tax; Oversize overnight: \$90.00 per day, plus tax; Commercial oversize: \$175.00, plus tax; Motorcycle: \$45.00, plus tax; 14% sales tax on all overnight vehicles.

InterContinental Hotel: Valet Parking Only. Overnight Fee \$91.20-199.50 (oversized vehicles). Limited Spaces Available. First Come First Serve.

W Hotel San Francisco has valet-only parking available to overnight guests for a current charge of \$75.00++ per day.

COVID Protocols

These protocols and additional information will be included in the Summit registration process. Participants will be asked to read and agree to all protocols in order to complete registration. Additionally, the protocols will be listed on the Summary page of the registration website, shared via email, and in pre-Summit webinars.

In response to the evolution of the COVID-19 pandemic, changing public health approaches and public attitudes, and revised guidance from the Centers for Disease Control and Prevention (CDC), NEA has updated its COVID-19 protocols for gatherings at which fifty (50) or more attendees are expected. The COVID-19 pandemic remains a serious public health concern. NEA will continue to maintain certain basic mitigation measures to protect participants in NEA events. As always, individuals remain responsible for deciding how best to protect themselves, but as a union we will continue to emphasize the core principle of promoting a ***culture of protecting our collective health***.

Vaccinations: NEA will require meeting attendees to attest that they are vaccinated against COVID-19 or to attest to an exemption for medical reasons or because of a sincerely held religious belief. For purposes of this requirement, "vaccinated" means having completed a COVID-19 vaccine primary series.

- o NEA strongly encourages all meeting attendees to be up to date with their COVID-19 vaccinations. You are "up to date" when you have received all doses in the primary series and all boosters recommended for you when eligible. You can determine if you are up to date with your COVID-19 vaccines by the checking the CDC website here (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>).



Masks: Meeting attendees are not required to wear masks. NEA reminds all participants that the decision to wear a mask in a group setting may be based on a variety of personal factors, including individual health concerns, caretaker concerns, upcoming family events, etc. Each attendee's decision will be supported and respected by the event community.

Testing: NEA will continue to require self-testing with a rapid antigen test on the first day prior to entry to the event. Testing will also be required after the third day of any event that lasts longer than 3 days. (For example, a Friday test result is good for Friday, Saturday, and Sunday.) No one who has tested positive for COVID-19 will be allowed to attend and such individuals will be advised that they must isolate for at least 5 full days following a positive test and may not return to an NEA event until Day 6 and with a negative antigen test result.

Symptom Screening/Isolating when sick: Attendees will be asked to self-screen for COVID-19 symptoms daily and should not attend if they are symptomatic.

Virtual Options: Virtual attendance options will no longer be required or routinely provided for in-person meetings. NEA reserves the right to convert an in-person meeting to virtual in whole or in part in response to changing public health conditions.

WorkEQ app



Before arriving at the Summit, please install the WorkEQ app. You will need to answer questions and verify your COVID vaccination information and test results prior to entering the Moscone Convention Center. You will need to answer the questionnaire each day of the Summit.

Step 1:

Android users: Install the app from the Google Play Store. Proceed to step 2 below.

iPhone users: Install the app from the Apple App Store. Proceed to step 2 below.

Web (Mobile or Desktop/Laptop): <https://desktop.returnsafe.com>

Step 2: Open the app, click Find My WorkEQ Space and enter the following code: **neaevents**

Step 3: Enter your name, email, and mobile number, and then follow the instructions



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.

Where do I find information regarding the Summit?

Please visit our Summit website at www.nea.org/leadershipsummit. For general inquiries, please email leadershipsummits@nea.org.