



# Convention FAQs

## WHAT'S INCLUDED IN THE SCHEDULE / REGISTRATION?

Each Convention is slightly different, but in general, attendees can expect a wealth of opportunities to meet new people, network professionally, explore a new city, and experience a great deal of professional and personal development. The Convention schedule will focus on Chapter or Alumni specific topics, based on attendee's interests. Attendees will get to hear from other peers dealing with similar experiences and share ideas. Board members, alumni advisors, volunteers, and other alumni come together to network with actives, learn about the current state of the sorority, and run educational sessions. Professional, educational workshops, speakers, and activities will take place throughout the schedule. Each year attendees take time to leave the hotel and explore a new city at our Networking Reception. At the end of three days of fun, the Convention is capped with an awards banquet, dance, and celebration of the year! The Convention Committee genuinely feels that the more, the merrier, so bring a group to experience all that Convention has to offer.

## HOW DOES THE COMMITTEE SET REGISTRATION COST?

Convention Committee works all year round to set costs for Convention. This committee of volunteers works to plan for the cost of all associated food, merchandise, rentals, transportation, speakers, audio visual equipment, and events that will be offered to each attendee. It takes time to book contracts with vendors, as a result of COVID, vendors were particularly cautious about signing early contracts this year. Once all these costs are established, we divide by our typical number of attendees and the registration costs are published! By evaluating costs each year, the Committee keeps the fees as low as possible for all attendees.

## HOW IS THE CONVENTION LOCATION DECIDED?

The Convention location rotates as follows: eastern United States, central, western, central, eastern, and so on. The central part of the country is chosen more regularly to facilitate ease of travel for the east and west region schools. Cities must allow for easy airport accessibility from all over the country. The Convention Committee prioritizes locations that offer the opportunity for exploring, site-seeing, and professional networking! Site visits continue to happen with convention centers in Canada and a Canadian location will be selected as soon as the pricing makes it a feasible option.

*More Questions?*

Keep scrolling for additional FAQs





# Convention FAQs Continued

## WHAT IS DELEGATE PRICING VS. ATTENDEE PRICING? WHICH ONE AM I?

Each chapter has ONE delegate. This person is responsible for attending all business sessions and reporting the information learned back to the chapter as a whole. It is typical for a delegate to be a chapter executive board member, if possible. However, the information presented at the convention is valuable, and fun. The trip is an exciting opportunity to meet and network with other members. More than one attendee is welcome from a chapter. Additional members pay the regular registration fee.

## CONVENTION WAS NOT INCLUDED IN OUR CHAPTER'S BUDGET, WHAT ELSE CAN WE DO?

**Grants:** The Alpha Omega Epsilon National Foundation is opening a grant for convention funds on Sunday, May 1st until mid-June. Find more information on their website: [www.aeofoundation.org](http://www.aeofoundation.org)

**School funding:** Many schools will offer funding or partial funding through several different departments including but not limited to, an office of engineering, student government, and Greek life government. Be sure to investigate these possibilities with your school. Asking questions of your faculty advisor, student organization government, and Greek life government would be a great place to start!

## CAN MY CHAPTER ALUMNI DONATE TO HELP FUND CONVENTION ATTENDEES?

All chapters are able to receive donations from alumni of AOE since they are within our membership and therefore within the operations of our chapters and international organizations. Do make sure that these donations are thoroughly recorded and documented in the yearly financial audit. Another great option for soliciting funds is running a 50/50 raffle or another such fun activity to generate alumni participation.

# More Questions?

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## HOW SHOULD MY CHAPTER BUDGET FOR CONVENTION DELEGATE COSTS?

Budgeting for Convention is tricky. Here are some helpful tips and tricks: Budget in both the Fall AND the Spring semester for Convention.

**Fall:** Budget for anticipated travel costs. The Chapter Delegate should have the location information from the business sessions at the previous Convention.

- a. **Flights/Hotel:** Look at flights to the announced convention city about 3 months from the date you are searching. Take a look at any spikes and decreases in cost and note when a good time to buy a flight may be in the future. Use a MEDIAN flight cost. Don't use the cheapest flight available, because that will force your delegate to travel at undesirable times or with long connections in order to stay within budget. Budget for hotel room costs. Use an estimate of \$175/night for a room. Remember, if costs are tight, the delegate can split costs for the room with up to 3 other attendees!
- b. **Car:** Will your potential delegate have access to a vehicle? Will they need to rent a vehicle, utilize public transportation, or rideshare services? Estimate these costs and include these in the Fall budget. Don't forget to include fuel costs in your estimate, if required.
- c. **Spring:** Budget for incidentals, food, drinks. Make sure that flight and hotel prices haven't increased since the budget was set in the Fall. If they have, add these to the Spring budget.
- d. **Spring:** Budget for registration fees. In 2022 these are \$200 for the delegate and \$300 for a non-delegate (each chapter has ONE delegate).
- e. If the chapter does not budget enough in the year prior to Convention, make sure to add the additionally needed funds to the following Fall budget.
- f. If the chapter has budgeted too much money for Convention, we recommend offering to partially or fully reimburse other persons who wish to attend. Convention is a valuable and fun experience for all who are able to attend.

*More Questions?*

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# Convention FAQs Continued

## HOW CAN ATTENDEES FIND A ROOMMATE TO OFFSET HOTEL COSTS?

Need a roommate, or two, or three? When the delegate registers, there will be a link sent to a private Slack Group. We recommend asking other attendees if they have space in their room, or if they would like to join yours.

## HOW IS THE BOARD/CONVENTION COMMITTEE WORKING TO ADD EVEN MORE VALUE, SESSIONS, NETWORKING, AND COVER THE COSTS OF CONVENTION?

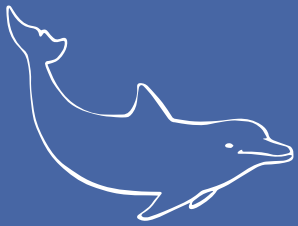
The Board Treasurer is currently looking into expanding corporate sponsorships so as to fund more of the Convention (and hopefully other aspects of the sorority) from outside revenue streams. This allows for corporate sponsors for Convention. These sponsors represent the opportunity for reducing Convention costs, donating free swag, professional networking, recruiting, and sponsoring speakers, tours, and even more fun events for attendees.

*More Questions?*

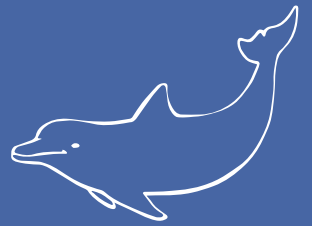
email the Convention Committee: [a.o.e.convention@gmail.com](mailto:a.o.e.convention@gmail.com)







*Alpha Omega Epsilon*  
Friendship. Leadership. Professionalism.



SEE YOU IN  
HOUSTON!

