



To: Delegates, Alternates, and Colony Representatives to the National Convention

From: Michael T. Abraham, Executive Director

DELEGATE/ALTERNATE CHECKLIST

Credential Form	DUE by April 15
Registration Form & Fees	by June 1 for best rates
Hotel Reservations	Call 800-682-6099, mention code "TT5" for our \$159/night rate
Written Report	DUE via email by June 15 to central.office@thetatau.org
Oral Report	2 minute verbal report when you arrive at Convention Submit
Expense Reimbursement	Reimbursement Form after Convention with all receipts

CONGRATULATIONS ON BEING CHOSEN TO SERVE THETA TAU as an official representative of your chapter and engineering college at the 2018 National Convention! The event is August 9-12 at the [Hilton San Diego Mission Valley](#), 901 Camino del Rio South, San Diego, California 92108, 619-543-9000. This letter and links provide information needed to represent your chapter well, so keep them in a safe place for reference now and in the future. **Please read all materials carefully.** Most registration materials are **due June 1**, and you will likely want to complete and submit them prior to the end of the regular school year so that you can easily be in touch with others from your chapter who want to attend.

As this is a Convention year, there will be committee work and legislative matters as well as activities which will have practical application at your chapter. Look forward to a national Convention like you have never experienced before, filled with activities to be fun, to keep you busy, to be interesting, to keep you thinking, and to provide on-going benefit to you, your chapter, and your school.

EACH CHAPTER MUST BE REPRESENTED AT THE CONVENTION It is the responsibility of the official, elected representatives to see that each chapter is represented by at least one student member. **Many more are encouraged to attend.** In accord with Laws & Policies, chapters not represented are subject to \$250 fine. Should there be a change of Delegate or Alternate elected by the chapter, the Central Office should be notified at once. Orientation, Workshops, Credentials, Registration, and other activities begin as early as 9 am on Thursday. Delegates must Register and see the Credentials Committee before the Opening Session at 3 pm. The last Session should adjourn by 1 pm on Sunday.

REGISTRATION FEE AND MEAL COSTS are to be submitted along with a completed Reservation Form by June 1 for each person planning to attend, including Delegates, Alternates, and national officers. **There is significant financial savings for registering early (by June 1).** Registration Costs increase after June 1, and again after July 1.

LODGING Please make your own lodging reservation at the Hilton by calling **800-682-6099 - mention code TT5 to reserve** at our special lodging rate of \$159 plus tax for single, double, triple, or quad. Or, use our special the **[hotel reservation link here](#)**. Rooms/rates cannot be guaranteed once we have exceeded our room block or after the hotel's "7/25 cut-off date." Located in the center of 'America's Finest City,' the Hilton San Diego Mission Valley hotel is minutes from San Diego International Airport, the San Diego Zoo, Old Town San Diego, the Gaslamp Quarter, and a dozen great beaches, each one unique in its own way.

TRAVEL ARRANGEMENTS The Hilton is centrally located in San Diego minutes from the airport, Balboa Park, and downtown. It is served by the [San Diego International Airport \(SAN\)](#), to which cities from across the country provide nonstop/direct flights on all major carriers (Delta, American, United, Virgin, and Southwest) as well as some smaller ones like as well as JetBlue, Allegiant, and Spirit that may serve your home town.

Taxi or shuttle is a quick and easy way to get to your destination and they can be found at the island outposts outside of each terminal. The trip to our hotel should be about 15 minutes. For the more cost conscious, San Diego's [Metropolitan Transit System](#) offers a wide variety of affordable options operating seven days, morning to night such as [Bus Route 992](#) which picks up/drops off curbside at the airport. A free Airport Shuttles takes you to MTS' **Sycuan Green Line Station** at which you can use travel to the green line's Hazard Center Station. The one-hour trip on public transportation (this one-hour trip drops you about one mile from our hotel).

Purchase a one-day pass from ticket machine found near the information booths in terminals 1 or 2. Compass Cloud can be downloaded onto your phone to buy 1-Day passes for immediate use anytime, anywhere. For more detailed information, options, and costs, review these links:

[Rate/Fares](#) [How To Ride](#) [Trip Planner](#) [MTS Airport Options](#)

OTHERS ATTENDING THE CONVENTION It is hoped that you will urge other members also to attend the Convention. They attend at minimum expense if they and the Delegate travel together by automobile. Those attending unofficially may participate greatly in it and will have a worthwhile opportunity to experience the national character of the Fraternity. Most chapters send at least four to the meeting, and you'll likely want to send more to this year's Convention at the finest location to date our national meeting has ever been held.

CHAPTER REPORT TO CONVENTION Each Delegate (or, in his absence, the Alternate) must render a written report about his chapter to the Convention in accord with the Theta Tau Bylaws. To facilitate distribution of such a written report, you are now required to **email report to central.office@thetatau.org by June 15**. Report must be sent in **Adobe Acrobat format** and **not exceed more than 2 pages**. The Central Office will duplicate and distribute these reports on your behalf. A sample report can be found at the end of the packet.

Apart from the written reports, each Delegate is asked to make a brief **Oral Report** (under 3 minutes) covering his chapter's successes, problems, current number of student members, and number of expected graduates next year.

ATTIRE Coat and tie or equivalent is the expected attire during the Opening Session, Opening Dinner, Initiation Ceremony, and Awards Banquet (black tie optional). In accord with the Theta Tau Bylaws, "All attending student members to a convention shall be required to wear appropriate attire at all convention sessions, dinners, and banquets seemed necessary. Appropriate attire consists of at minimal, business casual (i.e. collared/polo shirt, khakis/slacks)."

NO ALCOHOLIC BEVERAGES may be consumed during business meetings of the Convention. It is expected that all members will conduct themselves in a responsible and professional manner during their entire stay in San Diego. Furthermore, in accord with policy adopted by the 1996 Convention, no one will be permitted to bring alcohol into the Hilton San Diego Mission Valley Hotel. Ones who do so will be evicted by the hotel and by the Fraternity. Ones who are 21 or older and not intoxicated may purchase and consume alcohol in the hotel bar and restaurants; they may not take alcohol into other areas of the hotel. This policy applies to all members and guests of the Fraternity.

NO SMOKING will be allowed during Convention Sessions

MORE INFORMATION will follow as the meeting nears so keep us informed of current contact information.

CANCELLATION One must cancel one's own hotel reservation. Ones registering with Theta Tau may cancel by May 1 for full refund. Substitutions are allowed at any time, but the sooner we are advised, the better. No refunds will be issued for cancellations after that date or for "no-shows" at/during the Convention.

CENTRAL OFFICE CLOSING DATES Due to extensive preparations and work before and after the meeting, the Central Office will close and will be unable to respond to reservation requests, telephone calls, letters, faxes or emails received July 30 through August 15. Any questions should be directed to the Central Office prior to July 30.

Encl. cc: National Officers