



Conclave 2013 Prep

Name Badges/ Admittance to Events

Conclave Name Badges must be worn at all Conclave functions. In order to be admitted to any function, attendees must have a Conclave name badge.

Hotel Check-In/Out Time

The hotel check in time is 3 PM on Thursday (Registration begins at 3pm) and check out time is 12 PM on Sunday. Collegiate Members, your room charge and tax is already paid. Any additional charges, such as in-room movies, room service, etc., placed on the room bill must be paid at the check-out time.

TKE Merchandise

Official TKE merchandise is available for purchase throughout Conclave. Now is the time to purchase the latest in TKE apparel and supplies for your chapter.

Registration

If you haven't registered it's not too late. Online registration will be open through Aug 1st, 2013 at midnight pacific time. www.tke.org/conclave

Where are we staying?

Grand Hyatt Washington
1000 H Street NW
Washington, USA, 20001

Where to park?

Valet DC Parking: \$45 per night, including in/out privilege

Self-Parking: \$32 per night, with no in/out privileges

Recommended Off-Site Parking: Union Station \$15 per night (1.5 miles from Hotel)

Union Station
40 Massachusetts Avenue NE
Washington DC, 20002



Travel

FLIGHT- We recommend that all Conclave attendees fly into the Ronald Reagan National Airport.

From Ronald Reagan National Airport

- **Super Shuttle** - No advance reservations required. Super Shuttles are located at Ground Transportation. A Super Shuttle representative is onsite during regular business hours. After hours, call 1-800-258-3826. Cost: \$10 per person, one-way.
- **DC Metro** - Take the Blue Line to Metro Center station. Follow 11th Street exit to the lobby of Grand Hyatt Washington hotel. Cost: \$2.10, per person, one-way. DC Metro fare is subject to change.
- **Taxi** - Taxis are available outside airport terminals. Grand Hyatt Washington is located approximately 15 minutes from the airport, traffic dependent. Cost: \$12 to \$15, one-way.

From Dulles International Airport

- **Super Shuttle** - Advance reservations not required. Super Shuttle stops are located on the Ground Transportation level roadway outside the Main Terminal at Dulles International Airport. Shuttles operate on demand. Cost: \$38, per person, one-way.
- **Taxi** - Taxis are available on the lower level of the Main Terminal. Wheelchair-accessible minibuses are available. Grand Hyatt Washington is located approximately 40 minutes from the airport, traffic dependent. Cost: \$50 to \$60, one-way.
- **Private car service** - Please contact Grand Hyatt Washington concierge to make arrangements for private luxury car service to our DC metro area hotel.

From Baltimore Washington International Airport

- **Super Shuttle** - Super Shuttle is located at Ground Transportation. No reservations needed. Cost: \$45, per person, one-way.
- **Taxi** - Find taxis outside Baggage Claim. Grand Hyatt Washington is 50 minutes from the airport, traffic dependent. Cost: approximately \$60-\$70, one-way.
- **Private car service** - Contact the concierge at Grand Hyatt Washington to make arrangements for private luxury car service.



Additional Ways of Transportation:

UBER CARS: Phone App. Visit www.uber.com for more information. Suggested Cost: Competitive with Taxi service.

TAXI SERVICES – Taxi Transportation Service (202)398-0500

Arlington Blue Top Cabs (703)650-0894

Regency Taxi (301)990-9000

LIMOUSINE SERVICES – Visit www.carey.com to make reservations.

Frequently Asked Questions

Is transportation to and from the airport included in the Conclave registration fee?

No. However, each chapter and colony that attends Conclave is given a mileage reimbursement, determined by the distance from your university to Washington D.C. Mileage reimbursement funds are distributed on Sunday morning and can be used to offset the cost of transportation, including to/from the airport.

Do I need to bring anything special to wear?

You will need formal attire (shirt and tie at minimum) for both the First Session of the Grand Chapter on Thursday and the Grand Inaugural Banquet on Saturday. Also, for the TKE Service Project, you will need closed toed shoes and the t-shirt provided at registration (more details on that coming soon).

Can we arrive a day or two early, or stay an additional day or two in Washington D.C?

Maybe. For alumni registration, indicate the days you want to arrive and depart (up to 2 days before and/or after) on your registration form. For Collegiate Members, you need to contact the Hyatt Washington Hotel to book an extra day(s) individually. Hyatt Washington can be contacted at 1-202-582-1234 or by visiting their website at www.grandwashington.hyatt.com

If I do not register for Conclave will I be able to attend the Grand Chapter meeting or separate events?

No. TKE Staff will be able to identify non-registered persons and will not allow them into the Grand Chapter meeting or any other event. An accurate count of attendees must be maintained so the proper rooms and equipment can be reserved for the events that will be occurring at Conclave. However, Alumni may purchase registration to specific events. <http://www.tke.org/conclave/alumni/>



Is there a consequence for not having a representative attend?

Yes. It is a **Black Book** requirement and obligation of each chapter to attend Conclave. Though it is not our intent to force you to attend, it is our intent to provide you with the resources and tools needed to make your chapter an even stronger contributor to the TKE Nation. Conclave is where the business of the Fraternity is conducted and as a voting member your chapter's presence is required. Failure to have an undergraduate representation will result in judicial action being levied against the chapter as a whole.

Is it mandatory for my chapter to come?

According to the Black Book, the Bylaws of the Fraternity, each chapter is required to attend Conclave. This bylaw (seen below) was proposed and voted on by the Grand Chapter in an effort to help chapters save enough money to send their delegation. Prior to this, chapters struggled finding money in their budgets to send a delegation to Conclave.

Black Book: Chapter 1, Sec. 3

Attendance and Registration. Each chapter of the Fraternity is required to be in attendance at each Conclave, being represented by an accredited delegate. The payment of the registration and other fees for the attendance of Conclave shall be the responsibility of each chapter. Payment of the registration and other fees shall be made in four equal installments in accordance with a schedule established by the Chief Executive Officer. Failure of the delegate to be in attendance at the Conclave shall not relieve the chapter of the responsibility for the payment of the registration and other fees for the Conclave. The registration and other fees shall be established by the Chief Executive Officer in amounts necessary to cover the cost of conducting the Fraternity's Biennial Conclave

For more information, please visit the official Conclave website at www.tke.org/conclave or by email at tkeogc@tke.org.