



**DELTA OMICRON
INTERNATIONAL MUSIC FRATERNITY**

2018 CONFERENCE BULLETIN

Official Delegate Information and Instructions

The Forty-Fourth National and Twentieth International Conference
July 18-21, 2018

Wyndham Lake Buena Vista
Disney Springs Resort Area
Lake Buena Vista, FL.

CONFERENCE PERSONNEL

OFFICIAL PERSONNEL:

1. **Officers:** Delta Omicron Board of Directors, Historian, Parliamentarian, Province Presidents, and President of the Advisory Council or a representative.
2. **Business Delegates:** Each collegiate chapter shall elect one Business Delegate and each alumni chapter may elect one Business Delegate, preferably the chapter president. An alternate shall be elected. A Business Delegate shall attend all business and music sessions and functions of the Conference. The alternate shall be prepared to attend the Conference in the event that an emergency prevents the Business Delegate from attending. Each Business Delegate will be assigned to a conference committee which will report to the conference delegation on various areas of the Fraternity. Some Business Delegates will be assigned to chair these committees. More information will be available regarding assignments closer to the actual start of conference.
3. **Music Representatives** will be selected by the Delta Omicron Board of Directors, shall perform at the designated Conference Concerts, and shall attend all business sessions, music sessions, and functions of the Conference, except for designated practice times as specified by the Board.

VISITORS:

1. **Initiated Members:** Members of the Fraternity not included in the official personnel of the Delta Omicron Conference shall be regarded as visiting members. They shall be most welcome, may participate in discussions, but shall not offer motions nor have the privilege of vote.
2. **Non-Members:** Prospective members, patronesses and patrons, non-initiated faculty sponsors, relatives, friends, etc., are welcome to attend the music sessions and functions but may not attend business sessions of the Conference or other designated members-only events.

CONFERENCE REGISTRATION

All official personnel and visitors must register, and all (except Music Representatives) are to pay the registration fee through the Executive Office using the official registration form. The registration form is enclosed in this Bulletin, and a non-personnel version is available in the most recent issues of *The WHEEL*.

Conference registration deadline is March 1, 2018 for all Business Delegates and all other official personnel. Chapter Business Delegate names must be reported to the Executive Office using the IB 362 (collegiate) or IB362al (alumni) by March 1, 2018.

Send registration materials and fees to
Debbie Beckner
Delta Omicron Executive Office
P.O. Box 752
Jefferson City, TN 37760
Phone: 865-471-6155

All conference attendees (except Music Representatives) pay a Conference Registration Fee, the amount determined by the Board of Directors. Each collegiate chapter shall be responsible for paying this fee for its Business Delegate. (Bylaws, page 9)

Delegate Registration Fees (official personnel): **Registration Fees (non-official personnel):**

Collegiate Chapter Delegate	\$ 250	Collegiate Members	\$ 250
Alumni Chapter Delegate	\$ 250	Alumni Members	\$ 250
Music Representatives	\$ 0	Visiting Non-Member	\$ 150
Other Official Personnel	\$ 250	Single Day Registration	\$ 75

Registration fees for Non-Official Personnel Includes Conference Sessions, Performances & Official Conference Meals, as well as Business Sessions for Members.

The Registration Fee should accompany each Registration Form. For Official Chapter Delegate registration, a late-registration increase of \$50 will be imposed for registrations received after March 1, 2018. The \$50 late-registration increase will be imposed on all non-official attendees received after June 1, 2018.

Payment of the registration fee will permit initiated Fraternity members to attend all scheduled events of the Conference and will permit visitors who are not initiated members to attend music sessions and functions of the Conference other than the Business Sessions, members-only ceremonies, or the Lily-of-the-Valley Breakfast.

INFORMATION FOR OFFICERS, BUSINESS DELEGATES, AND MUSIC DELEGATES

Expenses for those in official attendance at Conference are paid from the Conference Fund, **with the exception of the Conference Registration Fee**. Please refer to previous page for the list of registration fees.

Because the Fraternity is limited by the contributions made to the Conference Fund since 2018, restrictions in lodging and transportation reimbursement are listed below. Because travel and other expenses have greatly increased, each official attendee is requested to practice the greatest economy. All official personnel are expected to travel in the most economical manner commensurate with good reason.

TRANSPORTATION

- a. Round-trip transportation will be paid from each person's home address or summer address, whichever is closer to Lake Buena Vista, Florida.
- b. **This expense will be allowed on the basis of actual cost for commercial travel up to a total of \$300. Travel expenses over \$300 will not be reimbursed.** Delegates must submit vouchers, stubs, tickets, etc., for each expense for which reimbursement is expected. There will be no reimbursement for baggage.
- c. If traveling by automobile, the delegate shall be reimbursed at the rate of 25 cents per mile, plus any toll charges. The Fraternity will not reimburse for a rental car. **If you live within a 400-mile radius of the Conference site you are expected to travel by car. If you live within that radius and you use another form of transportation, you will be reimbursed only up to the amount you would have been reimbursed to drive.** If this is a problem please contact the Executive Office by June 1, 2018.
- d. Delegates and officers who plan to drive are encouraged to bring other delegates and members with them. Mileage will be reimbursed for the driver at a rate of 25 cents per mile plus tolls if receipts are kept.
- e. If the cost of traveling by air exceeds \$300, approval from the National Treasurer must be obtained prior to purchase. If approval is not received prior to purchase, any reimbursement over \$300 will not be made. **Tickets purchased after June 15th will not be approved for reimbursement.** Delegates are encouraged to obtain tickets during the month of February when travel costs are lower.
- f. The hotel does not have a shuttle from the airport. Delegates are responsible for arrangement and payment of their expenses between the hotel and airport. These fees will only be reimbursed if you have not exceeded your \$300 air travel limit. A receipt must be printed and provided for reimbursement.
- g. Whether traveling by commercial or personal means, a delegate or music representative may request from the National Treasurer an advance on the anticipated travel expenses. This request must be made no later than June 1. This request must be accompanied by a statement of round-trip mileage, itinerary, and round-trip fare. Persons receiving travel advances who fail to attend Conference are expected to reimburse the Fraternity by August 1, 2018.

ROOM ACCOMMODATIONS

Lodging will be paid for official personnel from the Conference Fund for Wednesday, Thursday, and Friday nights (July 18 through 20). For Province Presidents attending the Province President Workshops on Tuesday and Wednesday, room charges for Tuesday night (July 17) also will be paid by the Fraternity. While the hotel conference rate is available before and after the

conference, any lodging reserved before and after the dates indicated above will not be reimbursed and will be the responsibility of official personnel.

DELEGATE LODGING RESERVATION: All official personnel and collegiate delegates are expected to stay in the arranged Wyndham Lake Buena Vista housing. Delegate lodging arrangements will be arranged through the Fraternity Executive Office. The hotel has reserved a block of rooms for the official delegation. Delegates should NOT make reservations directly with the hotel. The Reservation Form in this Bulletin provides an opportunity for delegates to make specific lodging arrangements through the Executive Office.

Lodging for Collegiate Delegates will be in groups of 4 persons per room with two double beds per room. Other arrangements (i.e., two persons per room, singles) **are available through the Executive Office**; however, if other arrangements are **requested**, delegates will be required to pay the Fraternity for the difference between the requested room rate and the fraternity lodging-stipend.

Lodging for Alumni Delegates may be in groups of two delegates with 2 double beds per room. Alumni delegates wishing to stay with spouses will have to pay the Fraternity the difference between the requested room rate and the fraternity lodging stipend. Alumni delegates who use off-conference-site lodging will be reimbursed at the daily conference room rate if their chapter has contributed to the Conference Fund for three years.

NON-DELEGATE LODGING RESERVATION: Visiting non-delegate members will be totally responsible for the cost of any lodging. The hotel conference room rate is \$129 per day plus tax. If an official personnel member desires to room with a non-official personnel Conference attendee, the non-official individual will be expected to pay the room ratio (half, quarter, etc.) of the conference room rate. **Such official/non-official person combination arrangements have to be approved and reserved directly through the Executive Office.**

All other non-delegate lodging reservations should be made directly with the Wyndham Lake Buena Vista Resort by calling 407-828-4444 and specifying the Delta Omicron Conference block rate (\$129 plus tax per room per day). Non-delegate reservations also may be made through a direct online link on the Delta Omicron website www.delta-omicron.org. Simply click on the homepage conference icon for that link.

MEALS

All conference meals, Wednesday dinner through Saturday breakfast, will be paid from the Conference Fund for official personnel. For Province Presidents attending the Province President Workshops, July 17 (dinner) and July 18 (lunch) meals during the workshops will be reimbursed by the Fraternity at a maximum of \$30 total with receipts. **Breakfast and any other meals outside the conference schedule will be the responsibility of each official delegate.**

Scheduled conference meals will include:

- July 18--Welcome Dinner & Awards
- July 19—Foundation Luncheon
- July 20—Rose & Gray Banquet
- July 21—Lily of the Valley Breakfast (*members only*)

CONFERENCE OPENING AND CLOSING

The Conference will open with the business session at 3:00 p.m. on Wednesday, July 18 at the Wyndham Lake Buena Vista, in Florida. Arrival/Conference registration in the mezzanine level of the hotel will begin at 8:00 a.m. that morning. The Welcome Dinner will be Wednesday at 6:00 p.m. The Collegiate & Alumni Concert will be at 8:00 p.m. The Conference will adjourn after the business meeting on Saturday, July 21st around noon. **Official personnel are expected to be in attendance at all business meetings July 18 through 21 and should arrange travel accordingly. When planning travel please keep in mind travel times to and from the airports.**

*****PLEASE NOTE: Chapter Delegates (Collegiate, Music and Alumni) are required to attend an orientation session from 2:00 p.m. to 2:30 p.m. on Wednesday, July 18th prior to the opening business session.**

CONFERENCE PENALTIES

A fine, as established by the Board of Directors, shall be levied by the Fraternity upon a collegiate chapter for failure to send a delegate to the Conference. (See Bylaws, page 9)

A personal fine shall be levied by the Fraternity for each unexcused absence of a delegate from any session or function of the Conference. For sufficient reason a delegate may be excused by the Chair of the Conference. (See Bylaws, page 9)

As established by the Board of Directors, the fine levied upon a collegiate chapter failing to send a delegate to Conference 2018 shall be \$250. Personal fines shall be \$25 for each unexcused absence of a delegate from any single session or function of Conference 2018. **Any personal fines levied by the Board of Directors shall be deducted from the delegate's travel reimbursement by the Conference Treasurer.**

GENERAL INFORMATION

THE CONFERENCE SITE

Wyndham Lake Buena Vista, Disney Springs Resort Area, 1850 Hotel Plaza Blvd., Lake Buena Vista, Florida 32820 (407)828-4444.

The Wyndham Lake Buena Vista provides modern, contemporary amenities and panoramic views as the 19 story tower presides over the entire Florida Disney Empire, including Disney Springs. Guests at our conference will receive a link to purchase discounted Disney park tickets before, during and after our event. We will even host one event in Epcot. Disney Springs is connected via a walkway to the hotel and provides many shopping and dining venues.

The nearest airports to the Wyndham are Orlando International MCO and Orlando Sanford. Unfortunately neither provide a free shuttle to the hotel.

The hotel offers the following amenities for guests:

- 37" HDTV
- Alarm Clock with USB
- In Room Safe
- Parking for Daily Fee
- Pool/Jacuzzi
- Basketball/Tennis
- 24 Hour Coffee Shop
- Free wireless Internet access
- In-room coffeemaker, hair dryer, and iron/ironing board. Some rooms with mini refrigerator
- Nonsmoking & handicap accessible rooms
- On site restaurants
- Free Disney Transportation to all Disney Resorts

CLOTHES

Badge attire will be appropriate (see below). For meals and concerts, dressy summer dresses (long or short) or dress slacks for women and shirt and tie for men will be expected.

Semi-Formal to Formal attire for the Rose and Grey Banquet on Friday evening is expected. PLEASE NO JEANS OR SHORTS FOR DINNER FUNCTIONS. Formal pictures will be taken prior to the rose and grey banquet, please treat this like a special occasion.

For the initiation ceremony and Lily-of-the-Valley breakfast on Saturday morning, ALL WHITE ATTIRE IS REQUIRED FOR WOMEN, AND MEN ARE TO WEAR LIGHT COLORED SLACKS AND WHITE SHIRTS.

The Lyre of Gold is to be worn at all Conference events.

(Epcot Add-On Event will be completely casual, please don't wear your Lyre into the parks, we don't want it to get lost!!!)

MISCELLANEOUS

Bring a notebook and pen and a device (laptop preferred for delegates.) Members will need to know the Delta Omicron password and grip.

All Business Delegates, collegiate and alumni, should bring their chapters' Achievement Books to be submitted in the Conference Contest. .

Each chapter is to send an item for the Silent Auction with your delegate. Visiting Members also may contribute. Items can be related to Delta Omicron, to music, or be items of worth that would encourage bidding by attendees. Money collected from the Silent Auction will be going to offset the cost of holding our conference.

Business Delegates and other official personnel, please bring copies of any proposed amendments to the BYLAWS.

The conference will include sales and exhibit areas. Sales will include fraternity items and jewelry for order or purchase.

Rules on Wearing our Lyre of Gold (by Jane Kuckuk, past Executive Secretary
Revised by the 2014 Board of Directors):

- Your badge should always be worn over your heart, not on collars, lapels, etc.
- Wear your D.O. badge to the left of a social sorority, fraternity or other badge.
- Never wear your badge lower than another badge. Chapter guards and other D.O. pins, such as Senior Honor pins, recognition pins, etc. should be worn below the badge.
- The badge may be worn with business casual, dressy, or formal attire. If wearing a suit jacket or a sweater the badge may be worn on the outside.
- The badge should not be worn with athletic attire.

Conference Registration Form
Delta Omicron International Music Fraternity
Triennial Conference July 18-21, 2018
Wyndham Lake Buena Vista Lake Buena Vista, Florida

All official personnel and visitors expecting to attend all or part of the 2015 Triennial Conference must register. This registration form is due to the Executive Office by **March 1, 2018 if attending as Conference Official Personnel (officers and chapter business delegates)**. Chapters will be charged \$25 for a change in delegate. All other registration forms are due before June 1. A late fee of \$50 will be charged to registrations received after those particular dates. Mail this form to Debbie Beckner, Executive Secretary, P.O. Box 752, Jefferson City, TN 37760. For more information, contact doexecsec@gmail.com

Name _____
 First Middle Maiden Last

Address _____
 Street Apartment # City State Zip

Phones: _____ FAX _____ Email _____

Name Tag Information:

Name _____
 Collegiate or Alumni Chapter _____
 Location of Chapter _____
 Current National Office _____

Delegate Registration Fees (official personnel):
Collegiate Chapter Delegate \$250
Alumni Chapter Delegate \$250
Music Representatives \$0
Other Official Personnel \$250

Registration Fees (non official personnel):
Collegiate Members \$250
Alumni Members \$250
Visiting Non-Member \$250
One Day Registration \$75

Subtotal

Meal – Add On (Guests Only – Not for Conference Attendees)

July 18	Awards Dinner	(\$50.00)	_____	
July 19	Foundation Luncheon	(\$40.00)	_____	
July 20	Rose & Gray Banquet	(\$55.00)	_____	
July 21	Lily-of-the Valley Breakfast	(\$38.00)	_____	(Delta Omicron members only)

Meal Sub-Total _____

T-Shirts Included in Registration Cost (Choose your size!)

GRAND TOTAL _____

Dietary restrictions or physical conditions or special requests for room assignments: Yes ___ No ___

List Restrictions Here: _____

++ If you would be interested in a possible room share contact the Executive Office for information.

Make Checks Payable to: Delta Omicron International Music Fraternity

You may also pay with PayPal – Money should be sent to deltaomicronpresident@gmail.com for the full total of your registration cost. Be sure to email/mail your registration form to Executive Secretary Debbie Beckner when you pay, on the PayPal notes include your name and chapter.