



## 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 1-3, 2024

### **Where is the location of the 2024 Summit?**

The Summit will be held at the Hyatt Regency Chicago, 151 East Wacker Street, Chicago, IL 60601

### **What time does the Summit begin?**

The Summit will open on Friday, March 1<sup>st</sup>, at 5:00 p.m. CT and it concludes at 11:30 a.m. CT on Sunday, March 3<sup>rd</sup>. A complete agenda is available at [www.nea.org/leadershipsummit](http://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 and 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 is scheduled to open in late December/early January and will close in early February 2024 (or when registration reaches capacity, whichever comes first). The registration link, a list of sessions, and an agenda will be posted at [www.nea.org/leadershipsummit](http://www.nea.org/leadershipsummit).



**How much is the registration fee?**

Registration Fee: \$275 per person  
Guest Registration: \$50 (covers administrative fees and food).

**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 after 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](mailto:YWhite@nea.org)**.

**Lodging**

For the 2024 NEA National Leadership Summit, the NEA has secured sleeping rooms at the following hotel:

- Hyatt Regency Chicago, 151 East Wacker Drive, Chicago, Illinois 60601; if the NEA is not funding you to attend the Summit, please use the following link to reserve your room: [2024 NEA NATIONAL LEADERSHIP SUMMIT \(hyatt.com\)](https://www.hyatt.com/USA/Chicago/Chicago-Hyatt-Regency).
- The room rate for the Hyatt is \$189.00 per night, plus taxes.

**Note for funded participants only:** If funded by the NEA, your hotel room will be reserved, and you will receive an email confirmation from the hotel property below. The arrival date is March 1, and the departure date is March 3. If you cannot arrive before 5:00 p.m. CT on March 1, please email [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org). NEA-funded participants may use the link above if

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you would like to extend your reservation, **at your own expense**, beyond March 1-3.

**Parking**

Hyatt Regency Chicago has valet-only parking available to overnight guests. In-and-out privileges are available

	Parking Rate	City Tax 22%	County Tax 6%	State Tax 65	Total
0-3 Hours	\$36.57	\$8.04	\$2.19	\$2.19	\$49.00
3-6 Hours	\$44.03	\$9.69	\$2.64	\$2.64	\$59.00
6hrs – Overnight – Hotel Guest	\$62.69	\$13.79	\$3.76	\$3.76	\$84.00
6hrs – Overnight – Visitor	\$70.15	\$15.43	\$4.21	\$4.21	\$94.00

**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 ten days before 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 receiving your cancellation.

Cancellations made five 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 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](mailto:leadershipsummits@nea.org).

**Where do I find information regarding the Summit?**

Please visit our Summit website at [www.nea.org/leadershipsummit](http://www.nea.org/leadershipsummit). For general inquiries, please email [leadershipsummits@nea.org](mailto:leadershipsummits@nea.org).