

## **2018 Biennial Convention Frequently Asked Questions**

### **HOTEL & TRANSPORTATION**

#### **How do I reserve a room at the InterContinental Hotel?**

Please visit <http://www.icneworleans.com/> or call the toll free number 1-800-424-6835. Reference the Code "CZB" for the group rate.

#### **What is the group rate to receive the discounted hotel rate?**

Our group rate is \$145/night for both single and double rooms (\$30 for each additional person, per room, per night not including sales tax).

#### **What is the last day the discounted group rate is available?**

The group rate is available until December 18, 2017. Any reservations made after 5:00 p.m. on December 18, 2017, are subject to availability.

#### **How much is hotel tax?**

The 15.75% tax (\$23) and a \$2.00 per room, per night occupancy fee totals \$170 per night.

#### **How do I find other students to split the cost of a room at the conference?**

The best option would be to contact your faculty advisor to determine if other students attending the conference would be willing to split the cost of a room.

#### **How far is the airport from the hotel?**

The Louis Armstrong New Orleans International Airport is approximately 15 miles from the InterContinental Hotel.

#### **How do I get from the airport to the hotel?**

A taxi is \$36 for 1-2 guests, \$15 per additional guest. The airport shuttle, which goes to several hotels, is \$24 per person. Taxes and gratuity is not included.

### **How much does parking cost at the hotel?**

#### **InterContinental Valet Parking:**

0-2 hours \$10.00  
2-5 hours \$15.00  
5-10 hours \$20.00  
10-24 hours - \$42.00 (Oversized vehicles- \$49.95)

#### **Self-Park: Pan Am Parking Garage: (enter at Camp Street)**

0-1 hours- \$4.00  
1-2 hours- \$7.00  
2-4 hours- \$10.00  
4-8 hours- \$15.00  
8-12 hours - \$20.00  
12-24 hours - \$25.00  
Loss of ticket - \$40.00

#### **Self-Park: Whitney Parking Garage: (enter St. Charles or Camp Street)**

0 to 1/2 hr - \$3.00  
1/2 to 1 hr - \$4.00  
1 to 2 hrs - \$5.00  
2 to 3 hrs - \$10.00  
3 to 10 hrs - \$12.00  
10 to 24 hrs - \$30.00

### **What time is check-in and check-out at the InterContinental Hotel?**

Check-in is 4:00 p.m. and check-out is 12:00 p.m.

## **PANEL SESSIONS**

### **On what days will panel sessions be held?**

Panels sessions will begin at 1:00 p.m. on Wednesday, January 3, 2018 and run through 4:00 p.m. Saturday, January 6, 2018. By the end of November, each paper presenter (student and faculty) will receive an email providing their panel information. Please take this into consideration when making your travel arrangements.

### **When will a tentative schedule of events be available?**

A tentative schedule of events will be posted on our website by early September 2017. Please note the tentative schedule is subject to change. Conference attendees are advised to continuously check our website for any changes and/or updates.

### **What are the student requirements to present a paper at the 2018 Biennial Convention?**

Students must be a member of Phi Alpha Theta. The student must have the faculty advisor at his/her school approve and submit the paper. Student paper submissions can be made by using the following link <http://phialphatheta.org/student-paper-submission-form>.

### **How does a student submit a paper for presentation at the 2018 Biennial Convention?**

Student paper submissions are made through the faculty advisor at your school. Faculty advisors can submit student papers at the following link: <http://phialphatheta.org/student-paper-submission-form>.

### **How does a faculty member submit a paper for presentation at the 2018 Biennial Convention?**

Faculty members can submit a paper at the following link: <http://phialphatheta.org/faculty-paper-submission-form-2>.

### **How does a faculty member volunteer to chair a panel?**

Faculty members can volunteer to chair a panel at the following link: <http://phialphatheta.org/faculty-moderator-form>.

### **Must a panel chair volunteer register for the conference?**

Yes. We request that panel chair volunteers register for the conference so that he/she can receive a copy of the program as well as a name tag.

### **What are my responsibilities as panel chair?**

Confirm your panel time(s) and location(s) upon arrival. If any student has failed to provide a copy of his/her paper, do not feel obliged to discuss during your session. Please begin the panel by introducing yourself, each of the speakers as well as the titles of their papers. Panel sessions are 1 hour and 15 minutes. Please keep in mind each presenter has 15 minutes to speak. When the last speaker is finished, you have the option of commenting on the papers or having an open discussion.

### **I submitted my paper abstract online, what happens next?**

For *student paper presenters*, an email confirming acceptance of your paper will be sent to you as well as your faculty advisor. If you have not registered for the conference, this is a good time to do so since *all paper presenters must be registered*. For student registration please click [here](#).

For *faculty paper presenters*, an email confirming acceptance of your paper will be sent to you. If you have not registered for the conference, this is a good time to do so since *all paper presenters must be registered*. For student registration please click [here](#).

### **Do student paper presenters need to submit his/her complete paper to the Phi Alpha Theta National office?**

No. The student paper presenter will be requested to email his/her panel chair with a complete copy of their paper by the end of November. Phi Alpha Theta National office only needs a brief (a few sentences) description of the student's paper so that we know what field/period of history (i.e. Civil War, Ancient History, etc.) the student will be discussing. This information will help us when putting the panel sessions together.

### **How much time does each student have to present?**

Each student will have 15 minutes for his/her presentation, which is approximately a 12 page paper, double-spaced.

### **When will I receive my panel information?**

By the end November, each paper presenter (student and faculty) will receive a detailed email providing their panel information. At that time, we request that *each student* email a copy of his/her *complete paper* to the assigned panel chair.

### **I am an independent scholar and would like to present a paper at the convention. How do I submit my paper proposal?**

We invite independent scholars to present his/her research by submitting your paper using the following link: <http://phialphatheta.org/faculty-paper-submission-form-2>.

### **Can a member who has graduated present a paper and, if so, how do I submit my paper?**

Yes. As long as the person requesting to present a paper is a Phi Alpha Theta member, he/she can present a paper. In this case, the member should fill out the "student portion" only of the student submission form and submit it directly to PAT headquarters at the following link: <http://phialphatheta.org/student-paper-submission-form>.

**Can a student join Phi Alpha Theta sooner than the usual induction ceremony date in order to present a paper at the convention?**

Yes, if the student meets the membership requirements as referenced on our website (<http://phialphatheta.org/membership-requirements>), then the student may join in order to present a paper. The faculty advisor MUST submit the student's membership information and dues prior to the conference in order to be on the convention program.

**Will AV equipment be provided at the conference?**

Due to the exorbitant cost, we are unable to offer audio-visual equipment. You are welcome to provide handouts to assist you in your presentation. Each paper presenter is allotted 15 minutes and most panels will consist of three presenters. A question and answer period will follow after the papers have been presented.

**REGISTRATION**

**Who must register for the conference?**

Student paper presenters, faculty paper presenters and panel chair volunteers. Family, friends and spouses are welcome to attend panel sessions at no cost.

**What is the registration fee for students?**

Pre-registration is \$140 through November 1, 2017. Registration is \$160 after November 1, 2017.

**What is the registration fee for faculty?**

Pre-registration is \$160 through November 1, 2017. Registration is \$190 after November 1, 2017.

**Is the registration fee refundable?**

No. The registration fee is non-refundable.

**I am student that would like to present a paper at the conference and need to submit for membership. How do I become a member?**

Student memberships are submitted to the Phi Alpha Theta National Office by the faculty advisor of the local chapter. A complete list of our faculty advisors nationwide is available on our website at <http://phialphatheta.org/wpdir>. Our one-time initiation fee of \$50.00 per student is payable at the time of initiation. This fee includes a membership certificate, four issues of our journal, *The Historian* as well as many other membership perks as outlined on our website [www.phialphatheta.org](http://www.phialphatheta.org).

**Does registering for the conference guarantee me a hotel room?**

No. Registration to the conference is separate from the hotel reservation. Please see hotel details above.

## **MEALS**

### **Are meals included in the registration price?**

No. Meals are paid separate from the registration fee. The “convention meal package” provides meals throughout the convention or you can pick and choose the individual meal events that you wish to attend. Further information is available on our website at [www.phialphatheta.org](http://www.phialphatheta.org) under the “Meetings” Menu and “Biennial Convention” Heading under registration.

### **My spouse is joining me at the convention. Must he/she pay for the registration fee and meals?**

A member’s spouse does not need to register for the conference. However, if he/she wishes to attend any meal events, they must pay for their meals.

### **When selecting my meals at the conference, how do I inform the InterContinental Hotel of any food allergies?**

Please email [info@phialphatheta.org](mailto:info@phialphatheta.org) and use the subject line “PAT 2018 Biennial Convention – Food Request.”

### **What meals will be available at the convention and what do they cost?**

Meal options and pricing can be found online [here](#).

### **What is the cost of the complete meal package?**

\$170 (includes all meals)

## **DELEGATES**

### **How do I become a delegate for my chapter?**

Each chapter is allowed one delegate. Normally, delegates are appointed by the chapter advisor. Delegates must complete the following:

1. Submit a delegate credentials form
2. Purchase the complete convention package (registration and complete meal package)
3. Sign in upon arrival
4. Attend the Roll Call and Business Meeting at 8:00 a.m. on January 5, 2018.

### **What are the benefits in serving as a delegate for my chapter?**

The delegate of a chapter serves as a representative of his/her school throughout the entire conference. Delegates are eligible for \$100 reimbursement following the convention. Delegates must attend the Business Meeting at 8:00 a.m. on January 5, 2018, and complete the sign-in sheet to validate your attendance. Following the convention, PAT National Office requests a copy of your receipt for your airfare or, if you drove, for your mileage to the PAT National Office mailing address.

### **Where can I find the chapter delegate form?**

The delegate credential form will be available on our website by early September 2017.

### **DRESS CODE**

#### **Is there a dress code?**

Business casual is suitable for all events.

### **SPECIAL NEEDS**

#### **How do I inform Phi Alpha Theta National Headquarters that I need special assistance at the conference?**

Please email [info@phialphatheta.org](mailto:info@phialphatheta.org) and use the subject line "PAT 2018 Biennial Convention – Special Assistance."

### **BOOKS**

#### **Can faculty sell his/her books at the convention?**

Yes. There will be a table available at which you can display and sell your book.