



**DELTA OMICRON
INTERNATIONAL MUSIC FRATERNITY**

2021 CONFERENCE BULLETIN

Official Delegate Information and Instructions

The Forty-Fifth National and Twenty-First International Conference
July 22-24, 2021

Norfolk Waterside Marriott
Norfolk, Virginia

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 sessions 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 Delegates:** will be selected by the Delta Omicron Board of Directors, shall perform at the designated conference concerts, and shall attend all sessions 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 delegates) 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, 2021 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, 2021. Conference registration will be by a Google form online. Fees may be paid online, or by check sent to the executive office:

Delta Omicron
P.O. Box 30558
Indianapolis, IN 46230
Phone: (865) 471-6155
Email: doexecsec@gmail.com

All conference attendees (except music delegates) 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):

Chapter Delegate \$250
Music Delegate \$0
Other Official Personnel \$300

Registration Fees (non-official personnel):

Visiting Members \$500
Visiting Non-Members \$250
Single Day Registration \$100

Registration fees and travel for official chapter delegates has been subsidized by the conference investment paid yearly by their chapter.

Registration fee for visiting members includes: assigned hotel rooms with a fellow collegiate or alumni member (single rooms are available at additional cost), conference sessions, performances, conference meals, t-shirt and business sessions.

Registration fee for visiting non-members includes: conference meals (not including the Lily of the Valley breakfast), performances, and open sessions. Hotel reservation must be made with the Marriott Hotel with the Delta Omicron hotel block. If the visiting non-member is rooming with a member, please contact the executive office.

Single day registration fee includes: meals for one day, conference sessions, and performances. Members may attend closed business sessions. No hotel accommodations or t-shirt are provided.

The complete registration fee should be paid at time of registration. For official chapter delegate registration, a late-registration increase of \$50 will be imposed for registrations received after March 1, 2021. All conference fees are non-refundable.

Payment of the registration fee will permit initiated fraternity members to attend all scheduled events of the conference. Visitors who are not initiated members may 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

Because the fraternity is limited by the contributions made by the conference investment fund, 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 Norfolk, Virginia.
- 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 or parking fees 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, 2021.

- 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 and parking fees (at the hotel) if receipts are kept.
- e. **Due to the current COVID situation, tickets purchased prior to April 1st or after June 15th will not be approved for reimbursement.** Delegates are encouraged to research the most cost effective means of travel. If assistance is needed please contact the executive office.
- 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 assistance from the executive office or an advance from their chapter. This request must be made no later than June 1st. Persons receiving travel advances from chapters who fail to attend conference are expected to reimburse the Fraternity by August 1, 2021.

ROOM ACCOMMODATIONS

Lodging will be paid for official personnel from the conference fund for Wednesday, Thursday, and Friday nights (July 21 through 23). 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.

MEMBER LODGING RESERVATION: All official personnel, delegates, and visiting members are expected to stay in the arranged Waterside Marriott Hotel. Hotel reservations are made through the executive office. The hotel has reserved a block of rooms for the official delegation. Members should NOT make reservations directly with the hotel. The reservation form provides an opportunity for delegates to make specific lodging requests.

Lodging for all members will be in groups of 2 persons per room with two double beds per room. Other arrangements are available, please contact the executive office. 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.

NON-MEMBER LODGING RESERVATION: Non-members will be totally responsible for the cost of any lodging. The hotel conference room rate is \$169 per day plus tax. If the visiting non-member is rooming with a member, please contact the executive office. All other non-member lodging reservations should be made directly with the hotel via link on the Delta Omicron website or by calling and asking for the Delta Omicron block.

MEALS

All members attending the conference will receive all meals, Thursday dinner through Saturday breakfast. Province Presidents attending the Province President workshop, July 21st will receive lunch on July 21st. Dinner on Wednesday night (July 21st) and breakfast Thursday morning (July 22nd) are not included.

Scheduled conference meals will include:

- July 22 — Lunch & Learn
- July 22 — Dinner & Awards Banquet
- July 23 — Committee Breakfast
- July 23 — Foundation Luncheon
- July 23 — Rose & Gray Banquet
- July 24 — Lily of the Valley Breakfast (*members only*)

CONFERENCE OPENING AND CLOSING

The Conference will open with a delegate training session at 9 a.m. on Wednesday, July 22, 2021 at the Marriott Waterside, Norfolk. Arrival/Conference registration in the Marriott Foyer on the fourth floor of the hotel will begin at 8:00 a.m. that morning. The conference will adjourn after the business meeting on Saturday, July 24th around noon. Official personnel are expected to be in attendance at all business meetings July 22 through 24 and should arrange travel accordingly. When planning travel please keep in mind travel times to and from the airports.

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 the bylaws).

A personal fine shall be levied by the fraternity for each unexcused absence of a delegate from any session or function of the conference. Personal emergency or illness will be judged on a case-by-case basis by the board.

As established by the Board of Directors, the fine levied upon a collegiate chapter failing to send a delegate to Conference 2021 shall be \$250. Personal fines shall be \$25 for each unexcused absence of a delegate from any single session or function of Conference 2021. **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

Norfolk Waterside Marriott, 235 East Main Street, Norfolk, Virginia 23510. (757) 627-4200.

<https://www.marriott.com/hotels/travel/orfws-norfolk-waterside-marriott/>

See the hotel website for local attractions and hotel amenities. See www.visitnorfolk.com for area attractions.

Norfolk International Airport is 6 miles from the hotel. There is no hotel shuttle available from the airport. Amtrak station is less than a mile from the hotel, and two stops on the Tide Light Rail. A parking garage is connected to the hotel for \$20/day.

CLOTHES

Business casual will be appropriate for all sessions. Please no jeans or shorts.

For meals and concerts, business formal is appropriate: dress, pants suit, shirt and tie, and jacket. The Rose and Grey Banquet on Friday evening is fancy. Black tie optional. Tuxedo, dark suit, long or short formal dress.

For the initiation ceremony and Lily-of-the-Valley breakfast on Saturday morning, initiation attire: all white, or light dress pants with white shirt.

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

Collegiate mixer: letters and/or casual.

MISCELLANEOUS

Bring a notebook and pen and a device (laptop preferred). Members will need to know the Delta Omicron password and grip. All delegates should bring their chapters' scrapbook to be submitted in the scrapbook contest.

Each chapter is to send an item for the silent auction with your delegate. All attendees may contribute. Items can be related to Delta Omicron, to music, or be something of worth that would encourage bidding by attendees. Items should be new or in excellent condition. Interesting antiques and handmade items are also welcome. Money collected from the silent auction will be going to offset the cost of holding our conference. Prizes will be awarded for the top-selling items.

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 2014):

- 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 22-24, 2021
Norfolk Waterside Marriott

All official personnel and visitors expecting to attend all or part of the 2021 Triennial Conference must register. This registration form is due to the Executive Office by **March 1, 2021**. A late fee of \$50 will be charged to registrations received after those particular dates. Checks should be made payable to **Delta Omicron Music Fraternity**. PayPal to deltaomicronpresident@gmail.com

Name _____
First Middle Maiden Last

Address _____
Street Apartment # City State Zip

Phones: _____ Email _____

Name Tag Information:

Name _____
Collegiate or Alumni Chapter _____
Current National Office _____

Please Specify one of the Following:

Chapter Delegate _____ (\$250 Registration Fee)
Music Delegate _____ (\$0 Registration Fee)
Other Official Personnel _____ (\$300 Registration Fee)
Visiting Member _____ (\$500 Registration Fee)
Visiting Non-member _____ (\$250 Registration Fee)
Single Day Registration _____ (\$100 Registration - No Housing/T-shirt) Day of Attendance _____
T-shirts included for members only in your registration cost (Choose your size!) S M L XL 2XL 3XL
If you do not wish to receive a T-shirt please indicate here:

Dietary restrictions or physical conditions or special requests for room assignments (use back): Yes ___ No ___
