Traveling with MCAA 101

Your Chapter Name Here

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Schedule

Review Sessions in Detail
- *Time & Location*

Expectations for Attendance
- *Conference Start to Conference Finish*
- *Early Morning Sessions are Still Required – Buddy System!*

If Multiple Session Options Offered
– *Divide and Conquer*

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What to Wear

Overall Dress Code: Business Casual
- *No jeans, leggings, hoodies, t-shirts, flip-flops, hats*
- *Not the place for 'going out' attire*

Matching Polos / School Colors on Certain Days?

Tour or Any Safety Requirements?
- *Long Pants, Closed-Toe Shoes, Etc.*

Ballrooms are always cold – bring a jacket and check the weather!

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Make Good Choices

Representing the Chapter, School and MCAA
- *Consequences, always someone watching*

Review Drinking Policies for Each Conference
- *GFF is a dry event for students*
- *MCAA Convention, MEP, Safety, WiMI, MSCA*
    - *Different student lanyard color, must show ID every time, 1 drink at a time, privilege may be revoked*
- *Alcohol is not allowed in sessions*

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MCAA Policies

MCAA Behavioral Code

MCAA is committed to ensure that MCAA sponsored meetings and events are conducted with professional decorum for all participants. MCAA requires adherence to a proper professional business behavioral code of conduct and personal decorum customary for professional business events for all program registrants, participants, MCAA staff and other attendees at MCAA meetings and events. Adherence to this behavioral code will foster a welcoming environment that is safe, collaborative and productive for all attendees and participants.

Any unprofessional, unbecoming, or rude behavior relating to interpersonal conduct, intoxication, and sexual harassment or other behavioral malfeasance of any kind will not be tolerated.

MCAA principals with responsibility for the event on site who observe or reasonably become aware of such offending behavior by any event registrant, speaker, volunteer, MCAA staff, participant, or their guests, hereby reserve the unconditional right to take action to address the problem up to and including revoking any offending person's registration or participation without further notice or cause determination and requiring that individual to leave the event immediately. Removal from an MCAA meeting or event may lead to the inability to attend MCAA meetings and events in the future.

By completing this registration, and checking the "I agree" box the registrant agrees to comply with this MCAA Event Behavioral Code for the benefit of themselves and other event registrants and their guests, MCAA and its employees, and all other program participants.

By agreeing to the MCAA Event Behavioral Code the registrant also hereby consents to MCAA's discretion to apply and enforce the code of conduct with respect to their personal behavior and that of any of their guests for the duration of the program.

(*Disclaimer* – MCAA does not accept any responsibility for describing or enforcing any personal behavioral standards at any off-site events or informal gatherings held in conjunction with the MCAA event by others that are not sponsored by MCAA.)

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More Policies

School and/or Student Chapter Code of Conduct
- *Signatures required?*

School Travel Policies

Covid Policies

Hotel Policies
- *Hotel Check-In and Check-Out Times*
- *Quiet Hours, Be Respectful of Neighbors*

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Reimbursement Policies

What Does Your Chapter Reimburse For?
- *Flights: Strictly Economy? Early-Bird? Prefer Refundable?*
- *Baggage Fees?*
- *Airport Parking?*
- *Uber / Lyft: What Circumstances?*
- *Rental Cars: What Circumstances? University Policies? Age Policies?*

How to Properly Submit Expenses

Group Meals
- *If chapter is paying, will alcoholic beverages be covered?*

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In Case of Emergency...

Gather Emergency Contact Name & Number
- *Advisor should carry a copy of the list.*

Student Attendee Phone Numbers
- *Students should put all other chapter member #'s in their phone*
- *Reminder to travel in packs*
- *Always keep their phone charged / bring a charger*

Review Travel Insurance Policies *with University*

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Additional Best Practices

Insert Here