

## 2025 Lexington Leadership Institute

### I Have Registered. Now What?

#### Make Travel Arrangements

- **Session One:** all participants should plan to arrive on **June 5** and depart on **June 8**.
- **Session Two:** all participants should plan to arrive on **June 12** and depart on **June 15**.

See page 2 for specific arrival and departure instructions.

NOTE: *Participants are expected to stay for the entire program.*

#### What to Bring

Most of the program materials will be provided to participants upon arrival. All participants must be properly attired to attend educational sessions and meal functions at the Lexington Leadership Institute. **Proper attire** consists of dress pants (khakis, or slacks) or shorts (non-athletic), a tucked-in collared shirt, and closed-toe shoes. *T-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions.*

#### Check Your Email Regularly

Email will be the primary means of communication regarding the Lexington Leadership Institute. Please ensure you promptly check and read any emails from the Headquarters office.

#### Participant Expectations

The curriculum builds on itself as you progress through the experience. As such, it is imperative you attend all scheduled sessions.

<b>Arrival Information</b>	
<b>Driving</b>	<p>Arrive in Lexington, Virginia, <b>no later than 3:00 p.m. Eastern on June 5 (Session One) or June 12 (Session Two).</b></p> <p>The address for Sigma Nu Headquarters is <b>9 N. Lewis St., Lexington, Va. 24450.</b> Free parking is available on-property.</p>
<b>Flying</b>	<p>Participants who will be flying will be contacted by <a href="#">ByzTrav</a>, a travel agency contracted by the Fraternity to secure your flight arrangements. You will be billed by ByzTrav for your flights. Participants will fly into Roanoke Regional Airport with a scheduled landing time of <b>no later than 2 p.m. Eastern on Thursday</b> of their session.</p>
<b>Airport Transfer</b>	<p>Professional transportation services arranged by ByzTrav will provide travel between Roanoke Regional Airport and Lexington. The Fraternity will be responsible for paying for these ground transportation services. Confirmation of the specific pick-up and drop-off arrangements will be communicated to each participant shortly before the Lexington Leadership Institute.</p>
<b>Inclement Weather</b>	<p>Your safety is most important. Please exercise caution and good judgment when traveling to the Lexington Leadership Institute.</p> <p><b>If you are driving</b> and weather/road conditions deteriorate, you should pull over and call Fred Dobry at (540) 319-1391 to report your delay. He will provide additional instructions at that time. If you cannot reach Fred, then contact your <a href="#">Leadership Consultant</a> and then the Headquarters office at (540) 463-1869 to report the delay.</p> <p><b>If you are flying</b>, please visit the airline gate agent or customer service representative. They will rebook you on the next available flight. After you are rebooked, please call ByzTrav to report the delay and revised arrival time. You will be provided the name and number of the ByzTrav representative to contact in the confirmed attendees materials emailed to you in late May.</p>

<b>Departure Information</b>	
<b>Driving</b>	<p>Plan on departing at 8 a.m. or later on the Sunday of your session.</p>
<b>Flying</b>	<p>ByzTrav will secure departure flights for Sunday morning of your session. Professional transportation will be provided from Lexington to Roanoke Regional Airport.</p>

## Frequently Asked Questions

**Q: What are the dates of the Lexington Leadership Institute?**

**A:** Session One is June 5-8, 2025 and Session Two is June 12-15, 2025.  
The registration deadline is April 30.

**Q: Where is the Lexington Leadership Institute being held?**

**A:** Sigma Nu Fraternity Headquarters; 9 N. Lewis St., Lexington, Virginia 24450

**Q: Who should attend the Lexington Leadership Institute?**

**A:** The Lexington Leadership Institute is intended for rising Sigma Nu members entering their Sophomore or Junior year. Participation in the 2025 program will be limited to 60 participants per session.

**Q: Is there a dress code?**

**A:** All participants must be properly attired to attend educational sessions and meal functions. Proper attire consists of dress pants or shorts, a collared shirt, and closed-toe shoes. *T-shirts, hats, caps, and sandals may not be worn to educational sessions or meal functions.*

**Q: Where will attendees be staying?**

**A:** All participants will have a bunk bed provided within the Spears Family Epsilon Epsilon Center for Excellence. Bed linens, pillow, and towel will be provided. Participants are responsible for bringing their personal toiletries (soap, shampoo, deodorant, toothbrush, toothpaste, etc.).

**Q: What time can I leave on Sunday?**

**A:** The entire day has been reserved for travel. Those **driving** can depart as early as 8 a.m. For those **flying**, ByzTrav will secure your departure flight for that morning and arrange professional transportation services for travel from Lexington to Roanoke Regional Airport.

**Q: How do I book a room at the Center for Excellence?**

**A:** You don't need to – we will take care of securing your bunk bed within the Center for Excellence. Note, bunk beds are located within one of four bunk bed pods. Each pod consists of 20 bunk beds.

**Q: Is the lodging expense included in the registration fee?**

**A:** Yes. Your registration fee covers lodging expenses while in Lexington.

**Note, travel to and from the Lexington Leadership Institute is not covered through the registration fee. The collegiate chapter should cover the cost associated with any such arrangements. For those flying, ByzTrav will bill you directly for the cost of your flights.**

**Q: Can I cancel my registration?**

**A:** Yes, but we need to receive your request for cancellation in writing, and cancellation penalties may apply [see below]. Please submit your cancellation via email to [headquarters@sigmanu.org](mailto:headquarters@sigmanu.org). Once processed, you will receive a confirmation reply.

**Q: What is the cancellation policy?**

**A:** In recognition of the intentional selection process for the 2025 Lexington Leadership Institute and the expenses incurred in planning for each registered participant's attendance at the Institute, the following penalties will apply for registration cancellations:

- **Cancellation by May 15:** eligible to receive 50% of the registration fee refunded to the chapter.
- **Cancellation between May 15 and May 30:** the chapter is not eligible to receive a refund of any portion of the registration fee.
- **Cancellation on June 1 or later:** the chapter is not eligible to receive a refund of any portion of the registration fee and a \$150 late cancellation fee will be billed to the chapter.

For those flying, refund of your flight expense will be subject to the rules of the airline carrier.

**Q: Is the cost of food during the Lexington Leadership Institute included in the registration fee?**

**A:** Yes. Dinner will be provided on Thursday. Breakfast, lunch, and dinner will be provided on Friday and Saturday. A grab-and-go breakfast will be provided for participants on Sunday. Participants are responsible for their meals outside these times, including as part of their travel to and from the Lexington Leadership Institute.

**Q: What airport should I fly into?**

**A:** [Roanoke Regional Airport](#) [airport code ROA]. ByzTrav will coordinate your flight and ground transportation.

**Q: I plan to drive to the Lexington Leadership Institute. Where can I park?**

**A:** All attendees who arrive by car can park for free at Sigma Nu Headquarters.