

****Note: All references to “attached” are documents which can be found on the Board page.****

Greetings from frigid DeKalb, IL!

It's that time of year! The 2024 Sigma Tau Delta Convention is right around the corner, running from Wednesday, April 3, 2024 through mid-afternoon on Saturday, April 6, 2024, with Committee and Board meetings for $\Sigma\tau\Delta$ and $\Sigma\kappa\Delta$ beginning on Tuesday, April 2, 2024, and NEHS meetings beginning Thursday, April 4, 2024. Here is some important information to make this a smooth process for all.

Register Due Monday January 31, 2024

- Here is the [link](#) you'll use to register.
- Please select “pay by check” as the payment option.
- For the SLs: you get a t-shirt included in your registration.

Schedule

- **$\Sigma\tau\Delta$:** Plan to arrive in St. Louis on Tuesday, April 2, by 4:00 p.m. CDT. Committee meetings will begin after dinner with the Board meeting taking place on Wednesday, April 3. The full Spring Board meeting schedule will be available on March 1, 2024.
- The Awards Luncheon (Gala) is scheduled to end at 3:00 p.m. CDT Saturday, April 6, 2024. That is the last official event of the convention. You are free to choose to leave afterward or on Sunday morning.
- Accommodations are being made to allow for luggage storage after checkout for those who choose to leave on Saturday.

Travel Each individual is responsible for arranging their own transportation to and from the convention.

- **Travel by Air:** Please check several airlines' rates. Please reference Sigma Tau Delta's “Travel Reimbursement Policy and Procedures” (attached) for what is reimbursable and what is not. We only reimburse for “coach” seats and for one checked bag. Please complete this step ASAP to save on flight costs.
- **Travel by Car:** For those planning to drive, the reimbursement will be equivalent to the 2024 IRS reimbursement rate (\$.67/mile).
- If you need to use Uber/Lyft, etc. to/from your home-city airport and the cost will exceed \$75 one-way, please let the CO know **in advance**. You may be asked to consider alternate options.
- If you change arrangements once they've been made, you are responsible for any charges incurred.
- If anyone needs assistance making or paying for travel arrangements **in advance**, please complete the attached Airfare and Per Diem Pre Pay Request Form by February 12, 2024.

Hotel The Central Office will make your hotel arrangements.

- We are staying at the [Hilton St. Louis at the Ballpark](#), 1 S Broadway, St. Louis, MO.
- Your respective group ($\Sigma\tau\Delta$, NEHS, SKD) will cover the cost of the hotel rooms for Tuesday-Saturday nights (depending on your Society).
- Check in is 4:00 p.m. CDT, check-out is 11:00 a.m. CDT. Early check-in and late check-out are subject to availability at the time of the convention.
- SRs and ASRs will be paired in rooms with two beds.

Survey **Due Tuesday, February 15, 2024**

- Please take a few minutes to complete the attached survey regarding your travel arrangements and any special requests. (It looks long, but many of the questions will be skipped depending on your answers.)
- This is what will secure your hotel room and any accommodations you are comfortable disclosing.
- If you change arrangements once they've been made, you are responsible for any charges incurred.
- Anyone not providing travel information by February 15 may wind up outside our room block (perhaps at another hotel).
- If you have any travel or hotel questions, please let Jeannine Szostak know at jszostak@niu.edu.
- Google and Microsoft do not play well together on my computer, so I'm sharing the link in an attachment.

Board and Committee/Task Force-Chair Reports **Due March 15, 2024**

- To spare Jeannine many additional hours of frustration, **PLEASE**:
 - a. **Use the attached form(s)** to submit your report.
 - b. **Do not** change the font style or size. (Bold, italics, indents, numbering, etc. are ok to change.)
 - c. **Save** your report(s) as a separate Word document.
 - i. **Do not send** .pdf or Google Docs, as they require that I reformat every bullet point, every indentation, every instance of formatting of bold/italics, even paragraph breaks).
 - d. **Name** your file in the following format (to help us track which reports have been returned and where to put them in the T[au]me):
 - i. Board reports "[Board Title] Spring 2024 Report".
 - ii. Committee/Task Force Reports "[Committee/TF Name] Spring 2024 Report".
 - e. **Send** your reports in an email directly to jszostak@niu.edu, with the subject line "Spring 2024 Board/Committee Reports."
 - i. Again, please **do not send** .pdf files or Google docs.

I know several people have asked about dates for the Fall Board meeting. We should have those hopefully this week; I'll send them out once we do.

I am looking forward to seeing you in St. Louis!

Jeannine Szostak, MSEdx2, MS

Director of Society Operations

Sigma Tau Delta International English Honor Society

National English Honor Society (grades 9-12) / ELA Honor Society (grades 6-9)

Northern Illinois University Department of English

(she/her/hers)

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