

Dear Colleagues,

It's that time of year! The 2023 Sigma Tau Delta Fall Board Meeting is right around the corner, running from Thursday, September 21, through Saturday, September 23, with Regent and EC meetings for ΣΤΔ (only) beginning on Wednesday, September 20. Here is some important information to make this a smooth process for everyone.

Board and Committee/Task Force-Chair Reports Due September 8, 2023

- To spare me many additional hours of frustration, ***PLEASE:***
 - Use the attached form(s) to submit your report. They can also be found [here](#).
 - Do not change the font style or size. (Bold, italics, indents, numbering, etc. are ok to change.)
 - Send it as a Word document.
 - Sending as a .pdf or in Google Docs format requires that I reformat every bullet point, every indentation, every instance of formatting of bold/italics, even paragraph breaks).
 - 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):
 - Board reports “[Board Title] Fall 2023 Report”.
 - Committee/Task Force Reports “[Committee/TF Name] Fall 2023 Report”.

The remaining documents will be posted on the [Fall 2023 Board Meeting page](#).

Schedule

- Carie, SAs, AR, SRs–Plan to arrive in St. Louis by 5:00 p.m. on Thursday, September 21; committee meetings begin right after dinner.
- EC – Your first meeting is 8:30 a.m. Thursday, September 21, so arrive accordingly.
- Regents – Plan to arrive in St. Louis by 5:00 p.m. on Wednesday, September 20.

Travel Each individual is responsible for arranging their own transportation to and from the Fall Board Meeting.

- **Travel by Air:** Please check several airlines' rates and reference Sigma Tau Delta's [Travel Reimbursement Policy](#) for what is reimbursable and what is not.
- **Travel by Car:** For those planning to drive, the reimbursement will be equivalent to the 2023 IRS reimbursement rate (\$.655/mile); see section II C-9 on page 3 of the [Travel Reimbursement Policy](#) for details. Reimbursement also covers tolls and parking.
- If you change arrangements once they've been made, you are responsible for any charges incurred.
- SLs and any individuals who may have financial hardship in attending the meeting (temporarily out of pocket): please complete [SL Airfare and Per Diem Prepay Request](#) form and return it to me no later than August 8, 2023. For the SLs only, there is a box to check if you do not need/want us to pay for your airfare or per diem prior to the meeting (you are ok waiting for a reimbursement check in early October).
 - SLs, please check the box corresponding with your role; anyone else, please check the CO box.

Reimbursement Forms Due September 29, 2023

- The form can be found [here](#).

Hotel The Central Office will make your hotel arrangements. Please do not call the hotel.

- We are staying at the [Hilton St. Louis at the Ballpark](#) hotel, 1 S Broadway, St. Louis.
- ΣΤΔ, NEHS, ΣΚΔ will cover the cost of the hotel rooms/deposit for Thursday-Saturday nights accordingly, Regents and EC will arrive Wednesday
 - You will need a card to cover any incidentals on the room.
- Check-in is 4:00 p.m. c.s.t, check-out is 11:00 a.m. c.s.t. Early check-in and late check-out are subject to availability at the time of check-in.
- SRs will be paired in rooms with two beds.

Survey Due Friday, August 11, 2023

- Please take a few minutes to complete the [Travel 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 provide for any special requests, etc.
- If you change arrangements once they've been made, you are responsible for any charges incurred.
- The hotel is booked solid during our stay. Anyone not providing travel information by the deadline may wind up outside our room block (perhaps at another hotel).
- If you have any travel or hotel questions, please let me know.

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](#)

Northern Illinois University Department of English

(she/her/hers)

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