

Personal Checklist for Attending 2025 SGE Convention

1). Arrange transportation.

The closest airport to the WIU Riverview Center is Quad Cities, Moline, IL (MLI). Attendees will need to arrange transport to the convention site. The shuttle will pick up students at **1:00 pm on Friday** at the airport and will leave at **noon on Sunday** to return to the airport. Allow **3 hours for transport**. Please schedule flights accordingly. If you encounter difficulty with scheduling your flight, please call Lee Potter at 319-505-3391.

2). Arrange Housing – Options below.

1). My Place Hotel: 940 Mississippi Pkwy, East Moline, IL 61244 (You are responsible for booking and paying for your own room). Use link below to register direct* by **3/21/2025**.

2). Camelot Campground Quad Cities: 800-787-0695 or <https://camelotcampgroundqc.com/> \$28 per site per night - Bring own camping equipment

**My Place Hotel: 940 Mississippi Pkwy, East Moline, IL 61244 (You are responsible for booking and paying for your own room). Use this link [[SigmaGammaEpsilon25](#)] to register for either single queen bed plus recliner or two queen beds, either option is \$79.00 plus tax. Phone: 309-796-7588. Ask for SGE block of rooms. Payment is required at time of booking, rate is valid until 3/21/2025.*

3). Submit the *\$50 registration fee online or mail it to **Sigma Gamma Epsilon, P.O. Box 324, Cedar Falls, IA 50613** (check or money order made payable to **Sigma Gamma Epsilon**)

This fee will be REFUNDED upon **full attendance and participation in the 2025 convention and the completed registration forms submitted online by **March 28, 2025** and the \$50 fee submitted online/mailed by **March 28, 2025** (Guest registration fees are nonrefundable).*

4). Complete the Registration & Committee forms and submit them online by **3/28/2025**.

5). Delegates should submit a publish ready electronic Chapter Report to potter@SGEarth.org by **4/4/2025** following the template on the SGE website homepage for publication in *The Compass*. National officers should submit a publication ready electronic Officer Report to potter@SGEarth.org by **4/4/2025**.

6). Delegates must prepare and present a Chapter Report at the 47th Biennial Convention. All Chapter Report presentations are limited to 10 minutes each. Delegates are asked to present their **Chapter Report in a PowerPoint**. PowerPoint presentations should be emailed to potter@SGEarth.org by **4/4/2025**.

● *A \$500 stipend is being provided for the Official Delegate of each chapter by the National Council upon complete attendance of the 2025 convention and submittal and presentation of Chapter Report. \$50 stipends for alternates (chapters are welcome to bring as many alternates as they like) and \$250 stipends for advisors are being provided upon complete attendance of the 2025 convention. Stipends can be combined if your chapter would like to bring a group (Ex. Rent a van and travel together).*