



Lions Clubs International

# First Vice District Governors/ District Governors-Elect Seminar Q Center - St. Charles, IL, USA

## **REGISTRATION LOGISTICS PACKET #1**





Dear First Vice District Governor/District Governor-Elect,

We look forward to welcoming you to the 2020 FVDG/DGE Seminar! Once again we will be hosting the FVDG/DGE Seminar at the Q Center in St. Charles, Illinois. The Q Center is approximately 35 miles west of Chicago and is the largest full-service conference facility in the U.S. The Q Center hosts executive training for Fortune 500 companies as well as large-scale association conferences and special events. This remarkable facility offers training, dining, and hotel accommodations all conveniently located on one campus.

FVDG/DGEs can look forward to a week of focused training, a photo opportunity with the Vice President and a visit to Lions Clubs International Headquarters. FVDG/DGEs will benefit from networking with fellow FVDG/DGEs from around the world and sharing ideas as they prepare to lead their district in the coming year.

The LCI team looks forward to working with you as you prepare to attend the Seminar and are committed to making this event both memorable and productive.

Best Regards,  
*LCI FVDG/DGE Seminar Team*



## FVDG/DGE Seminar Registration Logistics Packet

Please find enclosed information pertaining to your arrangements for the 2020 First Vice District Governors (FVDG)/District Governors-Elect (DGE) Seminar scheduled at the Q Center in St. Charles, IL, USA

*The First Vice District Governors/District Governors-Elect Seminar will offer learning opportunities to assist the FVDG/DGEs in preparing for their year as District Governor. The Seminar will include focused training, a photo opportunity with International Vice President Judge Haynes Townsend, and a visit to Lions Clubs International Headquarters. The FVDG/DGE Seminar in St. Charles is exclusively for the First Vice District Governor/District Governor-Elect. **Companions and/or guests may not attend.***

In this booklet you will find information on how to:

- **Return** the 2020 FVDG/DGE Registration & Travel Form to LCI for the 2020 FVDG/DGE Seminar in St. Charles, Illinois, USA
- **Register and reserve** your room at the Q Center in St. Charles, Illinois, USA
- **Book** your travel arrangements to St. Charles, Illinois, USA
- **Register** for the 2020 FVDG/DGE Seminar and the International Convention in Singapore

Carefully review the information in this document. Be sure to return your 2020 FVDG/DGE Registration and Travel Form to the **LCI Registration and Housing Department** by **Monday, October 21, 2019** in order for you to receive the link for self-service registration and housing for the Q Center, as well as to make your flight arrangements.

A **second logistics packet** will be emailed in **January 2020** which will include detailed information about the Q Center, travel instructions for your arrival in St. Charles, IL, airport transfers to the Q Center, FVDG/DGE Seminar schedules. Instructions for Singapore Convention Registration will be included in the **January 2020** packet.

The **final logistics packet** will be emailed in **May 2020** that will include detailed information about the FVDG/DGE Seminar and Singapore International Convention, registration and hotel confirmations, and FVDG/DGE Seminar and the Singapore International Convention schedules.

Up-to-date information is available on LCI's official web site: [www.lionsclubs.org](http://www.lionsclubs.org) (search "FVDG/DGE SEMINAR")

We look forward to welcoming you to St. Charles!

# Mark Your Calendar!

|                       |  |
|-----------------------|--|
| Monday, October 21    | Deadline to submit your 2020 FVDG/DGE Seminar Registration and Travel Form to LCI  |
| Friday, November 29   | Deadline to book your airline reservations for the 2020 FVDG/DGE Seminar at the Q Center   |
| Friday, December 13   | Deadline to register and reserve your room at the Q Center online.   |
| January 2020          | Second logistics packet including detailed information about the Q Center, travel instructions for your arrival in St. Charles, IL (including airport transfers), and FVDG/DGE Seminar schedules   |
| Monday, February 10   | Q Center check-in date   |
| Friday, February 14   | Q Center check-out date  |
| Thursday, February 27 | Deadline to register for the 2020 FVDG/DGE Seminar and Singapore International Convention  |
| Friday, March 13      | Deadline to submit <b><u>ALL</u></b> Transportation Expense Claims for the Q Center training to LCI Accounting Department  |
| May 2020              | Final logistics packet including information and schedules for the FVDG/DGE Seminar and Singapore International Convention, registration and hotel confirmations for Singapore, and travel instructions including airport transfers for your arrival in Singapore. |





# Registration, Housing & Travel for the FVDG/DGE Seminar

## *Let's get started!*

**Step 1: Complete the 2020 FVDG/DGE Seminar Registration & Travel Form** and return to LCI at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) by **Monday, October 21<sup>st</sup>**

- The FVDG/DGE Training Seminar in St. Charles, Illinois, USA is exclusively for the First Vice District Governor/District Governor-Elect. **Companions and/or guests may not attend.**
- You will receive an email message from LCI confirming receipt of your registration form and will be given details via a link on how to **register and reserve your room at the Q Center, and book your airline reservations.**

**Step 2: Book your airline reservations.**

- Review instructions to book your travel in [ATTACHMENT #2](#) corresponding to the country in which you reside.
- All FVDG/DGE airline reservations must be handled by LCI's approved travel agency and booked by the deadline **Friday, November 29, 2019.**
- Correspond with the travel agency and book your travel.
- Follow instructions on [ATTACHMENT #2](#) regarding payment/reimbursement of your airfare.
- LCI will receive a copy of your airline itinerary to arrange airport transfers to the Q Center. Please notify LCI if you are planning to extend your stay past the LCI approved dates.

**Step 3: Register and reserve your hotel room for the FVDG/DGE Seminar at the Q Center**

- LCI will provide you with a link to register for the FVDG/DGE Seminar and reserve your hotel room at the Q Center by **Friday, December 13, 2019.** This link is exclusively for the First Vice District Governor/District Governor-Elect and should not be shared with others.
- Enter all required data and click SUBMIT to complete registration and housing reservation.
- You will receive an automated email confirmation from the Q Center.
- If you are having difficulty utilizing the Q Center website, please email LCI at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) for assistance.
- **The approved FVDG/DGE arrival date is Monday, February 10 and the approved FVDG/DGE departure date is Friday, February 14.**

(Additional nights reserved at the Q Center are a personal expense and subject to availability. These expenses are to be paid directly to the Q Center upon check-out.)

**Important: Please make sure that your airline ticket dates match your room reservation dates. If you need assistance, please contact us at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org)**

# Q Center Conference Center, St. Charles, IL, USA

The Q Center is the largest conference facility in the Midwest, located in St. Charles, IL on 95 acres of recreational grounds. The Q Center is approximately 35 miles west of Chicago. Within the Q Center are dining facilities, meeting rooms, and housing accommodations.



The Q Center rooms are dormitory-style standard rooms equipped with a single bed and an ergonomic workstation. The private bathrooms include a walk-in shower (no bathtub) and are nonsmoking. There is complimentary *Q Center Q Basic WIFI* access available in all guest rooms, as well as a 26" flat panel, high definition TV with cable programming. The *Q Center Premium WIFI* is an additional cost (\$15/day) and is a personal expense. Amenities also include a coffee maker, alarm clock radio, hair dryer, iron and ironing board and assorted toiletries.



The Q Center also has a gift shop for items to purchase, complimentary self-service laundry area, a staffed business center, fitness center, and a quiet room for meditation/prayer.

The Q Center will provide an atmosphere for focused training that will assist the First Vice District Governor/District Governor-Elect in preparing for their year as District Governor. Meeting rooms have soundproof walls, ergonomic chairs, and Q Center Q Basic WIFI.



# Housing Accommodations

Upon receipt of your FVDG/DGE Registration & Travel form, you will be provided with a link to the Q Center to reserve your accommodations. The LCI approved dates are for an arrival on **Monday, February 10** and a **departure on Friday, February 14**. You are required to stay at the Q Center throughout the entire First Vice District Governors/District Governors-Elect Training Program.

- LCI will pay for one single occupancy room with one twin-sized bed for the **LCI approved dates only**. Companions/guests may not attend the First Vice District Governors/District Governors-Elect Seminar.
- The Q Center will make every effort to accommodate guests with special needs. Please indicate your detailed needs when reserving your room at the Q Center.
- You will receive an online link to reserve your room at the Q Center. Additional nights (outside of the approved LCI dates) at the Q Center are a personal expense and subject to availability. Contact LCI at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) for information on additional nights and rates.
- LCI is managing the housing at the Q Center. In order to avoid confusion, please do not contact the Q Center directly. All questions relating to accommodations should be directed to LCI at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org)
- Any balance due for additional nights, incidentals, and the taxes associated with these charges, will be collected by the Q Center from the FVDG/DGE at check-out



## Meals at the Q Center



LCI will provide breakfast, lunch and dinner at the Q Tower Dining or Fox River Dining halls during the FVDG/DGE Seminar Training. The Q Center offers a wide variety of foods (including Vegetarian and Indian Vegetarian) that will be served buffet style; therefore, you may choose to eat according to your personal dietary preferences.

# Travel Policy and Procedures



## Airline Travel:

Please note all FVDG/DGE flight arrangements must be made by **Friday, November 29**. Early bookings will allow for more direct routings, flight options, and availability. Chicago is the closest city to the Q Center and attendees may fly into Chicago's O'Hare or Midway airports.

**PLEASE FOLLOW PROCEDURES FOR BOOKING AIRFARE UNDER [ATTACHMENT #2](#).**

The procedures will vary based upon your geographical location.

## FVDG/DGE Seminar Travel Reimbursement Policy

Lions Clubs International will reimburse the following travel costs:

### Airfare:

One (1) economy class round-trip airline ticket by the most direct route for the FVDG/DGE.

- *Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel.*
- *You are required to abide by LCI's travel policy in order to receive reimbursement.*

### Airport Transportation from Home

Round trip transportation between your home and home airport will be reimbursed with submission of Lions Clubs International FVDG/DGE Local Transportation Form with receipts. The most up-to-date form can be found on the LCI website on the [Finance Resources page](#).

- Parking at the airport will be reimbursed provided it is less than round trip mileage, taxi, bus, or train service.

### Baggage Fees:

LCI will reimburse each FVDG/DGE only for the **first checked bag** within the airline's guidelines for size and weight.

- Additional checked luggage or excess baggage fees are a **personal expense**. Airline baggage policy varies by carrier, please check with the appropriate airline for more information.
- The expense for the **first checked bag** can be claimed along with your local transportation costs.



# Airport Transfers to the Q Center

Round trip airport shuttle transportation from the Chicago O'Hare or Midway airport to the Q Center on the LCI approved dates will be provided by LCI at no cost to you. Additional details regarding airport transfers will be provided in the January 2020 electronic mailing.

## Other Modes of Transportation

If you choose to travel to the Q Center by car, train, or bus, limited expenses will be reimbursed in accordance with LCI's Reimbursement Policy.

The total combined travel expenses including mileage, tolls, hotel, meals and parking expenses for the First Vice District Governor/District Governor-Elect is not to exceed the lowest logical economy airfare as of January 1, 2020. Single airfare will be reimbursed. If driving with another FVDG/DGE, only one allowance will be reimbursed. A FVDG/DGE Driving Claim Form can be found on the [DGE website page](#), as well as on the LCI website under [Finance Resources](#).

Please return the FVDG/DGE Driving Claim Form to the LCI Accounting Department, along with receipts, for reimbursement by Friday, March 13.

## Pre- or Post- Travel

If you are planning a pre- or post-trip, please make sure your travel dates do not conflict with the approved **arrival date of Monday, February 10** and **departure date of Friday, February 14**.

Please notify LCI of your extended travel plans at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) and advise if airport transfers on the approved dates will be required from the Chicago O'Hare or Midway airport to St. Charles, IL.



# The Q Center App

The Q Center has released a mobile app that will help guests navigate their way throughout the facility. Using your smartphone or tablet, the app will provide turn-by-turn directions to your destination. Not sure which room to look for? Select Events to find your meeting and be navigated to its location.

With location services and Bluetooth enabled, your mobile device communicates with over 350 small beacons installed throughout the Q Center. The information received from the beacons helps identify where you are on the map. You can turn on a feature that will avoid stairs and instead recommend elevators or have it direct you to the nearest restroom or other amenity.



The Q Center app is available in both the Apple App Store and Google Play Store. Simply search for “Q Center” and install.

## Passports and Visas

Depending on the FVDG/DGEs country of citizenship and/or length of stay in the United States, international travelers will be required to obtain a passport and [ESTA](#) for countries under the Visa Waiver Program or Visa. Passports must be signed and contain sufficient blank pages for Visa stamps. Passport expiration dates must be greater than six months beyond your stay. Please check with your local consulate for visa requirements. Attendees should plan to apply early due to the necessary processing times.



Information can also be found at [www.travel.state.gov](http://www.travel.state.gov). Additional information regarding travel documents may be found on the [LCICON page](#). DGE Invitation letters for international travelers are available upon request. Please complete the FVDG/DGE Invitation Letter Request Form and send the form to [Convention@lionsclubs.org](mailto:Convention@lionsclubs.org)

A passport, driver's license or state photo identification card is required for U.S. citizens. See [www.tsa.gov](http://www.tsa.gov) for more information. Please refer to <https://www.dhs.gov/real-id> to determine your state's photo identification requirements for boarding an airplane.

# FVDG/DGE Seminar Schedule

Please visit the [FVDG/DGE Seminar Website](#) for the preliminary FVDG/DGE Seminar Schedule. The schedule is subject to change. A detailed daily schedule will be provided via email prior to the seminar.

## FVDG/DGE Assignments

You will receive an email from your group leader containing information about your independent homework assignments. These include reading assignments and online courses, in the upgraded Lions Learning Center, that address skills essential to your success as District Governor.



## Translation/Interpretation

### **Classroom Groups:**

FVDG/DGEs have been assigned to classroom groups based on the official district language as identified by the District and Club Administration Division at LCI. A Group Leader fluent in the language will facilitate the classroom portion of the FVDG/DGE Seminar. If you need to



participate in a language group other than the one you have been assigned to, please email your language group change request to Lori Saldaña at [Lori.Saldana@lionsclubs.org](mailto:Lori.Saldana@lionsclubs.org) no later than **Monday, December 30, 2019**. Changes are subject to classroom space availability.

### **General Session Translation:**

The Opening Ceremony and General Sessions are presented in English. LCI provides for language interpretation support in the following languages: Chinese, Finnish, French, German, Hindi, Italian, Japanese, Korean, Portuguese, Spanish and Swedish.

**Personal Language Assistance:** If you require a personal interpreter during classroom sessions, for a language other than those specified above, you must submit a request in writing to Kelly Zielinski at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) to obtain Lions Clubs International's approval. Your request is subject to classroom space availability. If your request is approved, you will receive the **Personal Interpreter Registration Form**, which will need to be completed and submitted with applicable fees for travel, hotel accommodations and meals, to Kelly Zielinski by **Friday, December 13, 2019**. All related expense are considered a personal expense.

# 2020 Singapore International Convention

A Singapore preview session will be held at the Q Center on Thursday, February 13<sup>th</sup>. Information about the Singapore International Convention and Day 4 of the FVDG/DGE Seminar will be provided at this meeting. FVDG/DGEs will want to make sure to attend this session!

Information regarding registration/housing for the Singapore International Convention will be available in the **January 2020 mailing**. Representatives from the LCI Registration and Housing Department will be onsite at the Q Center and are available to assist with any questions.

Some items to remember:

- ✓ LCI will register you and one adult companion to attend the 2020 Singapore International Convention and Celebration Banquet. Do not register for the Convention online as it will result in a duplicate booking.
- ✓ To register your family members for the Singapore International Convention, please request a FVDG/DGE Family Convention Registration Form and return it to [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org). Celebration Banquet tickets and airport transfers must be purchased using this form. Celebration Banquet tickets are limited and subject to availability.

## Questions regarding the 2020 FVDG/DGE Seminar should be directed to:

| Questions Regarding:            | Contact                    | Telephone #                        | Email  |
|---------------------------------|----------------------------|------------------------------------|--|
| Registration/Hotel Arrangements | Kelly Zielinski            | +1 630-468-7016                    | <a href="mailto:dgeseminar@lionsclubs.org">dgeseminar@lionsclubs.org</a>                         |
| Travel/Flight Arrangements      | Lisa Pastore<br>Lynda Rohr | +1 630-468-7052<br>+1 630-468-6832 | <a href="mailto:dgetravel@lionsclubs.org">dgetravel@lionsclubs.org</a>                           |
| Travel Reimbursement            | Laura Delgado              | +1 630-468-6846                    | <a href="mailto:DistrictGovernorClaims@lionsclubs.org">DistrictGovernorClaims@lionsclubs.org</a> |
| Seminar Program Content         | Cynthia Bianchi            | +1 630-468-6770                    | <a href="mailto:cynthia.bianchi@lionsclubs.org">cynthia.bianchi@lionsclubs.org</a>               |