

2026 TAU BETA PI CONVENTION GUIDE

Welcome to the 2026 Convention Guide! Whether you're attending as a voting delegate, association official, or non-voting member, this guide contains information on everything you need to prepare—registration costs, travel arrangements, reimbursement policies, dress codes, and important procedures.

REGISTRATION PACKAGES & COSTS

Note: ALL hotel reservations are made automatically through the online registration system.

Registration Deadline: The deadline to complete your registration is **September 1**. Completing registration by this date secures your spot at Convention and locks in your travel, hotel, and package selections.

PACKAGE OPTIONS:

- **3-Night Package:** \$1,165
 - Includes full-access to all programming, all scheduled meals (Thu – Sat), and a double-occupancy, shared room for Thursday, Friday, and Saturday.
- **4-Night Package:** \$1,335
 - Includes everything in the 3-Night Package, plus Wednesday night lodging and admission to the Wednesday evening Welcome Mixer.
- **Single-Occupancy Rooms:** Subject to availability; by request only for an additional, non-reimbursable \$125 per night.
- **Billing:** Registration fees and on-site packages are billed *after* the Convention concludes.

TRAVEL & LODGING

Note: Voting delegates should plan to arrive on Wednesday, October 7. This ensures you are on-site and ready for the mandatory business and committee sessions starting Thursday morning.

LODGING

- **The Westin La Paloma Resort & Spa**
- **Address:** 3800 East Sunrise Dr., Tucson, AZ 85718
- **Check-In:** Begins at 4:00 PM
- **Roommates:** Assigned as double-occupancy. You can indicate a roommate preference during registration; otherwise, you will be paired with an attendee of the same gender and approximate age.
- **Accessibility:** ADA-accessible rooms can be requested during registration.

FLIGHT & AIRPORT INFORMATION

- **Local Airport: Tucson International Airport (TUS)**
- **Ground Transportation:** Free shuttle service between TUS and the resort will be provided for Wednesday arrivals and Sunday departures. Look for airport volunteers to direct you. Return shuttles begin Sunday morning. Details regarding shuttles and transportation will be updated in the event app and at Convention.
- **REAL ID Requirement:** As of May 2025, you must be REAL ID compliant (or use a passport) to board domestic flights. Plan to arrive at your home airport at least 90 minutes before departure.

BOOKING YOUR FLIGHT (Collegiate Voting Delegates & Award Recipients Only)

- **Collegiate Voting Delegates:** If flying, TBP's travel agent will purchase your ticket and bill TBP directly. There is no cost to you upfront for this. Just select **"Need Tau Beta Pi to Book a Flight"** when registering and fill in your travel preferences.

- **Award Recipients:** If flying, you have two options for booking your flight:
 - **Option A – “Need Tau Beta Pi to Book a Flight”:** Our travel agent purchases the ticket and bills TBP directly. There is no cost to you upfront.
 - **Option B – “Booking My Own Flight”:** If you prefer to book independently you may do so and submit for reimbursement. Flights over \$600 require HQ preapproval before booking.
- **Checked Bag Policy:** One checked bag fee each way is reimbursable.
- **Airfare Cancellation Policy:** Tickets booked via TBP's travel agent are non-refundable and non-transferable. Chapters will be charged for airfare if a cancellation occurs for a purchased ticket.

WHAT TO EXPECT & CONVENTION BUSINESS

ON-SITE REGISTRATION & APP

- **Convention Registration Check-In Times:** Wednesday, October 7 (3:00 PM – 11:00 PM) & Thursday, October 8 (8:00 AM – 11:00 PM).
- **Identification:** Voting delegates must present valid government-issued ID to vote.
- **Convention App:** Download the free Guidebook App to access the complete schedule, maps, and networking tools. You will receive an email in early September letting you know how to join our guide. Available for iOS and Android devices, please be sure to accept push notifications from the app so that you will receive updates in real time.
- **Convention Schedule:** The Convention schedule is LIVE on the Convention website. A full, detailed schedule will be available before September 1.

HANDLING OFFICIAL BUSINESS

- **Committee Assignments:** Convention business is handled through committees. Voting delegates can submit their committee preferences during online registration. Committee materials, charges, and electronic copies of the Officer's Handbook and the Constitution & Bylaws will be provided in early August, if available. Some committee material will not be available due to reporting deadlines. They will be notified appropriately when their materials are ready. (Note: Paper copies of the C&B will also be available on-site).
- **Expert Support:** Assigned Association Officials will be present at each committee to assist with the workload. Each committee will democratically elect its own chair during its first meeting or prior to Convention once charges have been posted.
- **Participation vs. Voting:** Only officially appointed voting delegates may vote in their respective committees. However, any Tau Beta Pi member is welcome to participate in committee discussions if recognized by the chair.
- **Leadership & Proceedings:** The TBP President and Executive Director will prepare the official Order of Business in accordance with the Bylaws. The President will open the Convention, preside over officer reports, and manage the adoption of the Order of Business. From there, a permanent Convention Chair will step in to preside over the remainder of the event.
- **Tech-Based Voting:** Please remember to bring your laptop or tablet. We will use text-based voting and polling for official business. The cell phone number you provide during registration will be imported into our systems and verified when you check in on-site.

DRESS CODE

- **Thursday & Friday:** Business Casual (e.g., slacks, khakis, corporate skirts, collared shirts, blouses).
- **Saturday:** Business Professional (e.g., suits, blazers, dress shirts, ties) or traditional native formal wear.

SPECIAL EVENTS

- **Recruiting Fairs:** Join us for a virtual event on September 24 (open to all members) or attend in-person on Thursday, October 8 at Convention.
- **Professional Development:** Sessions will be held on Thursday, October 8.
- **Engineering Futures:** Sessions will be held on Thursday, October 8 and Friday, October 9.
- **Model Initiation:** The ceremony will take place on the University of Arizona's campus on Saturday, October 10.
- **More to Come:** Additional social and networking events are currently being planned and will be announced soon!

Last-Minute Emergency Policy: If a duly elected voting delegate cannot attend at the last moment, the registered alternate delegate will automatically become the official voting delegate with full voting rights.

EXPENSE REPORTS & REIMBURSEMENTS

This is a graded report for your chapter.

REIMBURSEMENT ELIGIBILITY CHECKLIST

- **Collegiate Voting Delegates**
 - On-site registration package paid for by TBP.
 - Driving reimbursed at \$0.35/mile (plus \$0.05/mile per member-passenger).
 - En route meals reimbursed at \$11 breakfast / \$13 lunch / \$20 dinner with accompanying receipts.
- **Collegiate Non-Voting Delegates:** One per collegiate chapter is eligible for a 20% airfare reimbursement (up to \$200).
- **Alumni Voting Delegates:** On-site registration package paid for by TBP.
- **Alumni Non-Voting Delegates:** Not eligible for financial reimbursement.
- **Award Recipients:**
 - On-site registration package paid for by TBP.
 - If you booked your own flight (Option B), submit receipts for reimbursement – flights over \$600 require HQ preapproval prior to booking. One checked bag fee each way is reimbursable.
 - Driving reimbursed at \$0.35/mile (plus \$0.05/mile per member-passenger).
 - En route meals reimbursed at \$11 breakfast / \$13 lunch / \$20 dinner with accompanying receipts.
- **Association Officials:** On-site package paid for by TBP.
- **Advisors:** Not eligible for financial reimbursement.

NON-REIMBURSABLE OUT-OF-POCKET EXPENSES

- Hotel incidentals, toiletries, and personal snacks.
- Guest meals –See guest policy below.
- Unusual or non-discounted fares without explicit, prior HQ approval. Note: Low-cost tickets are strictly non-refundable and non-transferable.

GUEST POLICY:

- Convention is open to Tau Beta Pi members. Guests are not permitted to attend sessions or business meetings.
- **Guest Meals:** Guests are welcome to join attendees for meals, at the attendee's own expense. Meal selections for guests can be made during online registration.

- **Award Recipients:** TBP covers one guest of an award recipient for one meal and one night of lodging only. Airfare, additional nights, and additional meals for the guest are not covered by TBP and are the attendee's responsibility.

QUESTIONS? Contact us at tbp.convention@tbp.org