



**DELTA OMICRON
INTERNATIONAL MUSIC FRATERNITY**

2025 CONFERENCE BULLETIN

Official Delegate Information and Instructions

The Forty-Sixth National and Twenty-Second International Conference
July 17-19, 2025

Hilton Baton Rouge Capitol Center
Baton Rouge, Louisiana

CONFERENCE PERSONNEL

OFFICIAL PERSONNEL:

1. **Officers:** Delta Omicron Board of Directors, Historian, Parliamentarian, Province Presidents, and President of the Advisory Council or a representative.
2. **Business Delegates:** Each collegiate chapter shall elect one business delegate, and each alumni chapter may elect one business delegate, preferably the chapter president. An alternate shall be elected. A business delegate shall attend all sessions of the conference. The alternate shall be prepared to participate in the conference if an emergency prevents the business delegate from attending. Each business delegate will be assigned to a conference committee that will report to the delegation on various areas of the fraternity. Some business delegates will be assigned to chair these committees. More information regarding assignments will be available closer to the actual start of the conference.
3. **Music Delegates:** will be selected by the Delta Omicron Board of Directors, shall perform at the designated conference concerts, and shall attend all conference sessions, except for designated practice times as specified by the board.

VISITORS:

1. **Initiated Members:** Members of the fraternity not included in the official personnel of the Delta Omicron Conference shall be regarded as visiting members. They shall be most welcome to participate in discussions but shall not offer motions or have the privilege of voting.
2. **Non-Members:** Prospective members, patronesses, patrons, non-initiated faculty sponsors, relatives, friends, etc., are welcome to attend the music sessions and functions but may not participate in business sessions of the conference or other designated members-only events.

CONFERENCE REGISTRATION

All official personnel and visitors must register, and all (except music delegates) must pay the registration fee through the executive office using the official registration form, which can be found at www.delta-omicron.org. Once you complete the form, you will be invoiced. If you need assistance, contact the office directly.

The conference registration deadline is April 1, 2025, for all Business Delegates and all other official personnel. Chapter Business Delegate names must be reported to the executive office using the IB 362 (collegiate) or IB362al (alumni) by April 1, 2025. Conference registration will be done online via our Memberclicks platform. Fees may be paid online or by check sent to the executive office:

Delta Omicron
6510 Telecom Dr.
Suite 370
Indianapolis, IN 46278
Phone: (865) 471-6155
Email: doexecsec@gmail.com

All conference attendees (except music delegates) pay a conference registration fee, the amount determined by the Board of Directors. Each collegiate chapter shall be responsible for paying this fee for its business delegate (see the bylaws).

Delegate Registration Fees (official personnel):

Chapter Delegate \$300
Music Delegate \$0
Other Official Personnel \$300
Single room, add \$275

Registration Fees (non-official personnel)

Visiting Members \$500
Visiting Non-Members \$250
Single Day Registration \$100
Single room, add \$275

Travel, conference meals, and lodging for official chapter delegates have been subsidized by the conference investment paid yearly by their chapter.

Registration fees for visiting members include assigned hotel rooms with a fellow collegiate or alum member, conference sessions, performances, conference meals, t-shirts, and business sessions.

Registration fees for visiting non-members include conference meals (not including the Lily of the Valley breakfast), performances, and open sessions. Hotel reservations must be made with the hotel with the Delta Omicron hotel block. Please contact the executive office if the visiting non-member prefers a room with a conference delegate or official personnel.

A single-day registration fee includes one-day meals, conference sessions, and performances. Members may attend closed business sessions. No hotel accommodations or t-shirts are provided.

The complete registration fee should be paid at the time of registration. For official chapter delegate registration, a late registration fee of \$50 will be imposed for registrations received after May 1, 2025. **All conference fees are non-refundable.**

Payment of the registration fee will permit initiated fraternity members to attend all conference events. Visitors who are uninitiated members may attend music sessions and functions of the conference other than the business sessions, members-only ceremonies, or the Lily-of-the-Valley breakfast.

INFORMATION FOR OFFICERS, BUSINESS DELEGATES, AND MUSIC DELEGATES

Because the fraternity is limited by the contributions made by the conference investment fund, lodging and transportation reimbursement restrictions are listed below. Due to rising travel and other expenses, all official attendees must travel cost-effectively while balancing practicality and necessity.

TRANSPORTATION

- a. Round-trip transportation will be paid from each person's home or summer address closer to Baton Rouge, Louisiana.
- b. **This expense will be allowed based on actual commercial travel costs up to \$300. Travel expenses over \$300 will not be reimbursed without prior authorization.** Delegates must submit vouchers, stubs, tickets, etc., for each expense for which reimbursement is expected. There will be no reimbursement for baggage. Contact the executive office with questions or concerns.
- c. If traveling by automobile, the delegate shall be reimbursed at 25 cents per mile plus any toll or parking fee charges. The fraternity will not reimburse for a rental car. **You are expected to travel by car if you live within a 400-mile radius of the Conference site. If you live within that radius and use another transportation form, you will be reimbursed only up to the amount you would have been compensated to drive.** If this is a problem, please contact the Executive Office by June 1, 2025.

- d. Delegates and officers planning to drive are encouraged to bring other delegates and members. Mileage will be reimbursed for the driver at 25 cents per mile plus tolls and parking fees (at the hotel) if receipts are kept.
- e. **Tickets purchased after June 1st will not be approved for reimbursement.** Delegates are encouraged to research the most cost-effective means of travel. If assistance is needed, please contact the executive office.
- f. The hotel provides a shuttle from the airport.
- g. Whether traveling commercially or personally, a delegate or music representative may request assistance from the executive office or an advance from their chapter. This request must be made no later than June 1st. Persons receiving travel advances from chapters who fail to attend the conference are expected to reimburse the Fraternity by August 1, 2025.

ROOM ACCOMMODATIONS

Lodging will be paid for official personnel from the conference fund for Wednesday, Thursday, and Friday nights (July 16 through 18). While the hotel conference rate is available before and after the conference, any lodging reserved before and after the dates indicated above will not be reimbursed and will be the responsibility of official personnel.

MEMBER LODGING RESERVATION: All official personnel, delegates, and visiting members must stay in the arranged hotel. Hotel reservations are made through the executive office. The hotel has reserved a block of rooms for the official delegation. Members should NOT make reservations directly with the hotel. The reservation form allows delegates to make specific lodging requests.

Lodging for all members will be in groups of 2 persons per room with two queen beds per room. Other arrangements are available; please contact the executive office. Alum delegates wishing to stay with spouses must pay the fraternity the difference between the requested room rate and the lodging stipend.

NON-MEMBER LODGING RESERVATION: Non-members are responsible for the cost of lodging. The hotel conference room rate is \$170 per day. If a visiting non-member is rooming with a member, please contact the executive office. All other non-member lodging reservations should be made directly with the hotel via the link on the Delta Omicron website or by calling and asking for the Delta Omicron block.

MEALS

All conference members will receive all meals, Thursday lunch through Saturday breakfast. Province Presidents attending the Province President workshop on July 16 will receive lunch. Dinner on Wednesday night (July 16) and breakfast on Thursday morning (July 17) are not included.

Scheduled conference meals will include:

- July 17 — Lunch & Learn
- July 17 — Dinner & Awards Banquet
- July 18 — Committee Breakfast
- July 18 — Foundation Luncheon
- July 18 — Rose & Gray Banquet
- July 19 — Lily of the Valley Breakfast (*members only*)

CONFERENCE OPENING AND CLOSING

The Conference will open with a business meeting at 9 a.m. on Thursday, July 17, 2025, at the Hilton Baton Rouge Capitol Center, Baton Rouge. Conference registration will begin at 8:00 a.m. that morning. The

conference will adjourn after the business meeting on Saturday, July 19, 2025, around noon. Official personnel are expected to attend all business meetings from July 17 (early morning) through 19 (early afternoon) and should arrange travel accordingly. When planning travel, please consider travel times to and from the airports. Most delegates will need to arrive on Wednesday to make the early sessions on Thursday, providing free time to explore Baton Rouge.

CONFERENCE PENALTIES

A fine, as established by the Board of Directors, shall be levied by the fraternity upon a collegiate chapter for failure to send a delegate to the conference. (See the bylaws.)

The fraternity will levy a personal fine for each unexcused absence of a delegate from any session or function of the conference. The board will judge personal emergencies or illnesses on a case-by-case basis.

As the Board of Directors established, the fine for a collegiate chapter failing to send a delegate to Conference 2025 shall be \$250. Personal fines shall be \$25 for each unexcused absence from any session or function of Conference 2025. **The conference treasurer shall deduct personal penalties from the delegate's travel reimbursement.**

GENERAL INFORMATION

THE CONFERENCE SITE

Hilton Baton Rouge Capitol Center, 201 Lafayette Street, Baton Rouge, Louisiana 70801, (225) 344-5866.

<https://www.hilton.com/en/hotels/btrcphf-hilton-baton-rouge-capitol-center/>

See the hotel website for local attractions and hotel amenities. See <https://www.visitbatonrouge.com/> for area attractions.

Baton Rouge Metropolitan/Ryan Field Airport is 7.5 miles from the hotel. The hotel offers a complimentary shuttle; follow airport signage. Valet parking is available at the hotel for \$25.00 (overnight) and \$18 for the day.

CLOTHES

Business casual attire is appropriate for all sessions. Please do not wear jeans or shorts. This is a professional event.

For meals and concerts, business formal attire is appropriate: dress, pantsuit, shirt and tie, and jacket. The Rose and Grey Banquet on Friday evening is optional in a black tie, tuxedo, dark suit, or long or short formal dress.

For the initiation ceremony and Lily-of-the-Valley breakfast on Saturday morning, initiation attire is all white or light dress pants with a white shirt.

The Lyre of Gold is to be worn at all conference events.

Collegiate mixer: letters and/or casual attire.

MISCELLANEOUS

Bring a notebook, pen, and device (laptop preferred). Members will need to know the Delta Omicron password and grip. All delegates should bring their chapters' scrapbooks to submit for the scrapbook contest.

Each chapter will send at least one item (large ticket) or basket (themes work great) for the silent auction with your delegate. All attendees may contribute. Items can be related to Delta Omicron, music, or something of worth that would encourage bidding by attendees. Items should be new or in excellent condition. Interesting antiques and handmade items are also welcome. Money collected from the silent auction will offset the cost of holding our conference. Donations from your university or other businesses would also be considered appropriate. Please contact the executive office if your item needs to be shipped rather than brought with you.

The conference will include sales and exhibit areas. Sales will include fraternity items and jewelry for order or purchase.

Rules on Wearing our Lyre of Gold (by Jane Kuckuk, past Executive Secretary, revised 2014):

- Your badge should always be worn over your heart, not on collars, lapels, etc.
- Wear your D.O. badge to the left of a social sorority, fraternity, or other badge.
- Never wear your badge lower than another badge. Chapter guards and other D.O. pins, such as Senior Honor pins, recognition pins, etc., should be worn below the badge.
- The badge may be worn with business casual, dressy, or formal attire. It may also be worn outside with a suit jacket or a sweater.
- The badge should not be worn with athletic attire.

Conference Registration Form
Delta Omicron International Music Fraternity
Triennial Conference July 17-19, 2025
Hilton Baton Rouge Capitol Center

All official personnel and visitors expected to attend all or part of the 2025 Triennial Conference must register. This registration form is due to the Executive Office by **April 1, 2025**. Checks should be made payable to **Delta Omicron Music Fraternity** or simply pay online via the invoice you will receive after completing your registration form online. If you need assistance with registration, please contact Alicia in the Executive Office at doexecsec@gmail.com



[Conference Registration Form](#)