

2018 NLSC Registration Information Packet

General Information

The 54th annual National Leadership and Skills Conference will be held on June 25-29, 2018 in Louisville, KY. Travel days are Sunday, June 24 and Saturday, June 30.

This packet includes pricing information, a checklist of what is needed to register, and a sample registration page. Don't forget: payment is due directly to Traveltyme by check. They do not accept credit cards. A W-9 is included for bookkeeping purposes.

Gold medalists for national contests are invited to represent Florida at NLSC. Florida Only contests (Hair Weave, Cosmetology Quiz Bowl, Culinary Quiz Bowl, Wedding Cake Design. If the Gold medalist is unable to attend, an invitation is extended to the Silver medalist. It is helpful for you to know which of your students can feasibly attend the National conference prior to attending the State conference.

Travel Information

State travel and accommodations are handled by our travel company, Traveltyme. All fees must be paid directly to them. The fee covers conference registration, state events, hotel, airfare, and airport transfers. Price is based on occupancy, and reflects a per person cost. Airfare is available from Orlando, Tampa, and Ft. Lauderdale on Southwest Airlines. We reserve them at a group rate based on the previous year's bookings.

You may also book your air travel separately and pay Traveltyme for the remaining balance, but all hotel, registration, and other fees are due to Traveltyme. Contact Traveltyme directly if you wish to book your air travel separately.

Registration begins on May 2, 2018. Airfare must be confirmed with Traveltyme by MAY 4, 2018. After this time, you are responsible for the cost of any cancellations.

Registration Information

After registering with Traveltyme, please register contestants, parents or anyone requiring a badge for entry to the opening session, competition floor, awards ceremony or bus transportation for your state online at: www.skillsusa-register.org.

Use your advisor login and password to enter site. Do not provide students or parents with website log-on information, as they should not be entering information. *Only the advisor, school personnel or state director should be registering participants.*

Below is a short description of the registrant types.

- **Contestant:** Any student competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter.
- **Advisor:** Teachers accompanying any student; includes contestants and observers. • **Observer:** A parent, student who is backup to a competitor, guest, model for Esthetics and Nail Care, or any

other attendee who needs a badge for entrance into all of the events — Opening Ceremony, competition floor, Awards Ceremony — and bus transportation with your state delegation.

- **Children 10 and under:** Free registration. NOTE: Tickets for amusement parks or any other event that does not include entrance with a badge is not included as part of the child's free registration. These items can be purchased separately at conference.
- **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the national headquarters' Office of Education. Only register as a Model of Excellence if you were contacted by the SkillsUSA national headquarters.

How to Register

Log on to: www.skillsusa-register.org/Login.aspx. Click the Conference tab – “My Registrations” – Watch Video on far right side or follow the Steps 1-2-3 at the top of the registration website. The process is the same as when registering for State Conference. *NOTE: The system will only accept conference registration for contestants if they have paid their membership dues and were registered as members by the March 1 national deadline.*

Registrants from a Previous Conference: If registering from a prior conference, use the “Look Up Previous Registration” button at the bottom of the screen and click the register button next to the name.

Liability Form: Once the name is registered; click the “FORM” button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the special needs and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.

A blank Liability Form can be printed ahead of time and given to the participant to fill out. Click the tab Conference – “Blank” –“NLSC1 Form.” The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.

Liability Consent — Ensure that the Liability box on the bottom of the Conference Registration Form is checked. If someone requires medical attention, it is important that we have this information to provide medical attention in case of emergencies.

Models for Nail Care/Esthetics: Register models as an observer. Models and assistants should not register as contestants.

Home Addresses: You must provide a home address for contestants. Contest awards and corporate gifts are mailed to home addresses. Emergency contact information is required for all participants.

Once you have entered all registrations, you can submit the registrations. Discard any invoice that is generated; the registration fee is covered in the package cost from Traveltyme.

Team substitutions are permitted, provided the substitute is a SkillsUSA member, joined by March 1, 2018. Please email Jessica Donelan Graber at jgraber@skillsusafl.org if you need to substitute a contestant, and include the blank liability form filled in with the substitute information.

What to Expect at NLSC

When you arrive at the airport, Traveltyme will greet you at baggage claim and ensure bags are collected. They will escort the group to shuttles to the hotel. At the hotel, they will distribute keys for check-in (please do not go to the Front Desk to get your keys).

There is a mandatory meeting on Monday for all advisors and students. Here, you will pick up registration packets, spirit items, and other conference materials, and will receive important contest updates and information. Student contestants (not models) will complete the SkillsUSA Professional Development Test, which will act as a tie breaker for scoring.

You can view a condensed agenda online at

www.skillsusa.org/events-training/national-leadership-and-skills-conference/agenda/

More information on conference events, SkillsUSA University sessions, and more is available at

www.skillsusa.org/events-training/national-leadership-and-skills-conference

Following the Closing and Awards Ceremony on Friday, we will meet as a state delegation to celebrate at the Kentucky Exposition Center. Dinner will be provided, and state awards will be distributed. Transportation is provided back to the state hotel following the dinner.

Hotel Information

This year, we will stay at the brand new Omni Downtown Louisville. The property is located adjacent to 4th Street Live, and includes a grocery store, bowling alley, restaurants, and more. Check out more at www.omnihotels.com/hotels/louisville.

Traveltyme pricing sheet
National Leadership Conference
June 24 – June 30, 2018
Louisville, Kentucky

Including:

- Roundtrip Air Transportation from Ft. Lauderdale, Orlando, Tampa
- Charter motor coach transportation from the airport to hotel
- Flight Bag
- Six nights accommodations at the Omni Louisville Hotel
- Florida Social following awards Ceremony on Friday
- Services of Traveltyme
- Taxes and gratuities
- Skills National Registration Fee

Cost per person:

- Quad \$1,204
- Triple \$1,313
- Double \$1,532
- Single \$2,189

Deadlines:

- Deadline to submit reservations: May 4*
- Full payment due on or before: June 7

***TRAVELTYME MUST RECEIVE YOUR ONLINE RESERVATION BY MAY 4 OR
YOUR AIRLINE RESERVATIONS CANNOT BE CONFIRMED AT PACKAGE COST.**

Register:

- For reservations go to www.traveltymeinc.com; Click Conferences; SkillsUSA; FLORIDA Association
- See attached reservation check list and how-to guide

Traveltyme, Inc. ▪ 3021 Bethel Road ▪ Suite 200 ▪ Columbus ▪ Ohio ▪ 43220
Telephone: 614.442.1505 ▪ Fax: 614.442.1537 ▪ www.traveltymeinc.com

Any increases imposed by Airline prior to ticketing will be assessed to each passenger.

Traveltyme Checklist

Before starting the reservation process, please make sure you have all the necessary information to complete the form. **You cannot save the form and go back to it at a later date. You can print a copy of the completed form before you submit it to us. Remember that the form has not been submitted until you click the “Submit Reservation” button at the bottom of the last page.** Below is a list of what you need to know before starting the reservation:

1. Name of city you want to depart from to go to Louisville. If you are not flying you must choose “No Air” to Proceed.
2. School Contact Information including school contact name, school address (NO PO Boxes), email addresses and phone number.
3. Advisor (or person who will be going on this trip) Contact Information including name, home address (NO PO Boxes), email address and phone numbers.
4. The LEGAL First, Middle and Last Name and Birth Date for each person who will go to Louisville. The names and birth date given must match a government issued photo ID. Students under 18 are not required to have a government issued photo ID but some form of ID is strongly recommended.
5. The number of rooms you will need. You will need to know the age of each student in your group in order to complete this section. Keep the following in mind when making your reservation:
 - Per SkillsUSA two people in one room are not guaranteed two beds. We always request two beds but it is not guaranteed. If you want to ensure that you will have your own bed you must request a single room and pay the single room package rate. Cots can be added to single rooms if two people are in the same room but there may be a charge for this. Single rooms are not guaranteed for students but we do our best to secure them upon request.
 - If you put three or four people in one room there will be only 2 beds so people will need to share a bed. Per Louisville Fire Codes cots cannot be added to rooms that already have two beds in them.
 - If you are a pair and can share one bed you still must indicate that two people will be in the room and provide the pertinent information for each person. The hotel requires this for Fire/Safety reasons. You can indicate in the comments section that you can have one bed and it will be a king bed.
 - If you will room with someone from another school do not put their name in the reservation form blank. Instead list the name(s) and school(s) in the “room comments” field below the reservation fields. If you want us to find a roommate for you we will try but this is not guaranteed.
 - We do our very best to secure the room type that you request. Each state is allotted so many rooms and room types and we work hard to ensure that you get what you need but we must work within the guidelines set for us.

Once you submit your reservation request you will receive an email stating that it has been sent to Traveltyme. A confirmation/invoice will be emailed to you later. A deposit, per person, is required for everyone attending the conference. The deposit amount and due date for each state is located on our website at www.traveltymeinc.com. When mailing deposit checks and final payment checks be sure to indicate the school name in the memo section. **At this time we do not accept credit cards.**

Traveltyme Reservation Instructions for SkillsUSA – FL, NJ, PA

1. Go to www.traveltymeinc.com
2. Click Conferences
3. Click SkillsUSA
4. Click Your State Association – This page lists what your package includes and provides **important deadline information**. Now click on "Click here to submit your online reservation".
5. You are now at the "2018 (Your State) SkillsUSA Conference Registration Form".

- ❖ You **MUST** select a Departure City. If you are not flying there is a "no air" option.

Please Choose a Departure City:

- ❖ Enter the name of the person at the school that needs to see trip and billing information. It is important that we have an accurate school address (NO PO BOXES) and phone number.

School Contact Name:

School Name: **Required**

Street Address:

City: State: Zip Code:

School Phone Number (with area code): Ext:

Contact E-Mail Address*: **Required Email must be in correct format**
*Your reservation confirmation and invoice will be emailed to this address

- ❖ Enter information for the adult (usually the Advisor) who will be going on this trip and is responsible for receiving trip information (i.e. invoices and airline tickets, if applicable). It is very important that we have an accurate home mailing address (NO PO BOXES), email address and cell phone number.

Advisor Name:

Home Address:

City: State: Zip Code:

Cell Phone Number (with area code): **Required**

Home Phone Number (with area code): **Required**

Advisor E-Mail Address*: **Required Email must be in correct format**
*A copy of your reservation confirmation and invoice will be emailed to this address

- ❖ Enter airline passenger information here.

Please Note: First, Middle and Last name must match government issued photo ID. Required by the TSA. Please enter "None" if passenger does not have a middle name.

Airline Passenger information must be completely filled out and in the indicated format.

	First Name	Middle Name	Last Name	Birth Date(mm/dd/yyyy)	Gender
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F

Traveltyme Reservation Instructions for SkillsUSA – FL, NJ, PA

❖ Use this space to reserve rooms for the adults who will be going on this trip. Please note the following:

- If you are a couple you still **MUST** indicate a double room to let us know two people will be in the room (this is required by the hotel for fire/safety issues), however, you can use the comments section to tell us that you will only need one bed.
- If you would like to room with specific advisors from other schools **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields.
- If you need more than two adult rooms, click the "add more adult rooms" button.

Advisor / Adult Reservations

Adult Reservations Room 1* * Be sure to use full legal name

Name of Person #1

Name of Person #2

1st Room Size: Single Double

Adult Room 1 Comments:

Adult Reservations Room 2* * Be sure to use full legal name

Name of Person #1

Name of Person #2

2nd Room Size: Single Double

Adult Room 2 Comments:

Add More Adult Rooms

❖ Use this space to reserve rooms for the students who will be going on this trip. Please note the following:

- If you would like to room with specific students from other schools please **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields. All efforts will be made to accommodate your request for locating roommates but we cannot guarantee this.
- If you need more than two student rooms, click the "add more student rooms" button.

Student Reservations

1st Room Occupants* (Maximum of 4 to a room)

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

1st Room Size: Single Double
 Triple Quad

Room 1 Comments:

2nd Room Occupants* (Maximum of 4 to a room)

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

2nd Room Size: Single Double
 Triple Quad

Room 2 Comments:

Please set gender for all persons

Add More Student Rooms

Traveltyme Reservation Instructions for SkillsUSA – FL, NJ, PA

- ❖ Use this space to provide any additional comments, questions or information. Also, please confirm the number or people you are registering for each room type (i.e., if you have a total of 6 students staying in double rooms it will indicate 6 for the number of people and not 3 for the number of rooms needed).

Comments, Questions, Additional Information:

Reservation Totals:

Please confirm the number of people you are registering in each room type

of People in Quads

of People in Triples

of People in Doubles

of Person in Singles

You will receive a reservation confirmation and invoice via email within 10 business days.

- ❖ Click "Continue Reservation"
- ❖ Your completed reservation form will appear on this page. **Please verify the information and click Submit.** You can use your browser's BACK Button to make any changes. ***Please Note: Your reservation will NOT be submitted until you click the "Submit Reservation" button at the bottom of this page.**
- ❖ Now click the "Submit Reservation" button at the bottom of the page and you will see the following message:

Thank You For Submitting Your Form. Your Travel Reservation has been received in our office!

This message lets you know that Traveltyme has received your reservation in our offices. A reservation form will automatically be emailed to you so that you can check the information you entered for accuracy (please call our office if you see anything that is not accurate). This is **not** your invoice. **A confirmation/ invoice will be emailed to you later.** When you get this emailed confirmation/invoice we ask that you send a copy of it along with your payment and be sure to indicate the school name on each check.

6. Please contact the Traveltyme office at 614.442.1505 if you have any questions or concerns and we will be happy to assist you. Email correspondence can be directed to Sandy Borchert at sandy.traveltyme@sbcglobal.net.

Intent to Compete
2018 SkillsUSA Florida
State Leadership and Skills Conference

Contest _____
Student Name _____
School _____

Division: HS PS

I have been extended an invitation to attend and compete at the SkillsUSA National Leadership and Skills Conference in Louisville, KY on June 24-30, 2018.

I understand that this invitation is contingent upon approval of my school and district to travel and attend the conference, and that I must have the supervision of my school or district at all times.

I understand that my school must arrange travel and registration through Traveltyme, and that airline information must be confirmed by May 4, 2018.

If I am unable to attend the National Leadership and Skills Conference, I will alert Jessica Graber, State Director, as soon as possible by emailing jgraber@skillsusaf1.org so that the next eligible medalist may be invited.

Student Signature _____

Advisor Signature _____

Advisor Email _____