SLTW: MAXIMIZE and Chapter Management Institute 2019
Conference Information Guide

This guide contains information on SkillsUSA Florida’s annual fall leadership conference. The event will be held on October 21-23, 2019 at Lake Yale Conference Center in Leesburg, FL. The conference has two tracks: SLTW: MAXIMIZE for students, and Chapter Management Institute for Advisors.

SLTW: MAXIMIZE will feature curriculum designed to incorporate the common language set forth by the SkillsUSA Framework, to assist chapters in successfully completing the experiences needed to meet Chapter Excellence Program requirements and enables students to apply those experiences to their own professional development.

This track will highlight the four pillars of leadership: trust, stability, compassion and hope. These four pillars will provide an overarching structure to house conversations and learning experiences that enable students to develop a plan to complete CEP and become truly excellent chapters.

During the Chapter Management Institute, advisors learn more about SkillsUSA and how to implement the SkillsUSA Framework in the classroom as a blueprint for career success. Sometimes the most beneficial learning occurs through networking with other advisors, and the Chapter Management Institute provides a great chance to meet with other advisors at the beginning of the school year. It is ideal to bring students to attend SLTW: MAXIMIZE while their advisor(s) attend CMI but is not required. All students who attend SLTW: MAXIMIZE must have supervision from their school or chapter. Chaperone who are not attending CMI should register as a Chaperone and will pay the SLTW: MAXIMIZE room rate.

Some topics that will be covered at CMI include the Career Essentials curriculum, the Chapter Excellence Program, and SkillsUSA Championships information. Advisors will have the chance to work with their chapters toward completing levels 1 and 2 of the Chapter Excellence Program.

Throughout the conference, all participants have the opportunity to earn the SkillsUSA Florida Statesman Award, which demonstrates knowledge of the organization, civics, and career and technical education. Industry partners participate in panel discussions with students and teachers about industry trends, employability, and what matters to employers. The conference wraps up with the annual Battle of the Huddles Lip Sync Battle.
I. Registration

a. Registration Fee

The conference registration fee applies to SkillsUSA members, advisors and chaperones and includes the following:

- Conference activities
- Training materials
- 2 nights’ lodging
- Meals (lunch Monday through lunch Wednesday)
- Conference t-shirt
- Educational resources for advisors in CMI

NOTE: Payment in full is required to participate. If payment is not received in advance by the state office, then payment or proof of payment will be required upon arrival at registration.

<table>
<thead>
<tr>
<th></th>
<th>Single Occupancy</th>
<th>Multiple Occupancy (2-3 per room)</th>
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</thead>
<tbody>
<tr>
<td>SLTW: MAXIMIZE</td>
<td>$375</td>
<td>$315</td>
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<tr>
<td>Chapter Management Institute</td>
<td>$475</td>
<td>$415</td>
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b. Registration Dates

Registration begins on September 1, 2019 and ends October 1, 2019, at 11:59 p.m.

c. Registration Process

Log on to: www.skillsusa-register.com

Click conference tab and make sure that the “SLTW: MAXIMIZE and CMI” is in the filtered event.

Click the “Add new Registrant” button to add a participant.
Chaperones not attending CMI should register as a Chaperone, and not as an Advisor.

d. Disabilities and Dietary Restrictions

If a registrant has a disability that meets criteria of ADA or dietary restrictions, click “YES” in the box and provide a description on the registration form so SkillsUSA can provide accommodations, special assistance, alternate meals or other support as needed. If accommodations are not identified during online registration, SkillsUSA Florida is not able to guarantee availability.

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). □ YES Describe:

Check YES if participant has dietary restrictions: □ YES Describe:

e. Payment and Cancellation Fee

There will be no refund for any cancellations after October 1, 2019.
II. Conference Location and Accommodations
All conference activities and overnight accommodations will be held at:
Lake Yale Conference Center
39034 County Rd 452
Leesburg, FL 34788

a. Reservation Deadline
Room reservation deadline is October 1, 2019.

b. Reservation Process
One representative from each school should fill out the rooming list template, available for download here: http://bit.ly/30k8Dt3

III. Conference Tracks
a. Student Training — SLTW: MAXIMIZE
During the conference, training will focus on the Four Pillars of Leadership: Trust, Stability, Compassion and Hope. As a result of participating, students will be able to:
- Know, create, and communicate their own CTE story
- Plan for chapter activities based on Framework essential elements
- Set SMART Goals and evaluate their progress
- Complete Level 1 and 2 of the Chapter Excellence Program

b. Advisor Training — Chapter Management Institute
Training will focus on how to best advocate for your CTE program as well as include implementing the SkillsUSA Framework as a blueprint to career success. Advisors will work with students from their chapter to plan events throughout the year and support their efforts in building a student-led chapter.

Note: All advisors should bring a laptop, tablet or other digital device to access digital resources during the training.

IV. Post-Conference
a. Conference Evaluations
Following the conference, students and advisors will receive a request to complete an online conference evaluation. These evaluations are vitally important to our continuous improvement process. Please complete the survey and provide valuable feedback.

b. Press Release
To highlight students’ experience at WLTI and share news about the conference at the state and local levels, a customizable press release will be provided to help tell about the impact your participants made while in D.C. Please send this press release to your local news media along with a photo of your group.

c. SLTW: MAXIMIZE and CMI Group Photo
The official conference group photo, along with other highlights and videos, will be posted on the SLTW conference page at: www.skillsusa.org. The high-resolution photos can be downloaded, printed or emailed at your convenience.

V. Statesman
Statesman requirements will be released soon. We encourage all students and Advisors to obtain this prestigious award.
VI. Tentative Agenda *(subject to change; official schedule released by October 15)*

**Monday, October 21**

*Attire: Casual. Chapter or region t-shirts or polos are encouraged.*

- 7:30 AM – 9:00 AM Conference Registration and Packet Pick Up
- 9:00 AM Opening Session
- 10:00 AM – 12:00 PM Sessions/Workshops
- 12:00 PM Lunch
- 1:00 PM – 3:00 PM Sessions/Workshops
- 3:30 PM – 5:00 PM Chapter Planning and CEP Level 1
- 5:30 PM Dinner
- 6:30 PM Statesman Testing and Signoff
- 7:30 PM Monday Night Mingle

**Tuesday, October 22**

*Attire: Casual. SkillsUSA logo attire is encouraged.*

- 7:30 AM Breakfast
- 8:30 AM – 11:00 AM Sessions/Workshops
- 11:00 AM Industry Panel Discussion
- 12:00 PM Lunch
- 1:00 PM – 3:00 PM Sessions/Workshops
- 3:30 PM – 5:00 PM Chapter Planning and CEP Level 2
- 5:30 PM Dinner
- 6:30 PM Statesman Testing and Signoff
- 8:30 PM Battle of the Huddles and Ice Cream Social

**Wednesday, October 23**

*Attire: Conference t-shirt (Field Day); Official Attire (Closing Session)*

- 7:30 AM Breakfast
- 8:30 AM General Session and Group Photo
- 9:30 AM Field Day
- 12:00 PM Lunch
- 1:00 PM Closing Session
- 2:30 PM Adjourn/Travel Home