



## **2022 Fall Leadership Conference Guide**

Maximize and Chapter Management Institute

*November 7-8, 2022*

*Melbourne, FL*

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## THE BASICS

**Who:** All SkillsUSA members and advisors are invited!

**What:** 2022 Fall Leadership Conference

**When:** November 7, 2022 at 8 AM to November 8, 2022 at 2 PM

**Where:** Hilton Melbourne  
200 Rialto Place  
Melbourne, FL 32901

**Cost:** Single Occupancy - \$400/person  
Double Occupancy - \$325/person  
Triple Occupancy - \$310/person  
Quad Occupancy - \$300/person  
Additional room nights (optional) - \$150 per room (not per person)

### Registration Includes:

- All conference activities and workshop materials
- 1-night hotel accommodations (including taxes and fees for Monday night)
- Lunch and dinner on Monday; breakfast and lunch on Tuesday, plus snacks (Monday breakfast on your own)
- Conference shirt and SkillsUSA swag Items

## IMPORATANT DATES AND DEADLINES

**Registration opens:** September 1, 2022

**Registration closes:** October 5, 2022 at 5 PM ET

**Rooming list due:** October 7, 2022 ([download Rooming List Form here](#))

**Payment due:** October 31, 2022

*Because of costs incurred immediately after the close of registration, **registration is final on the registration deadline, and no drops or refunds are permitted for any reason.***

## PAYMENT INFORMATION

SkillsUSA Florida appreciates payment by check whenever possible. Please contact the state office if you need a payment extension.

### Mail check payment to:

SkillsUSA Florida  
4446 Hendricks Ave PMB 229  
Jacksonville, FL 32207

**To make payment by credit card,** visit [givebutter.com/conferencepayments](https://givebutter.com/conferencepayments). (Review [these instructions](#) before using Givebutter!)

**Download our W-9 here:** <https://www.skillsusaf1.org/wp-content/uploads/2021/12/W-9-2022-1.pdf>

## THE VENUE

The [Hilton Melbourne Rialto Place](#) in Melbourne, FL will host all conference activities and accommodations. The hotel provides free wi-fi, free parking, onsite restaurant, room service, and business center.

All participants must stay at the hotel. Each school must email a rooming list to [jgraber@skillsusafl.org](mailto:jgraber@skillsusafl.org) by October 7, 2022 [using this form](#).

**Download the Rooming List Form here:**

<https://www.skillsusafl.org/wp-content/uploads/2022/09/Rooming-List-Form-FLC-2022.xlsx>

## MAXIMIZE (for students)

Maximize is SkillsUSA Florida's annual student fall leadership conference. Chapter leaders, including chapter officer teams, are encouraged to attend. Students will develop teamwork, communication, planning, organizing and management, and adaptability/flexibility skills during this event.

The focus of the conference is to prepare students to work with their chapter to plan events and work-based learning experiences that focus on elements of the SkillsUSA Framework. Students will be divided into small groups, or "Conference Chapters," and they will work together in committees to plan and execute a lip-sync for our annual Battle of the Chapters!

## CHAPTER MANAGEMENT INSTITUTE *(for advisors)*

Advisors are invited to attend the Chapter Management Institute, which runs concurrently with Maximize. While students are learning their role in chapter operations, advisors will work with SkillsUSA facilitators to develop a toolbox of resources to use in their chapter and classroom. Karolina Belen, SkillsUSA Senior Manager of Professional Development, will lead advisors through the Professional Member Benefits found in Absorb, with extra focus on implementing the SkillsUSA Framework in the classroom and chapter activities.

Advisors will also participate in an interactive session to help them plan to build and sustain comprehensive SkillsUSA Chapters. From chapter meeting and officer elections to the Program of Work and Chapter Excellence Program, these sessions will guide advisors through the logistics of building a comprehensive chapter with their student leaders. The Chapter Management Institute is perfect for new advisors, experienced advisors, and everyone in between. **Advisors must be joined as Professional Members prior to attending the conference.**

## CONFERENCE SCHEDULE

*(tentative - a detailed schedule will be provided following registration)*

### Monday, November 7, 2022

8 AM	Registration and Packet Pickup
9 AM	Opening Ceremony
10 AM	Workshops
11:30 AM	Lunch
12:45 PM	Workshops
3:15 PM	Break/Statesman Sign-offs
4 PM	Workshops
5:30 PM	Dinner
6:30 PM	Workshops
9:30 PM	Battle of the Chapters: Lip-Sync Battle and Branding Contest Voting
11 PM	Lights Out

### Tuesday, November 8, 2022

7:30 AM	Breakfast and General Session
8:30 AM	Workshops
10:15 AM	Chapter Excellence Program and Local Chapter Planning
12:30 PM	Lunch and Closing/Awards Ceremony

## REQUIRED CONFERENCE PREWORK: FRAMEWORK CERTIFICATION

The SkillsUSA Framework outlines the traits and skills identified by employers as necessary for career success. SkillsUSA empowers our members to become world-class workers and leaders by developing these skills in our students and providing teachers the resources to teach these skills. **All students participating in the conference must complete the Framework Certification in advance of the conference.** Students will learn about SkillsUSA and be able to articulate the meaning of SkillsUSA's mission and vision statements, explain the Framework through a brief Framework story, and describe the six components of the Program of Work and select appropriate activities that align with it. The certification is online and takes about 60-90 minutes to complete. Login information will be sent to students and advisors at the close of registration, and prework must be completed by November 1. The certification consists of:

- Why SkillsUSA? E-module
- Short knowledge check
- Completion and submission of learning journal (provided)
- Review of Essential Elements Definitions and Behaviors
- 20-question Framework Assessment

Students must achieve at least 80% on the assessment in a maximum of 2 attempts.

## OPTIONAL PRE-WORK: STATESMAN AWARD

During the conference, students and teachers have the opportunity to earn the Statesman Award. The SkillsUSA Florida Statesman Award is the highest honor a member can attain. Recipients have demonstrated proficiency in civics, government, career and technical education, and SkillsUSA knowledge. To achieve the Statesman Award, students must:

- Complete the Framework Certification by November 1, 2022
- Complete and pass the Statesman Exam (available online in advance of the conference)
- Deliver their Framework Story (no more than 3-4 minutes) to their conference chapter
- Demonstrate civic and SkillsUSA knowledge verbally to a state officer or official Statesman Signer
- Attend and actively participate in all Maximize sessions and functions

Use the Statesman Study Guide and Information packet to prepare. **This award requires preparation in advance of the conference, and can not be earned without work in advance.**

- **Statesman Study Guide and Information:**  
<https://www.skillsusafl.org/wp-content/uploads/2022/09/Statesman-Study-Guide-and-Information-2022.pdf>

## COURTESY CORPS LEADERSHIP TEAM

SkillsUSA Florida's Courtesy Corps is about working as a team to achieve a common goal: produce flawless State and National Conferences. At the State Leadership and Skills Conference, it's about assisting with workstation setup at the contest site, getting people and supplies where they need to be without delay, delivering meals to contest sites, and running errands. It's also about showing people you are having fun while getting your job done. The team works hard, and has a great time doing it! Courtesy Corps are always the first to arrive and the last to leave, and our conference wouldn't be possible without this team.

During Maximize, students can apply to be part of the Courtesy Corps Leadership Team, and participate in the state conference with all expenses paid, including travel, hotel, and meals. Applications are due by November 1, 2022 using the link below.

Participation in Courtesy Corps is ideal for students new to SkillsUSA and unsure about competing, competitors who may not have qualified at the Regional event, or any other student or professional member looking to experience the conference from a backstage view. Courtesy Corps is also a competition, with the top students selected to represent Florida at the National Leadership and Skills Conference (NLSC) in Atlanta, GA in June.

For application and more information: <https://skillsusafl.org/state-conference/courtesy-corp/>

## REGISTRATION INSTRUCTIONS

1. Login to your account at [register.skillsusa.org](https://register.skillsusa.org).
2. Click on “Conference,” and select “My Registrations.”
3. Make sure that the correct event is selected: Maximize and Chapter Management Institute
4. In the top left corner of the screen, click on “Add Registrant.”
5. Select the registration type. Students should be registered as “Student (room occupancy).” Advisors should be registered as “Advisor (room occupancy).”
6. Enter the registrant’s name, or select the member from the drop-down list.
7. Click “Save & Continue.”
8. Enter registration information, including:
  - a. Address
  - b. Phone number
  - c. Date of birth (mm/dd/yyyy format)
  - d. Accompanying adult name (this is required for both minor and adult students participants, but is not required for professional members)
  - e. Shirt size
  - f. If a student is under 18, please enter parent/guardian names and phone numbers
  - g. ADA or Dietary restrictions or accommodations, if appropriate
9. After all information is entered, click the attestation at the bottom of the page.
10. Click “Save Registration.” This will return you to the list of all the conference registrations for your school. Here, you can add additional registrants until all are entered.
11. To register for additional room nights, scroll to “Add Optional State Fees” and click “Add.” Enter the quantity of rooms needed and click “Save.” Remember: additional room nights are charged per room, and not per person.
  - a. If you do not need additional room nights, you will skip this step.
12. Once you have entered all participants, click “Submit Registration.”
13. Review the email address validation. It is important that each participant has a unique, working email address. School or district email addresses are strongly discouraged for students, as they typically block outside communications.
14. Select whether you would like to receive an invoice by program, or one invoice for the entire school. Then, click “Submit Training Programs,” or “Submit Entire School.” You can also preview your fees at the bottom of the screen.
15. The system will generate an invoice in a pop-up window, and one will also be emailed.

*Questions about navigating the registration site? Contact the Customer Care Team at 844-875-4557 or by using the chat feature at [register.skillsusa.org](https://register.skillsusa.org).*

## CONFERENCE RULES AND REGULATIONS

### COVID-19

The health and safety of our conference participants are our top priority. Please do not attend the event if you:

- Are currently experiencing any symptoms of COVID-19 infection.
- Have been diagnosed with COVID-19 within 7 days of the conference.
- Have been in close contact in the last 7 days with someone diagnosed with or suspected of having COVID-19. Close contact is defined as being within 6 ft of an infected person (confirmed or suspected) for more than 15 minutes cumulative in a 24-hour period (for example, 3 separate 5-minute interactions)

### CODE OF CONDUCT

Students and teachers must complete the Code of Conduct forms (for [students](#) and [advisors](#)) and submit them at registration to participate in the conference. SkillsUSA members are expected to conduct themselves with high professionalism and integrity at all times and must abide by the rules and regulations outlined in the Code of Conduct form.

Primary supervision of students, including adult students, must be provided by each school. At least one advisor per school must register and attend the event. If students leave the conference venue, they must be accompanied by a designated chaperone or advisor. Participants are not permitted to engage in swimming or water activities during the conference.

- **Student Code of Conduct:**  
<https://skillsusaf1.org/wp-content/uploads/2021/08/Student-Code-of-Conductv2.pdf>
- **Advisor Code of Conduct:**  
<https://skillsusaf1.org/wp-content/uploads/2021/08/Advisor-Code-of-Conduct-and-Standards-of-Student-Supervisionv2.pdf>