



## ***Fall Leadership and Professional Development Conference***

November 15, 2017

Lansing Center, Lansing

**Early Registration Deadline: October 20, 2017**

**Regular Registration Deadline: November 3, 2017**

**No registrations will be accepted after November 3, 2017**

Start the SkillsUSA year off right by attending the Fall Leadership Conference! The conference will start with leadership development activities designed to help each student become an active member of SkillsUSA.

Challenging activities that are both educational and enjoyable have been designed for participants to explore all the opportunities available through SkillsUSA. The conference will begin with an opening session which will set the direction for the conference. Special professional development sessions will be available for advisors also.

It is our goal that by participating in these activities each participant will leave the conference with the skills needed to have a successful year and actively participate in SkillsUSA's programs.

Information about the conference can be found at <http://miskillsusa.org/conferences/flc/>

### **Location**

Lansing Center  
333 E. Michigan Avenue  
Lansing, MI 48933  
517-483-7400  
<http://lansingcenter.com>

### **Lansing Center Parking**

Parking is accessible behind the Lansing Center off Cedar Street or at the North Grand Parking Ramp for a fee. Additional information and a map is available at <http://lansingcenter.com/CenterInfo/Parking/tabid/159/Default.aspx>.

### **Registration Fees**

All registrations must be made electronically on the registration form available on our web site at <http://miskillsusa.org/advisors/forms/> Paper registration forms will not be accepted. The Early Registration Fee is \$30.00 per participant (students and advisors) for all registration forms and payment received **prior to** October 20, 2017. The fee includes lunch, participation in all sessions, and registration materials.

The Regular Registration Fee is \$40.00 per participant (students and advisors) for all registrations and payment received **after** October 20, 2017. The fee includes lunch, participation in all sessions, and registration materials. ***No registrations will be accepted after November 3, 2017.***



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**Membership Policy:** All conference participants must be paid members of SkillsUSA Michigan. Students do not have to be a member prior to attending, but must have their memberships submitted to SkillsUSA by January 15, 2018. Chapters will be invoiced in February for students who are not paid members.

**Refunds:** Refunds will be given only if SkillsUSA Michigan is notified of the cancellation in writing by November 3, 2017. Cancellations must be submitted on the Cancellation and Refund Request Form to receive your chapter's refund. The form is available at <http://miskillsusa.org/advisors/forms/>

### **Participant Code of Conduct Form**

Each participant attending the conference must sign the Participant Code of Conduct Form. This form is to be hand-carried to the conference by the advisor and not sent in with the registration. The form is available at <http://miskillsusa.org/advisors/forms/>

### **Tentative Agenda**

Wednesday, November 15, 2017

- 8:30 a.m. – 9:00 a.m. Registration
- 9:00 a.m. – 9:15 a.m. Opening Session
- 9:15 a.m. – 11:30 a.m. FOCUS Training
- 11:30 a.m. – 12:30 a.m. Lunch
- 12:30 p.m. – 1:05 p.m. First Breakout Session
- 1:10 p.m. – 1:45 p.m. Second Breakout Session
- 1:50 p.m. – 2:30 p.m. Third Breakout Session

### **Dress Code**

To allow students to fully participate with the leadership activities, business casual attire will be allowed. Khaki (Dockers) style pants (no cargo pants) will be appropriate for both males and females. Ladies should wear blouses, sweaters, polo-style or collared shirts. Gentlemen should wear sweaters, polo-style, or collared shirts. **Denim, t-shirts, hats, and cargo pants are not allowed.**

### **Advisors' Meeting and Assistance**

There will be a special meeting for all advisors. Special breakout sessions will also be available for advisors.

Advisors will be assigned to sessions to monitor participation and behavior. Each advisor is asked to assist with supervision at the conference. To keep the registration fee as low as possible, we have elected to use advisors in place of outside security.

Advisors will be assigned one session to serve as host to monitor student behavior.

**Supervision**

One (1) advisor must attend for each twenty (20) students.

**Overnight Stay**

An overnight stay is not necessary at the Fall Leadership Conference, but if you plan on spending the night (either before or after), please book your stay with the Radisson at [http://www.radisson.com/lansing-hotel-mi-48933/lansing?s\\_cid=se.bng.rad\\_cmp27](http://www.radisson.com/lansing-hotel-mi-48933/lansing?s_cid=se.bng.rad_cmp27).