



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

November 5, 2018

Lansing Center, Lansing

**Early Registration Deadline: October 12, 2018**

**Regular Registration Deadline: October 26, 2018**

**No registrations will be accepted after October 26, 2018**

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 via the online conference registration system available at <http://miskillsusa.org/advisors/conference-registration-process/>. Any previous registration form 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 12, 2018. 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 12, 2018. The fee includes lunch, participation in all sessions, and registration materials. ***No registrations will be accepted after October 26, 2018.***



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

November 5, 2018

Lansing Center, Lansing

**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, 2019. Chapters will be invoiced in February for students who are not paid members.

**Refunds:** There will be no refunds after the registration window closes. You may come back and edit your registrations or add registrants until we close the registration window.

- To edit a previously submitted registration, repeat steps 1-3, then click on the number in the “edit” column for the person to wish to edit:
- For a substitution, change the name, emergency contact information and birthdate, then click on the “Save” button at the top.
- For a cancellation, click on the “Delete” button at the top. You can choose to generate a new invoice for the remaining registrants. If payment is already in process for your school, any overpayments can be applied towards the next conference.
- If you have changes after the registration window closes, you will need to send an email to [registration@miskillsusa.org](mailto:registration@miskillsusa.org) with the registration change form attached. There will be no refunds for cancellations after the registration window closes, but we will accept substitutes onsite at the conference.

### **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**

Monday, November 5, 2018

- 8:30 a.m. – 9:00 a.m. Registration
- 9:00 a.m. – 9:15 a.m. Opening Session
- 9:20 a.m. – 10:00 a.m. First Breakout Session
- 10:05 a.m. – 10:45 a.m. Second Breakout Session
- 10:55 a.m. – 11:30 a.m. Third Breakout Session
- 11:30 a.m. – 12:30 a.m. Lunch
- 12:30 p.m. – 2:15 p.m. FOCUS Training
- 2:15 p.m. – 2:30 p.m. Closing Session

### **Dress Code**

To allow students to fully participate with the leadership activities, business casual attire will be allowed. Khaki (Docker) 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).

### **State Officer Assistants**

*NEW* – Students that have at least one full year remaining in their career & technical training program and are interested in running for state office for the 2019-2020 school year are invited to assist at the Fall Leadership Conference. This opportunity will give the state officer assistants a chance to see what is involved in being a state officer. If you have an interested student, please register them as a state officer assistant and more information will be sent to you.

State officer assistants:

- Will assist the current state officers in one of the morning breakout sessions.
- Will have the opportunity to eat lunch and talk with the current state officers.
- Must wear official dress.