**2023 SkillsUSA Indiana State Leadership and Skills Conference**

# IMPORTANT CONFERENCE REGISTRATION INFORMATION

** PLEASE READ CAREFULLY\***

## 1. CONFERENCE REGISTRATION FEES AND DEADLINES

All chapters and students must be state and national members in order to participate.

* **Membership is still accepted after the December deadline, but members will *NOT* be eligible to compete in a Skill or Leadership Contest. They will be able to register to display an Employment Project at the State Conference.**

**Registration Fee for Competitors Includes:**

 \* Conference T-Shirt

 \* Insurance

 \* Conference Materials and Supplies

 \* Busing to Competition Off-Sites (other than

 Fairgrounds)

**Registration Fee for ALL others Includes:**

 \* Conference T-shirt

***Early* Registration February 6th- February 24th**

 **(2/6- opens 8am- 2/24- 11:59 pm)**

 **$90.00 Registration Fee for Competitors**

* Middle School students
* High School Students
* Post-Secondary Students
* State Officers (if entering a competition)

 **$55.00 Registration Fee for:**

* Advisors/Observers
* Employment Project Participants
* State Officers Candidates

***PRICE INCREASE ON REGULAR REGISTRATION***

**Regular Registration February 25th- March 3rd**

 **(2/25- 12:00 am; 3/3- closes 10 pm)**

**$105.00 Registration Fee for EVERYONE**

## 2. CONFERENCE CANCELLATIONS and REFUNDS \*PLEASE READ CAREFULLY\*

**Cancellations/Refunds**

* **All cancellations must be in writing**. \*\*Refund form on state website
* Cancellations for a full refund will be accepted **until 4:00 p.m. on March 4, 2023**.
* Cancellations received between **March 5, 2023 and March 10, 2023** will receive a refund of 50% of the registration fee.
* No refunds for conference registration will be made if **received after March 10, 2023**.

## 3. HOTEL INFORMATION – *FORMS ARE DUE NO LATER THAN MARCH 15, 2023*

 SkillsUSA Indiana will be assigning each school to hotels in the order they are received to the office. Hotel information below:

## Hampton Inn Greenfield - 2271 William Wy, Greenfield, IN 46140

##  $165/room includes all taxes Parking: No charge on property

## Comfort Inn & Suites North Greenfield - 178 E Martindale Dr, Greenfield, IN 46140

##  $165/room includes all taxes Parking: No charge on property

**Country Inn & Suites by Radisson, Indianapolis East** - 7610 Old Trails Rd, Indianapolis, IN 46219

 $165/room includes all taxes Parking: No charge on property

**Comfort Inn East** - 2295 Shadeland Ave, Indianapolis, IN 46219

 $165/room includes all taxes Parking: No charge on property

**Fairfield Inn & Suites by Marriott Greenfield** - 2253 William Wy, Greenfield, IN 46140

 $188/room includes all taxes Parking: No charge on property

**Country Inn & Suites by Radisson** **Greenfield** - 2070 N State St, Greenfield, IN 46140

##  $188/room includes all taxes Parking: No charge on property

**Holiday Inn Express & Suites Greenfield** - 321 Barrett Dr, Greenfield, IN 46140

 $188/room includes all taxes Parking: No charge on property

*Hotel Registration forms can be found on State Conference Page of the Website and in this document. Follow the instructions listed.*

**4. GENERAL CONFERENCE INFORMATION**

* Registration will begin at 9:00 am and end at 12:00 pm on Friday, April 14, 2023, in the ***West Pavilion (Indiana State Fairgrounds)***. There will be ***NO*** registration on Saturday Morning.
* \*\***Leadership** contests will begin at 3:00 pm in the Arts Building
* *Testing:*
* All students will take the Professional Development test, 50 questions. There will be a Professional Development Study Guide on the State website for all to use. This Study Guide will only guide you to what you will need to know but the competitors will need to look up the information from the Study Guide from on the National website.

Most contests will have an assessment test that the students will all take. These assessment tests will be provided by the national office and will be taken one time only through the portal being used for the State Leadership & Skills Conference. Both of these tests must be proctored by an adult individual that is not the teacher/instructor and not involved in the contest. All students, instructors and proctors will need to fill out and submit the Integrity form for contests and exams. This form will be on the state website and once signed after the tests and competitions will need to be submitted on the portal per student. There is a window that will be open for all test taking. THIS IS THE ONLY TIME STUDENTS CAN TAKE THESE TESTS!

* The Community Service Project will take place on Saturday morning. (More information to follow)
* It is the recommendation from the Board of Directors that ***ALL*** participants stay overnight to experience the entire conference. WE WILL FOLLOW ALL SCHOOL MANDATES ON THE NUMBER OF STUDENTS PER ROOM.
* WE WILL FOLLOW ALL CDC RECOMMENDATIONS REGARDING COVID-19.

## 5. CONFERENCE REGISTRATION PROCESS AND PAYMENTS

All Registrations will be completed on the National Website: [www.skillsusa.org](http://www.skillsusa.org)

**Online Registration Process**

* Go to the login page you used to register your students as members <http://www.skillsusa-register.org/Login.aspx>
* Enter your login ID and password just as you did to become members.
* Now click on the right side “click here for conference” button
* From the drop down list choose the student you want to register
* Click (Register Member) this will automatically populate the participant fields
	+ Double check this information it WILL appear exactly like this on the award certificates.
* Go to the **REG. TYP** box and select the type of registrant (most of you will select contestant or observer (models use this)
* ***MUST INCLUDE STUDENTS EMAIL FOR ONLINE TESTING***
* Select a Shirt Size – **If no shirt is selected, participant will receive an XL shirt.**
* Now click the add contest button at the bottom (if you don’t enter contestant in the reg. type field it will not allow you to enter the contestant.)
* Select the contest your student will participate in. (take note of any special instructions).
* Click the details and emergency tabs. MUST INCLUDE ADVISOR -**Please fill in as much information as possible**.
* Check the appropriate permission boxes and then click (save registration)
* Do this for every student you wish to register.
* Print the NLSC1 form have students (and their parents if under 18) Sign the form.
* Bring a copy- Advisors are asked to keep these forms on hand with EMERGENCY and MEDICAL INFORMATION and keep a copy on file at your school.
* Read the statement about the Release form and check the appropriate box – be sure you have a parent signature on file if student is under 18.
* Finally - **Click the “Submit” button**!

**Mail copies of the “Fee Summary” and “Registration Summary” to Kelley Baker**

This will be your confirmation that everyone has registered properly. If a person(s) is not on the summaries, they will not have a name tag and/or competition number when they arrive.

**Continued**

**Registration Payments**

Registration and hotel fees are due by ***March 22, 2023***

\*\* Checks Payable to:

 **SkillsUSA Indiana**

\*\* Registration fees/forms should be sent to:

 **SkillsUSA Indiana- SLSC**

 **P O Box 34689**

 **Indianapolis, IN 46234**

 **Registration forms can be sent to: kelley.skillsusa@gmail.com**

***\*\*\*\*NO FOOD CAN BE BROUGHT INTO THE HOTEL FOR LARGE GROUPS… SCHOOLS CAN NOT SET UP IN LOBBY TO FEED CONTESTANTS. YOU MAY CONTACT THE HOTEL AND MAKE ARRANGEMENTS WITH THEIR CATERING DEPARTMENT BUT NO OUTSIDE FOOD IS ALLOWED\*\*\*\****

CONTINUE TO ADDITIONAL INFORMATION

SkillsUSA Indiana PARKING Pass Form

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of ***school vehicles*** transporting students to Conference:

(Vital information for parking passes to be given, does NOT include parents for Awards Ceremony)

Number of Buses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisors accompanying students on bus:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of Car(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Advisors accompanying students in car(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\*\*\* Email to Karla Moore NO LATER than *March 15th* or schools will be responsible for parking costs\*\*\*\*

karla@skillsusaindiana.org

SkillsUSA Indiana SLSC HOTEL RESERVATION

**A MUST DUE DATE *March 15,2023***- This form is used to make your hotel reservation! Hotel assignments will be on 1st come/1st served basis. Invoice will be sent to school after assignments completed.

School & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor (in charge) Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Hotel Package** | **# of rooms** | **Total Costs for Room type** |
| Number of **QUAD** room registrants |  | $ Invoice sent to school |
| Number of **TRIPLE** room registrants |  | $ Invoice sent to school |
| Number of **DOUBLE** room registrants |  | $ Invoice sent to school |
| Number of **SINGLE** room registrants |  | $ Invoice sent to school  |

 Total rooms:

**TOTAL HOTEL PACKAGE COSTS:**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONFERENCE REGISTRATION- Enter payment total from invoice: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*TOTAL AMOUNT DUE TO SKILLSUSA INDIANA BY *March 22, 2023*: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**One check can be written for the conference registration and hotel package costs. Prices include all sales tax.**

**Form 2**

Using this spreadsheet, enter the names of all people staying together in each room for your group. Email Form 2 to kelley.skillsusa@gmail.com

***Hotel Form* due ASAP but no later thanMARCH 15, 2023**

 ***Payment for REGISTRATION AND HOTELS ARE DUE BY* MARCH 22, 2023*.***

**CHECKS MADE PAYABLE TO: SkillsUSA Indiana and mailed to PO Box 34689, Indianapolis, IN 46234**

|  |  |  |
| --- | --- | --- |
| **ROOM** | **ROOM TYPE?****Q, T, D, S** | **ROOM OCCUPANTS- LIST NAMES OF PEOPLE GROUPED TOGETHER IN EACH ROOM** |
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| **30** |  |  |

**2023 Indiana State Leadership and Skills Conference**

**Advisor CHECK-OFF LIST**

**REGISTRATION:**

* ***Early Bird registration begins February 6th at 8:00 am***
* ***Early Bird registration ENDS Feb 24th at 11:59 pm***
* ***Regular registration begins Feb 25that 12:00 am***
* ***ALL REGISTRATION CLOSES MARCH 3rd AT 10:00 PM!!***

**Due NO LATER than *March 15, 2023***

* **Email rooming list to** **kelley.skillsusa@gmail.com**

**Due NO LATER than *March 15, 2023***

* **Parking Pass form (for fairgrounds) to** **karla@skillsusaindiana.org**

**Due NO LATER than *March 22, 2023***

* **Invoice and registration fees to SkillsUSA Office**
	+ **Make checks payable to: *SkillsUSA Indiana***
	+ **Mail to: *SkillsUSA Indiana***

 ***PO Box 34689***

 ***Indianapolis, IN 46234***