



## **National Conference Attendees - 2019 National Leadership & Skills Conference (NLSC)**

The information in this document is important to everyone planning to attend the National SkillsUSA conference in Louisville, Kentucky from June 24 -28th, 2019.

**Read carefully and fill out registration completely - ALL DEADLINES ARE FINAL-No Refunds!**

**April 30, 2019** Registration opens for NLSC. Register anyone requiring a badge for entry to opening session, competition floor, awards ceremony or bus transportation. **Use login and password to enter site.** You may create a login and password on the login page. Click the Conference Tab – My Registrations – View –Watch Video on far-right side. Students should not be entering information. **(All registrations take place through your school). Call 1-800-355-8422 for assistance!** Please make sure to include accurate date of birth (in this format MM/DD/YYYY) and emergency contact information. **DOB is needed to access contest placing information after the conference.** Students should bring insurance card and copy of parent's insurance card in case medical attention is required. SkillsUSA does not have this information.

**May 3, 2019** Notify SkillsUSA Washington if your gold medalist is not able to attend so we can invite the silver or bronze medalist.

**May 10, 2019** Registration deadline for SkillsUSA NLSC at [www.skillsusa.org](http://www.skillsusa.org)

**Prior Registrant from a Conference:** If registering from a prior conference use the Lookup Previous Registration and register. Click on FORM button to the left of their name. This will print out their printed NLSC1 form. Give this to the participant for updating. If there are no changes, then registration is complete other than adding student contest information (if competing).

Make sure to check the appropriate box on the bottom where it states: "I have read and completely understand the Personal Liability and Medical Release form, the Code of Conduct, and Photography and Sound Release agreements, and by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations."

**New Registrant:** To print a blank NLSC1 form from the web site. Go to Conference Tab – Blank NLSC1 Form. You can copy the form for as many participants as you have – give to the people that are participants – have them fill out ALL information. Return to the advisor or designated school person to enter the data on web site. Do not give this form to your state director. When you click submit you agree to the terms. Parents register as observers for the same fees.

### **I am unable to view all my schools participant records**

To view all records of your school participant(s) you must own them (created the record). If you are in charge of registering everyone, we can give you "rights" to all the records. Please call 800-355-8422 to change user rights or email [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org).

**SUBMIT BUTTON-** when you hit submit, you generate your OWN invoice and your state director knows your registration is complete. If you would like a separate invoice for students and advisors, you may enter advisors first, click 'submit registration' then repeat after you enter your students.

**How to Pay: Purchase Orders, checks or credit cards** SkillsUSA National Leadership and Skills Conference (NLSC) payments are DUE by June 21st. Make checks payable to:  
SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507

You may also scan and email purchase orders to [tlufkin@comcast.net](mailto:tlufkin@comcast.net)

**\*Registration fees do not go to National SkillsUSA.**

**\*Credit cards accepted with 3.75% fee. Call 360-904-8578 to make payment.**

- **Students: \$575 – 4 to a room**
- **Advisors/parents/chaperones: \$725 – 2 to a room**
- **Advisor Single Room: \$1,225 (Prior approval required-Limited #)**

**HOW DO PARENTS REGISTER?** Parents may be a part of our Washington delegation. Schools should register parents or chaperones as **observers**. You may create a separate invoice for parents by submitting all school registrations first and then entering additional persons. If parents choose to stay at another location, tickets may be purchased **Tuesday** afternoon in the East Wing, E-1. The cost is \$150 for full conference and shuttle access including opening session Tuesday evening. An awards ceremony wrist band may be purchased for \$15 at the same location. Awards Ceremony passes may be purchased with credit card online for \$10 + \$1.42 service fee at <https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/>. Select Award Ceremony Ticket. You are not guaranteed seating with the Washington delegation.

#### **WHAT DOES THE PRICE INCLUDE?**

The price includes registration, fees (insurance, staff, etc) and taxes, hotel accommodations, recreational activities, state t-shirt, 10 state pins, string backpack, Washington Awards gathering and transportation to these events. **It does not include airfare or ground transportation in Louisville, any meals or incidentals you might incur on the trip. There is no free hotel shuttle from the airport to Drury Inn.** SkillsUSA Washington will take care of hotel arrangements and submitting supplemental registration materials.

#### **HOW MUCH WILL REGISTRATION COST IF I NEED TO ARRIVE EARLY or STAY LATE?**

- Students staying more than 6 nights pay an additional \$60.00 per night.
- Adults/Advisors staying more than 6 nights pay \$100 per night or \$150 per night for a single room. **Contact [tlufkin@comcast.net](mailto:tlufkin@comcast.net) for an additional invoice or add in options section.**

**SkillsUSA STORE:** Orders should be placed soon. If you need clothing or equipment to meet National SkillsUSA technical standards you should order it now to assure arrival prior to leaving for the NLSC. The order can be placed online at: [www.SkillsUSAStore.org](http://www.SkillsUSAStore.org).

#### **WHERE WILL WASHINGTON BE STAYING?**

Drury Inn & Suites East, 855-213-0582 ~ 9501 Blairwood Road, Louisville, Kentucky, 40222

#### **WHAT ARE THE ROOM ACCOMODATIONS?**

SkillsUSA allocates a set number of rooms we cannot modify or exceed. Each double room will have four (4) students in it. Each single room will have two (2) advisors in it. If you would like to share a room with a particular advisor or place your students in their rooms, please let me know by May 15th. No late requests. If you would like a single room (if available), the registration cost will be \$1225. instead of \$725. **You must contact me for approval and rooms are limited!** Hotel has breakfast, an afternoon meal, popcorn, soda, pool and free wi-fi. Eating establishments are close.

#### **WHEN WILL WE ARRIVE AND LEAVE?**

You will need to make travel arrangements to arrive in Louisville, Kentucky on either Sunday, June 23rd, or Monday, June 24th, 2019. Our first and **mandatory** meeting is **June 24th at 6:30 PM.**

Please make sure your travel arrangements have you at the hotel by then. Your return flight should be booked for any time on Saturday, June 29th, 2019. Be prepared to enter flight details with registration and update if flight information changes or is updated.

### **WHICH AIRPORT SHOULD I ARRIVE AT?**

You should book your flight into Louisville, Kentucky International (airport code SDF). American, Delta, United and Southwest all have flights to Louisville. Louisville International Airport is located 10 minutes away from the city of Louisville, Kentucky. Our hotel is 9 miles from the airport. You may also fly into Indianapolis and rent a vehicle.

### **HOW WILL I GET AROUND LOUISVILLE?**

From the airport you will need to rent a car (adult chaperones only) or arrange for a shuttle. The hotel does not provide a complimentary shuttle. Beginning Monday, shuttles will provide transportation from the hotel to the Kentucky Fairgrounds.

### **CAN I WEAR MY SKILLSUSA WASHINGTON POLO AS OFFICIAL DRESS?**

**NO!** The SkillsUSA Washington Polo is **only** good as official dress at local and state. At the NLSC, you **must** follow the official dress guidelines. They are as follows:

**WOMEN:** Red SkillsUSA blazer, wind breaker or black Carhartt jacket, white business-like blouse, which may or may not include a collar (collar may not extend onto the lapel of the blazer); black skirt or slacks; black closed toed shoes; and clear/nude seamless hose.

**MEN:** Red SkillsUSA blazer, windbreaker or black Carhartt jacket, white dress shirt; straight black tie; black trousers; black socks; and black or cordovan shoes.

**Please note:** VERY few contests will allow the **NATIONAL** SkillsUSA Polo as official dress. Check official contest technical standards for dress requirements. Names on personalized jackets must be covered for competitions.

### **OPENING & CLOSING CEREMONY**

We need to portray a professional image to business, industry, education and government representatives attending the opening and awards sessions at the National Leadership and Skills Conference. Official SkillsUSA dress or proper business attire (as described previously) should be worn to the opening and awards ceremonies for students, advisors and observers. It is critical that students who come on stage during these ceremonies for any reason be dressed in official SkillsUSA attire or in professional business attire. Students not wearing official dress or business attire **will not be allowed on stage**. Jeans, shorts, tee shirts, tank tops or tennis shoes are not allowed. This rule will be enforced and any awards earned will be presented back stage if the student is not dressed properly.

### **COMMUNITY SERVICE PROJECT**

Students attending NLSC have the opportunity to give back by donating their time for a community service project on Friday, June 28th. This opportunity is for 300 volunteers. Registration will be provided between May 1- May 15<sup>th</sup>. All volunteers must be registered online. Do not register if you have Friday contest debriefings. Contact [tlufkin@comcast.net](mailto:tlufkin@comcast.net) for contest list.

### **RESUME and CONTEST UPDATES**

Students must bring a copy of their resume to contest and orientation. Please check [www.skillsusa.org](http://www.skillsusa.org) for **contest updates** and review your technical standards for additional items you may need to bring. Call 844-875-4557 if you have difficulty accessing technical standards.

### **PROFESSIONAL TEST**

All contestants must take the SkillsUSA Professional test. This will serve as a tie breaker for the last time this year. The test is available online and the link will be emailed to you. Only one attempt allowed per contestant, you must enter first name, last name and email address and you have 30

minutes to take the test. Do not use the same computer for two consecutive contestants. If you have an individual who needs extra time or needs the test in another language, please contact [tlufkin@comcast.net](mailto:tlufkin@comcast.net) to arrange.

**TRAINING AVAILABLE AT NLSC:** Trainings begin Saturday, June 22 at 8:30 and ends June 24 at 4:00 pm. Contact [tlufkin@comcast.net](mailto:tlufkin@comcast.net) if you are interested in these trainings.

**Leverage:** For State Officers - Prepare your state officers for a year devoted to leading your state and increasing member engagement. Leverage is an intensive, two-and-a-half-day leadership experience open to high school and college/postsecondary state officers. It provides state officers with high-energy, leadership training that focuses on individual leadership skill development, building teams and communicating effectively. The cost of Leverage is \$165 per participant. The state will pay this fee for state officers serving in the next school year that are chosen as delegates. Additional state officer's may attend at their school's expense. Register attendees for Leverage on the national registration site. For more information on Leverage, visit: [www.skillsusa.org/events-training/national-leadership-and-skills-conference/training-opportunities/leverage-state-officer-training/](http://www.skillsusa.org/events-training/national-leadership-and-skills-conference/training-opportunities/leverage-state-officer-training/). No SkillsUSA staff will be attending.

**Activate:** For Chapter Officers- Activate is a two-and-a-half-day leadership conference that will help SkillsUSA members find their "start button" through hands-on, high-energy and motivational programming. Activate is open to all SkillsUSA student leaders. The cost of the Activate conference is \$165 per participant. Register attendees for Activate on the national registration site. For more information on Activate, visit: [www.skillsusa.org/events-training/national-leadership-and-skills-conference/training-opportunities/activate-student-leader-training/](http://www.skillsusa.org/events-training/national-leadership-and-skills-conference/training-opportunities/activate-student-leader-training/).

**Engage:** For Chapter Advisors - Engage is a two-and-one-half-day professional development training conference that is designed to help teachers better understand and use the many leadership development materials and interactive resources available through SkillsUSA. Teachers will grow their chapters through the latest information and tools in classroom management, student motivation, employability, leadership development and teaching strategies. The cost of the Engage conference is \$165 per participant. Register attendees for Engage on the national registration site. For more information on Engage, visit: [www.skillsusa.org/events-Training/national-leadership-and-skills-conference/training-opportunities/engage-advisor-training/](http://www.skillsusa.org/events-Training/national-leadership-and-skills-conference/training-opportunities/engage-advisor-training/)

**TAG Tuesday:** (the ultimate delegate training experience)

Delegate training just got ramped up a notch with TAG Tuesday! TAG Tuesday will lead **delegates** on a quest that will allow them to Train, Act and Grow from their leadership experiences so that their ability to engage more, give more and ultimately be a better delegate for their state is key. There is no registration fee for attending TAG but pre-registration is required (State Director will register for this). Delegates (5) are chosen by State Officer Trainer/s and Executive Director. Only delegates may register as attendees on the national registration site.

## **REGISTERING YOUR STATE OFFICER**

SkillsUSA Washington state officers have been selected to serve as delegates at NLSC. SkillsUSA will give a \$300 check to your school or chapter for their conference registration or flight. SkillsUSA Washington will cover the extra days cost of hotel rooms.

**CONFERENCE PROGRAM** will be available June 1 at SkillsUSA website.

**CONFERENCE PARKING** passes can be purchased in KEC South Wing A Lobby, glass ticket booth.

If you have questions, please give me a call. We look forward to seeing you at Nationals.

**Terri Lufkin, Executive Director, SkillsUSA Washington**  
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