National Leadership and Skills Conference  
June 24-28, 2019 ~ Louisville, Kentucky

SkillsUSA Advisors,

Congratulations to all of our 2019 SkillsUSA State medalists. Thank you to everyone that helped to prepare students for the state conference and assisted in anyway with last week’s state conference. You made this year’s conference a success, and we appreciate all of your hard work.

Due Dates: It is of the utmost importance that you adhere to these due dates!

- April 8 – Request for NLSC Information
- April 17 – Notification of Gold Medalists Not Attending Deadline
- May 8 – Online Conference Registration Deadline – All fields must be completed including home address!
  - Shirt sizes entered in the online registration will be used to order state T-shirts.
- May 8 – Additional State Items Order Form due to State Office
  - Shirt sizes in this form are only for the state polo included as part of your registration. You can also order additional trading pins with this form.
- May 8 – SkillsUSA Tennessee Hotel Planner
- May 8 – SkillsUSA Tennessee Payment Calculation Form
- May 16 – Special Needs Contestant Information Request Form
- May 17 – Payment deadline for NLSC registration fees to State Office
- May 24 – Final NLSC registration fee refund date
- June 1 – Payment deadline for hotel costs to State Office

Note all forms and payments will be turned into the SkillsUSA Tennessee state office. The state director will process registration and hotel arrangements as group for Tennessee.
Forms:

Notification of Gold Medalists Not Attending
Please complete this brief form if you had a student or team qualify to compete at the National Leadership and Skills Conference who are NOT able to attend. This form is due April 17.

This will allow SkillsUSA Tennessee to notify the next qualifier in a timely manner.

Online Conference Registration
All participants (contestants, alternates, delegates, advisors) must register for the National Conference. All conference registrations MUST be completed by May 8. NLSC Registration - $220 ($170 NLSC fee + $50 state fee) (registration amount includes: awards ceremony pass, state polo, state t-shirt, KY Kingdom Amusement Park ticket, Louisville Bats game ticket, one state conference pin, celebration dinner, state spirit item) The online registration must be filled out completely for each participant, including all emergency information. Shirt sizes must be entered for the state T-shirt order.

● Cell Phone Numbers
   Please enter current cell phone numbers for registrants that are attending the conference into the registration system.

● Advisor Summer Email
   We need to know how to reach you this summer, so please include your summer email address when you register.

SkillsUSA Tennessee Hotel Planner
All hotel arrangements for your school must be entered on the registration form linked above, and emailed to Brandon Hudson by May 8.

SkillsUSA Tennessee Payment Calculation Form
Payment for your school must be entered on the calculation form linked above, and emailed to Brandon Hudson by May 8 for verification. This form should be printed and mailed with your school’s check made out to SkillsUSA Tennessee due May 20.

Special Needs Contestant Information
If you have registered a contestant who will require the assistance of another person at the orientation meeting and during the competition, please complete the online form by May 16. Be sure you also complete the following section in the online registration, see screenshot below.

<table>
<thead>
<tr>
<th>Participant’s T-Shirt Size:</th>
<th>▼</th>
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Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).

Check YES if participant has dietary restrictions:

YES  Describe:

YES  Describe:
For example: a dyslexic student requiring a reader, a deaf student requiring a signer, etc. Please note SkillsUSA can provide sign language specialists, but not translators. Also, please specify medical needs, such as diabetes, food allergies, wheelchair etc. SkillsUSA will assist with hearing-impaired issues for orientations and debriefing. If longer intervals are needed, SkillsUSA will work with you on an individual basis. If needed, an agreed arrangement will be made.

**Additional State Items Order Form**

This form will capture the shirt size for our state polo. These polos are fitted for women, so be sure you enter the correct sizes for your attendees as no exchanges will be available at the conference. You will also enter additional trading pin orders using this form. Note all paid registrants will receive one SkillsUSA Tennessee Trading Pin, state polo, and state T-shirt included in the registration fee. Additional shirts can be ordered for guests as add on state item in the online registration. The number of additional pins is limited, and orders will be filled on a first come, first served basis. Your school’s pin and shirt order will be included with your registration materials at the national conference.

**Tie Breaker Test this year’s NLSC**

Please note that this will be the last year the PDP test will be used as a tie-breaker. Starting in 2020 the test will become one of the standards and be part of the total score in each competition. In 2020 the tie-breaker will then be determined by the most heavily weighted standard or project as determined by the National Technical Committee. Study Resources include: SkillsUSA Leadership Handbook.

**Important Information:**

**Personal Medical Information**

*I MPORTANT CHANGE* – In order for SkillsUSA to be HIPAA compliant, we are no longer allowed to collect personal medical information for each person attending the conference, including medical cards. *I t will be the responsibility of the local school to maintain/keep medical information (copy of CTSO Release Form per attendee).*

**Supervision**

There should be adequate supervision for the students provided by each school:

- One adult is responsible for every ten students attending the conference. Please be sure to register the appropriate number of advisors from your school.
- Each school will decide which advisors are to be responsible for which students.
- Accountability for any student’s misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times the name, address, and phone number of the parents/guardians of each student they are responsible for.

**Hotel Arrangements**

*The hotel arrangements are first-come/first-serve.* All SkillsUSA Tennessee paid participants **MUST** stay in the hotel SkillsUSA assigns to Tennessee, no exceptions. This is mandated by the National Office. All Tennessee registrations and hotel arrangements must be made on the hotel planner form. Note: All efforts will be made to accommodate your requested room type, but this
might be changed based on our room block. The hotel room rates include a 10.07% occupancy and transient tax:

- King room rate per night: $170
- Double room rate per night: $170
- Parking per night: $18

Please complete this travel arrangement form to let us know how many vehicles will be parking at the hotel.

**Tennessee Assigned Hotel**

All SkillsUSA Tennessee paid participants **MUST** stay in our assigned hotel, no exceptions, as mandated by the National Office. Do not make reservations on your own, as all rooms are reserved through SkillsUSA Tennessee.

**AC Hotel by Marriott Louisville Downtown**
727 East Market Street
Louisville, KY. 40202
Phone -(502) 568-6880

*NEW – Due to a decreased room block, SkillsUSA Tennessee may not be able to satisfy all room requests, and may need to match you with roommates, either from your school or another school.*

**Parents, Alumni and Family Members**

Parents and family members are welcome stay in the Tennessee hotel, but they are then considered part of the Tennessee delegation so they must also register for the conference and pay the registration fee. Parents, alumni and conference observers who are not registered should make their own hotel reservations for guest properties by clicking [here](#). Children 10 and under have free registration. Note: Tickets for amusement parks or any other event that does not include entrance with a badge is not included as part of the child’s free registration. These items can be purchased separately at conference.

**State Meetings:**

**Monday, June 24: 6:00 p.m. in South Wing AB - B103**

- This is a mandatory meeting where conference updates and important information will be covered.
- All competitors that did not take the online tie-breaker test, during test window of April 20-May 25, will need to take the tie-breaker test immediately after the State Orientation Meeting. Please bring a #2 pencil with you. This is the last time the test will be offered.

**Friday, June 28: 8:00 p.m. in South Wing C - C101 and C104**

- SkillsUSA Tennessee awards reception dinner
- Dinner is included for all conference registrants. Guest tickets can be purchased as an add on state item in [online registration](#) prior to May 8.
Drop/Change Form:
Any changes after May 8th require completing a new NLSC Form and emailing it to Brandon Hudson.

First Place Reimbursement
If your student(s) received a gold medal at state, please complete the First Place Reimbursement form.

The mikeroweWORKS Foundation Competitor Scholarship
The mikeroweWORKS Foundation, in partnership with SkillsUSA, is proud to offer a scholarship opportunity up to $1,000 for SkillsUSA members who have competed and placed first in their state association competition. Applicants need to apply online. Scholarship applications must be received by May 15, 2019 (midnight EDT).

Championships Contest Updates
Please be sure to read the contest updates posted on the National website linked above.

Résumé Requirement
All competitors must create a one-page hard copy résumé and submit this to the technical committee chair at the contest orientation. Failure to do so will result in a 10 point penalty. Competitors can bring a résumé to the contest on the day of competition however, the penalty will remain in effect.

Clothing Requirement
The clothing requirement for your contest is found in the Technical Standards. A copy was given to each winner. Please be sure to follow this exactly as you will receive a penalty for not having the proper clothing, up to 50 points. Be sure to get the proper clothing beforehand as there is no guarantee that you will be able to purchase what you need at the National Conference. Competition uniforms may be purchased online.

Dress Code
Registrants traveling as a group should remember that they are representing SkillsUSA and forming a public impression of the organization. At all times, whether traveling or during the conference, registrants’ overall appearance should be clean and neat. Their attire should be appropriate for the occasion.

Opening Ceremony Attire:
As an organization, we must portray a professional image to the business, industry, education and government representatives attending the opening and awards sessions. SkillsUSA attire should be worn to the opening ceremony. This may include official dress, state polo and khaki/black pants, and/or business dress.

Awards Ceremony Attire:
Contestants must be in either official SkillsUSA attire or SkillsUSA Championships contest clothing to be allowed on stage. This rule will be enforced on Friday, and any awards earned will be presented backstage if the student is not dressed properly.
National Courtesy Corps
The National Courtesy Corps is the elite group of high school and post high school students as well as advisors and chaperones who are selected to represent their state delegation. These individuals are afforded the opportunity to work with and build a network of industry and educational resources while gaining skills, leadership qualities, developing friendships and having fun. Download the guidelines for being a member of the National Courtesy Corps.

Alumni Sponsored Community Service Project
On Friday June 28, the SkillsUSA Alumni and Friends Association will host a community service project that will involve approximately 400 volunteers. If you want to participate, please indicate so for each person participating via the online registration.

What’s New:

Awards Ceremony Passes
SkillsUSA Awards Ceremony pass sales are changing. The new procedure will be through the SkillsUSA website, and sales will begin June 3. Visit: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/
Select the link for Awards Ceremony ticket sales.

The advance purchase will be $10 each, plus a service fee. A credit card is required for online purchase. Buyers will be required to either download the admission ticket, which contains a barcode, onto their smartphones, or print out a paper copy of the ticket(s) to be admitted to Friday evening’s awards at Freedom Hall. No on-site ticket sales will be available. The number of tickets for sale is limited due to seating availability at Freedom Hall. Buy early; once all seats are sold, ticket sales will cease. There will be parking fees at the entrance of the Kentucky Exposition Center (KEC). For more information on parking: https://www.skillsusa.org/events-training/national-leadership-and-skillsconference/registration-and-logistics/parking/

Parking Sales Online Only at Kentucky Exposition Center
This year, there will be no parking passes sold on site during our national conference at the Kentucky Exposition Center (KEC). Please notify your state delegations of this change. Parking passes can only be purchased online at: www.ticketmaster.com/search?q=skills+usa+parking.

There will be no Ticketmaster fees associated with the pre-purchase of parking passes.

Daily parking passes may also be purchased at the gate the day of the visit, but the fee will be higher. There will be no refunds for parking pass purchases. If there are difficulties with the website, contact Dale Gann at 502-224-9705 or Dale.Gann@kyvenues.com.

For more information on daily parking fees purchased at the gate for buses and cars, go to: www.kyfairexpo.org/Parking.html.
Business Center Added
There will be a SkillsUSA business center, with fees associated, to give access to photocopy service and for those who wish to have access to print from jump drives or the internet. There will be a 20-minute time limit per person. The business center will be located in KEC South Wing Lobby B100 and open Tuesday-Friday, 8 a.m.-4 p.m.

Full Program Available on Conference App
A condensed version of the NLSC program will be included in the annual Awards and Recognition book. Books will be distributed as part of the registration appointment. In addition, there will be a PDF of the entire NLSC program available for attendees to print from the national conference website by June 1. The SkillsUSA National Leadership and Skills Conference official program and all the details will be available through the conference app — also available by June 3.

Champions Night on Wednesday with PVSA Recipients
Wednesday, June 27, 2019 — at Louisville Bats, Slugger Stadium
This year’s Champions Night will be a baseball game between the Louisville Bats and the Toledo Mud Hens. First pitch is at 7 p.m., but there will be several pregame activities that are devoted to SkillsUSA beginning at 6:30 p.m. The ticket is included with every paid registrant and will provide the following: admission to game, free baseball hat and $5 loaded value on the ticket good for any of the concession stands inside the stadium. The game ticket is good only for Wednesday, June 26. For stadium information, including weather policies, visit: https://www.milb.com/louisville/

Continuing a new tradition for Champions Night, recognition of our President’s Volunteer Service Award honorees will be included. Details will be shared with state SkillsUSA directors who have PVSA honorees registered to attend the conference.

Meet the Employer Event Added
Friday, June 28, 2019 — From 10 a.m.-3 p.m., SkillsUSA hosts Meet the Employer in East Hall of KEC. Over 50 employers from every sector will be on site to promote career opportunities with their companies. All NLSC attendees are invited to stop by to interact with eager potential employers. Students are required to bring copies of their resumes. Admission is free for NLSC attendees. More information can be found here: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/meetemployer/

Optional items: (optional items are add-on features in online registration due May 8)

Pre-conference Training Sessions: Leverage, Activate, & Engage - $165
TAG Tuesday (the ultimate delegate training experience)

Delegate training gets ramped up a notch with TAG Tuesday. This will lead delegates on a quest that will allow them to Train, Act and Grow from their leadership experiences, so 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 Tuesday, but pre-registration is required. Three tracks are available: high-school state officer, high-school and middle school chapter member, and college/postsecondary state officer or member. Register attendees on the national registration site. Leadership training for middle school and high school delegates will build upon creating successful partnerships, opportunities to get involved, managing your reputation and essentials of creating an effective organization. Middle school and high school delegates will conclude their day with a hands-on, experiential activity that will enhance their leadership ability.

NLSC Community Service Event Registration — The Community Service option is now available in the registration system. It’s a simple check box, and there is a link to a PDF that explains any conflicting contest debriefings. Please make sure to read the box labeled “IMPORTANT”.

NLSC Registration Procedures for Observers
In order for individuals to attend all the events and activities, you will register them as an observer. They can attend the national conference without registering, but will need to purchase the separate event items as needed. Children 10 and under are free NLSC registration.

NOTE: Tickets for amusement parks or any other event that does not include entrance with a badge is not included as part of the child’s free registration. These items can be purchased separately at conference.

NLSC Name Badge
You will be issued a nametag upon arrival in Louisville. This will be your ticket to the activities listed above. If you lose your name tag, there will be a $10 replacement fee and replacement badges will be available to purchase at North Wing Lobby at the SkillsUSA desk.