



March, 2023

**SkillsUSA Utah National Leadership and Skills Conference information document.**

**Please read every word of this document.** Failure to do so will result in missed critical information for registration and participation as part of the Utah delegation at the national conference! There will be future updates provided as needed. Please check the SkillsUSA Utah website NLSC page at least weekly.

**ITEM #1 - OFFICIAL INVITATION TO ATTEND THE 2023 SkillsUSA NATIONAL LEADERSHIP AND SKILLS CONFERENCE, ATLANTA, GEORGIA, JUNE 19-24, 2023.**

Those individuals invited to attend the SkillsUSA National Conference:

- SkillsUSA Utah Leadership and Skills Conference 1<sup>st</sup> Place/Gold Medalists
- National Conference Student Delegates
- Members of the 2023-2024 SkillsUSA Utah State Officer Team
- Advisors, Parents, Spouses, Family Members & Observers
- School District and State Administrators
- SkillsUSA Utah Board Members
- Business and Industry Partners
- State Staff Members

All inquiries concerning registration, housing, and travel must be directed to Richard Wittwer at [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com) or 435-590-8386. An email is preferred for documentation purposes.

**ITEM #2 – NATIONAL CONFERENCE COSTS:**

The 2023 national conference costs, including national conference registration, housing, air travel (for participants traveling with the SkillsUSA Utah group flights), ground travel and conference activities for five nights and six days, **PER PERSON** are as follows:

<b>2023 SkillsUSA Utah National Conference Costs</b>						
<b>Room Type</b>	<b>Room Costs (per person)</b>	<b>Air Travel</b>	<b>National Conf. Reg. Fee</b>	<b>Utah Conf. Fee</b>	<b>TOTAL for all participants other than High School Contestants</b>	<b>TOTAL for all Secondary (HS) Contestants ONLY (\$400 deduction)</b>
Single Room	\$1,335.00	\$886.00	\$195.00	\$140.00	\$2,556.00	\$2,156.00
Double Room	\$668.00	\$886.00	\$195.00	\$140.00	\$1,889.00	\$1,489.00
Triple Room	\$445.00	\$886.00	\$195.00	\$140.00	\$1,666.00	\$1,266.00
Quad Room	\$334.00	\$886.00	\$195.00	\$140.00	\$1,555.00	\$1,155.00

The total cost for first place **Secondary High School Contestants** includes a \$400.00 deduction per contestant that will be reimbursed to the SkillsUSA Utah organization from the USBE National Travel Scholarship, CTE funds. This CTE money deduction applies to secondary high school student 1<sup>st</sup> place gold medalists only.

**This “Deduction” is listed as one of the “optional” state fees during the registration process. This item must be checked during the national conference registration process to receive this deduction / credit on the school invoice.**

### **SkillsUSA NATIONAL LEADERSHIP & SKILLS CONFERENCE COST BREAKDOWN:**

**Room Cost** – Room cost is for five nights, includes room taxes. The total cost for **each room** for 5 nights is \$1,335.00, per room.

**Air Travel** — The airfare shown is for our Utah group flights on the designated departure (6/19/23) and return (6/24/23) dates on Southwest Airlines, and includes airline taxes and fees, and travel agent booking fees. One carry-on bag and one personal item (purse/laptop, etc.) are allowed. Up to two checked bags fly for free. Checked bag weight and size restrictions apply. Refer to the Southwest Airlines website for baggage dimension and weight restrictions.

**National Conference Registration Fee** — This SkillsUSA National Conference Registration fee pays for name badges, lanyard, conference document printing costs, conference activities, entrance fees for the opening session and awards session, conference transportation, facility/venue rental costs, contest materials and other SkillsUSA national conference related expenses.

**Utah National Conference Fee** — These fees cover SkillsUSA Utah expenses for the initial state trading pins, national conference “T” shirts, Tuesday morning continental breakfast, Friday night buffet dinner, transportation from and to the airport, taxes, gratuities, national conference related printing and postage costs, national conference related shipping costs, required national conference insurance coverage, tool/equipment transportation to and from Atlanta and other SkillsUSA Utah national conference related expenses.

**Meals** – SkillsUSA Utah will provide a continental breakfast on Tuesday morning, and a buffet dinner on Friday night for all “paid” national conference registrants. All other meal expenses will be the responsibility of each individual participant. There may not be refrigerators or microwave ovens in the hotel rooms.

### **ITEM #3 - CONFERENCE REGISTRATION, DOCUMENT SUBMISSION AND PAYMENT DEADLINES:**

National conference registration must be completed on the national website by **Friday, April 21, 2023.**

National conference documents (copies of registration forms and participant identification documents and the hotel rooming list) must be received by the state director by **Friday, April 21, 2023.**

National conference payments must be received by the state director by **Friday, April 28, 2023.** (The airline ticket payments and hotel deposit are due on this date. NO EXCEPTIONS!)

**Special note:** If a student contestant cannot attend the national conference, please notify the state director as soon as possible, but no later than Friday, April 14, 2023, this allows time to invite the 2<sup>nd</sup> place contestant to compete at the national conference.

**ITEM #4 - CONFERENCE REGISTRATION PROCEDURE: This is a multi-step process. Only school advisors/administrators can register participants for the national conference. Contact the national customer care team for assistance with the online conference registration process. 844-875-4557 or [customercare@skillsusa.org](mailto:customercare@skillsusa.org)**

1. Download the revised copy of the National Conference Registration Form from the state website NLSC page or from the national website. Each student, advisor, or observer must complete all the information on the form, including the signatures and dates. School advisors must verify that all information on the registration form is correct, including gender, T-shirt size, and a unique (preferably personal) email address. Advisors must use the appropriate registration forms to complete the national conference registration for every participant on the national website at [skillsusa.org](http://skillsusa.org). By National SkillsUSA Board action, a national conference registration is required for all students and advisors attending the National

Conference. If family members and/or friends desire to attend the conference, they have the option of registering as national conference “observers”, which requires the payment of both the national conference registration fees and the Utah conference activity fees.

2. The national conference registration is very similar to the state conference registration procedure. You must verify that all conference registration information is correct, that the first letter of proper names is capitalized, and that the name on the registration form matches the participants government issued identification. Complete the national conference registration process for all participants from your school, making sure to indicate all applicable fees. (National and state conference fees, hotel room type, \$400 deduction for high school contestants, and airfare, when applicable.) Be sure to indicate any special needs or dietary restrictions for each participant.
3. Each school advisor must keep the original signed copies of the national conference registration forms.
4. Each school advisor must collect copies of a government issued identification document (driver's license / passport / high school student ID card for minor students without a license) for each participant flying with the SkillsUSA group, and send them to the state director via electronic means at [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com) or send paper documents to the address shown below. These documents will be used to make the airline ticket name assignments, complete TSA security checks, and verify student contestant ages. The participant's name on the registration form must be the same as the name shown on the participant's government authorized identification. ABSOLUTELY NO NICK-NAMES ALLOWED! The first name, middle name/initial, last name, gender and date of birth must be correct. Be certain that the government identification does not expire or change (such as getting married with a name change) before June 30, 2023.
5. Download the national conference hotel rooming list template from the state website NLSC page at [utahskillsusa.org](http://utahskillsusa.org). List all your national conference participants in the proper type of room, based on the room type identified during the registration process. You must follow the hotel rooming policy from your school/district. Participants will be assigned to a room according to the room type requested on the rooming list and the payment received. Advisors, make sure all your students and participants understand the hotel room arrangements before they arrive in Atlanta. You will get the room type you pay for!

**HOTEL ROOM TYPES:**

**SINGLE:** You will get your own room and your own bed, usually a king size bed.

**DOUBLE:** You will share a room with one other person of the same gender, usually from the same division, usually from the same school, (but not necessarily) and you will get your own double size bed.

**TRIPLE:** You will share a room with two other people of the same gender, usually from the same division, usually from the same school (but not necessarily) and two people will be sharing one bed and one person will get a bed to themselves.

**QUADRUPLE:** You will be sharing a hotel room with 3 other people of the same gender, usually from the same division, usually from the same school (but not necessarily) and you will be sharing a double bed with another individual.

**SPECIAL NOTE #1:** Many school districts require no more than two people per room and no more than one person to a bed. Please review your school's/district's policy before completing the hotel rooming list.

**SPECIAL NOTE #2:** If you pay for a triple or quad and your roommates have not arrived when you go to bed, do not spread your “stuff” around or occupy all the beds until everyone has checked-in to your hotel room. This could be as late as 12:00 midnight on Monday night.

**SPECIAL NOTE #3:** Advisors are not allowed to share a room with a student, regardless of age, unless the student is the advisor's child.

6. Advisors must stay in and pay for a single or double room. When all the rooming lists are received, we will attempt to combine the same gender students from the same division into the requested room types when necessary. If there is only one high school or college student from your school, you must register for and pay for a “double” room for this student. We will not assign a single student to a quad room to share a bed with a student from another school! Email the completed rooming list to the state director at [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com).
7. At the conclusion of the national conference registration process, an invoice will be generated. Make immediate arrangements to pay the total amount shown on the invoice. All SkillsUSA Utah NLSC registration fees must be **paid in full by Friday, April 28, 2023**. Failure to pay the conference

registration fees by this deadline may result in the cancellation of the schools' national conference registration.

8. There are three options for payment of the national conference registration fees:

**New Fee Payment Option 1: (Pay by credit card through QuickBooks)**

A conference registration invoice will be sent via email to the advisor through QuickBooks. Use your school credit card to pay online. Please note that there will be a 3% service fee added to all over-the-phone credit card payments. If you don't get an invoice, please call or email Jennifer Streker, and she will email the invoice to you. 801-540-4342 or [strekerj@gmail.com](mailto:strekerj@gmail.com)

**Fee Payment Option 2: (Pay by credit card over the phone)**

Print a copy of the conference registration invoice, call the SkillsUSA Utah Finance Officer, Jennifer Streker, at 801-540-4342, and she will accept your payment over the phone. Please note that there will be a 3% service fee added to all over-the-phone credit card payments. If you need to communicate with Jennifer Streker via email, her email address is: [strekerj@gmail.com](mailto:strekerj@gmail.com).

**Fee Payment Option 3: (Pay by check)**

Print three copies of the invoice. One copy should stay in the school advisor files. One copy will stay with your school/institution/LEA finance office. The third copy must be included with a check made payable to SkillsUSA Utah for the total amount shown on the invoice.

Make the check payable to SkillsUSA Utah, and mail the check and a copy of the invoice to:

SkillsUSA Utah  
Attn: Richard Wittwer  
4318 West 1275 South  
Cedar City, Utah 84720

9. Contact information: Our only source of contact information for students, advisors, and administrators is the SkillsUSA national registration information. If your information is not complete and accurate, specifically phone numbers and email addresses, there is a very high probability that you will miss out on valuable information that comes through the state director or from the national office to the individual students and/or advisors.
10. SkillsUSA Utah mailing address: Mail all paper documents to: SkillsUSA Utah, Attn: Richard Wittwer, 4318 West 1275 South, Cedar City, Utah 84720

**Students and participants are NOT considered "registered" for the national conference until the on-line registration process has been completed on the national website, all documents and rooming lists have been received by the state director on or before the required deadline, and full payment has been received and verified by the state director on or before the required deadline.**

**ITEM #5 – NATIONAL CONFERENCE HOTEL**

All Utah students and advisors are required to stay at the assigned conference hotel. This year we are staying at the Omni Atlanta Hotel, 190 Marietta St NW Atlanta, GA 30303. All registered participant hotel rooms must be reserved through the state director using the SkillsUSA Utah Hotel Rooming List. This includes contestants, advisors, and administrators. Family, friends, and special guests have the option of staying elsewhere, but students must stay at this hotel under the direct supervision of a school or district advisor. Absolutely no other hotel room lists or requests will be accepted.

This hotel is located in the very center of Atlanta and is connected to the Georgia World Conference Center, (GWCC), which is the site of our national conference. All conference activities are in walking distance from our hotel. No buses! We will provide additional hotel information soon. Final hotel check-in instructions will be provided early in June.

### **ITEM #6 – NATIONAL CONFERENCE AIR TRAVEL**

Schools have the option to make their own air travel arrangements. All participants must arrive no later than 9 pm, Monday, June 19, 2023 and depart no sooner than the morning of Saturday, June 24, 2023. If you book your own flights, please be aware that a few of the contests start at 7:00 am on Tuesday morning and most pre-contest meetings will be held on Tuesday!

Our travel agent has completed the initial air travel reservations for most of the SkillsUSA Utah participants traveling to the national conference with the SkillsUSA Utah travel groups. The actual flight assignments will be completed after all conference registration documents have been received by the state director.

Air travel costs are based on a rate negotiated with Southwest Airlines for our anticipated flight group of 220+ participants who will be completing round trip air travel from Salt Lake to Atlanta and back to Salt Lake on the designated flight dates, Monday, June 19<sup>th</sup> & Saturday, June 24<sup>th</sup>. These airline tickets were reserved in November 2022. They will be assigned on a first come, first served basis. Those that register and pay the full amount early will have first access to these tickets. When they are gone, all remaining participants will have to book their own flights.

Driving is not a viable option. A safe driving trip will require 3 days of driving each way. There is limited parking at the hotel, and the parking fee is about \$40 per day. At this cost, even a rental vehicle will be very expensive.

Transportation from the airport to the hotel for the Utah flight groups will be provided by the MARTA mass transit system. Each participant will be provided with a prepaid MARTA card at the airport when boarding the shuttle train. Participants will be required to walk the last 1.5 blocks to the hotel with their luggage. Luggage with wheels is highly recommended. The MARTA system stops operation at 1:00 am. More detailed instructions will be provided in May.

All participants are required to check in at the Utah hotel headquarters/hospitality room to obtain the conference materials and a hotel room key.

### **ITEM #7 – 2023 NLSC CONTESTANT INSTRUCTIONS:**

All contestants and advisors must carefully study and understand the rules and regulations that pertain to your contest as shown in the 2023 SkillsUSA Championships Technical Standards. The 2023 Technical Standards are available on the national website for advisors that have paid their professional membership dues.

The Technical Standards include contest rules, clothing requirements, and the proper tools needed for every national competition. In addition, each contestant must review the General Regulations and Clothing Requirements.

All national contest updates (the latest information provided by each national contest Technical Committee) are posted on the national website: [skillsusa.org](https://skillsusa.org). To find the national conference updates, go to the national website, hover over “competitions” and select “SkillsUSA Championships” from the drop-down box. Click on “Contest Updates” in the menu box to the left. Scroll down to find the appropriate contest update.

All contestants and advisors must check the national website for the latest contest update information at least weekly. If any additional information is sent to the State Director, it will be distributed to the appropriate contestants and advisors using the contact information provided on national conference registration document.

### **ITEM #8 – FOLLOW-UP/VERIFICATION OF CONFERENCE REGISTRATION INFORMATION**

There will be a national conference registration and airline verification document emailed to every school advisor with one or more national contestants on or about **Wednesday, April 26, 2023**. The school advisor must review the information and respond with any changes or corrections no later than **Friday, April 28, 2023**. Airline tickets will be assigned to individual participants on April 29, 2023. If the name on your ticket and the name on your ID do not match, you will not get through airport security!

### **ITEM #9 – HEAVY TOOLS AND EQUIPMENT**

There will be a truck and trailer provided to transport heavy tools and equipment that cannot be taken on the plane. The tool drop-off dates and time schedules will be provided soon. Every school/individual with items on the trailer will be required to provide a signed copy of the **Trailer Liability Release Form** when they drop off the tools/equipment. The Trailer Liability Release Form is available on the state website NLSC page.

#### **ITEM #10 – RESUME'**

Student resume's seem to create big issues every year. Contestants, you are **required** to bring at least one paper copy of your resume' to the conference. You must take it with you to the pre-contest orientation meeting. The national contest technical judge will ask for this resume' at the beginning of the pre-contest meeting. Failure to submit the resume' will result in a deduction from the total contestant score. I strongly suggest that every student have access to an electronic copy of a resume', such as a saved copy of the resume' in your personal email account.

#### **ITEM #11 – Models and Assistants (from the Tech Standards General Regulations)**

“Nail Care and Esthetics models and assistants in Action Skills, Principles of Engineering Technology, and Job Skill Demonstration A and Open must be active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings. Since models and assistants are not involved in the written test and are not considered contestants, they are also not eligible to receive medals. They will, however, receive a participation certificate or other form of recognition.”

#### **ITEM #12 – 2023 SKILLSUSA NLSC “BASIC” SCHEDULE**

Here is a very basic schedule for the week we are in Atlanta. A detailed schedule is listed on the SkillsUSA NLSC 2023 app, available now for download.

Monday	June 19	Travel day, orientation, hotel check-in.
Tuesday	June 20	Continental breakfast, pre-contest meetings, some competitions will begin, Opening General Session.
Wednesday	June 21	Preliminary leadership contests, some skills contests, Recognition General Session
Thursday	June 22	Skilled contests, Leadership contest finals, Activities in the Olympic Park (evening)
Friday	June 23	National conference service project (for those that sign up in advance), Closing General Session / Awards Program
Saturday	June 24	Travel home

#### **ITEM #13 – ATTENDANCE AND VIEWING THE AWARDS PROGRAM ON FRIDAY NIGHT**

The official name badge is your ticket to enter the three general sessions. Special pass options will be available for purchase by family members, friends and observers that do not pay the national conference registration fee. Yes, we have had spouses, observers and family members travel all the way to the national conference, only to watch the live-stream broadcast in a hotel room.

#### **ITEM #14 – FINAL NOTES**

PLEASE NOTE: All registrations must be completed on-line and all paper/electronic documents must be delivered to the state director **by Friday, April 21, 2023.** National conference payments must be received by **Friday, April 28, 2023.** If you miss either deadline, I have to assume that you are not going, and your conference registration may be cancelled.

**ALL PAYMENTS MUST BE MADE THROUGH THE SCHOOL OR INSTITUTION. NO PERSONAL CHECKS WILL BE ACCEPTED.**

**All cancellations submitted after April 28, 2023 are non-refundable. (The airline ticket is non-refundable and the hotel room deposits are paid in advance. The money is already spent!)**

**ALL CHECKS MUST BE MADE PAYABLE TO “SKILLSUSA UTAH.”**

You must include a copy of the national conference payment invoice, printed from the NATIONAL website, with your national conference check!

**ALL NATIONAL CONFERENCE PAYMENTS AND PAPER DOCUMENTS MUST BE SENT TO:**

SkillsUSA Utah  
Attn: Richard Wittwer  
4318 West 1275 South  
Cedar City, Utah 84720

Phone #: (435) 590-8386  
Email: [skillsusa.utahstatedirector@gmail.com](mailto:skillsusa.utahstatedirector@gmail.com)

There will be additional information and updates posted on the NLSC page of our state website as they are received from the national SkillsUSA organization.

We are going to Atlanta for one purpose: To provide the best SkillsUSA Utah students in this great state an opportunity to test their skills at the highest level of national competition. We expect every student to prepare and perform at their maximum ability, and to avoid all distractions. We expect every advisor and guest to support the students in this effort. We will graciously accept the results, whatever they are. We expect nothing more. We demand nothing less!