

Date: April 13, 2018

TO: SkillsUSA National Contestants, Advisors, Career and Technology Education Directors and Parents

FROM: Richard Wittwer
SkillsUSA Utah State Director

SUBJECT: **SKILLSUSA NATIONAL LEADERSHIP & SKILLS CONFERENCE
LOUISVILLE, KENTUCKY, JUNE 25-JUNE 30, 2018**

ITEM #1 - OFFICIAL INVITATION TO ATTEND THE NATIONAL CONFERENCE

Those individuals invited to attend this national conference are:

- SkillsUSA Utah State Leadership and Skills Championships 1st Place Gold Medalists
- National Conference Delegates
- State Officers
- Advisors, Parents, Spouses, Family Members & Observers
- School, District and State Administrators

ITEM #2 - CONFERENCE REGISTRATION PROCEDURE: Advisors, this will be a three-step process.

1. **VERIFY THAT ALL INFORMATION ON THE National Leadership and Skills Conference Form 1 (NLSC FORM 1) AND student MEMBERSHIP REGISTRATION IS CORRECT on the National Website (www.skillsusa.org), then complete the national conference registration for every participant.**
 - a. **This is very similar to the state conference registration procedure. We need you to verify that everything IS CORRECT AND MATCHES A GOVERNMENT ISSUED ID FOR EACH PERSON. COMPLETE THE REGISTRATION PROCESS FOR ALL ATTENDEES FROM YOUR SCHOOL INCLUDING ALL APPLICABLE FEES (Registration fees, airfare, hotel room type, etc.) FOR EACH REGISTRANT.**
2. **FILL IN A HOTEL ROOMING LIST FOR YOUR SCHOOL (Available on our state website NLSC page) & email it to the state director. skillsusa.utahstatedirector@gmail.com**
3. **Collect copies of a government issued Identification document (Driver's license/ passport) for each participant and send them to the state director via email skillsusa.utahstatedirector@gmail.com or send paper documents to:**

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

4. **Arrange for a national conference payment check and send the check, plus a copy of the national conference invoice, to:**

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

Students and participants will not be considered "registered" for the national conference until the on-line registration process has been completed on the national website, all security documents and rooming lists have been received, and full payment has been received and verified by the state director.

Remember, only the school SkillsUSA advisor or CTE administrator is allowed to register participants on the national website! The on-line registration process requires multiple steps on multiple pages, and must be completed for every participant by **Tuesday, May 1, 2018**. A detailed instruction sheet for the national conference registration process on the national website is provided ON THE NLSC PAGE OF OUR STATE WEBSITE UNDER THE 'NLSC REGISTRATION' SECTION. There is also a "national conference registration video" Button that will link you to a video walkthrough created by the National Organization.

Advisors can best prepare for national conference registration by completing these three preliminary steps:

Step 1:

Make certain that every national conference participant from your school completes a **paper copy** of the NLSC Form 1. The NLSC Form 1 is a combination of the conference registration, personal liability/medical release, code of conduct and a photography/sound release. 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.

The NLSC Form 1 contains all of the necessary information to register your student(s), advisors and other participants on the national website. **The participant's name on the NLSC Form 1 must be the same as the name shown on the participant's government authorized identification. ABSOLUTELY NO NICK-NAMES ALLOWED!** The state office uses the NLSC Form 1 information to assign airline tickets and complete the initial airline security check for all national conference participants, so the **first name, middle name/initial, last name, gender and date of birth must be correct.** Advisors are required to keep all of the original, handwritten Form 1's for documentation purposes. The state director will print the completed forms from the national website. An NLSC Form 1 must be completed for every person attending the national conference, including family and friends who desire to be full participants at the conference. They will be registered as "observers".

Step 2:

Each participant must make a copy of their driver's license (or other approved government identification) and send it to the state director. The driver's license information is used to make airline reservations and complete airport security pre-screening processes. Please **EMAIL A COPY OF** these documents to:

SkillsUSA Utah State Director Richard Wittwer – skillsusa.utahstatedirector@gmail.com

All of these documents must be in the state director's hands by **Tuesday, May 1, 2018** so we can make the necessary seat assignments on the airlines before the airline registration deadline.

Step 3:

CONTACT INFORMATION: Our only source of contact information for students, advisors, and administrators is the SkillsUSA National Website information. **If your Form 1 information is not complete or accurate, specifically phone numbers and email addresses, there is a very high probability that you will miss out on some valuable information that comes through the state director to the individual students and/or advisors. PLEASE make sure that the Form 1 information for both you and your students is complete, current and accurate.**

The deadline date for submitting all National Registrations and Hotel Rooming List Forms is Tuesday, **May 1, 2018.**

ITEM #3 – NATIONAL CONFERENCE HOTEL

All Utah students and advisors are required to stay at the assigned conference hotel, Radisson Hotel Conference Center Louisville North, 505 Marriott Drive, Clarksville, IN. 47129. (Same hotel location with a new name.) 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. We will not pay for any rooms that are not part of our SkillsUSA Utah group reservation.

This hotel is located near a business area and is a 15 minute ride by shuttle bus to the conference venue and about a 15 minute ride from the airport. There are very limited food venues near the hotel, but the hotel restaurant provides very good food for a reasonable cost. Conference shuttle buses (school buses) will run between the hotel and the Kentucky Expo Center contest area about every 30 minutes throughout the conference week.

Hotel room assignments: You must select “alternate nights” After all of the hotel room requests have been submitted utilizing the Hotel Rooming List to the State Director, participants will be assigned to a room according to the room type requested and the payment received. Advisors, make sure all of your students and participants understand the hotel room arrangements before they arrive in Louisville. **You will get what you pay for!**

- **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 school, (but not necessarily) and you will get your own double size bed.
- **TRIPLE:** you will share a room with two people of the same gender, 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 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. Please verify your school district 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 of the beds until everyone has checked-in to your hotel room. This could be as late as 10:00 pm on Monday night.

- **SPECIAL NOTE #3:** Advisors must reserve either a single or double room. Advisors are not allowed to share a room with a student, regardless of age, unless the student is the advisor’s child.

Final hotel check-in instructions will be provided early in June.

ITEM #4 – NATIONAL CONFERENCE AIR TRAVEL

Our travel agent has completed the group air travel reservations for all SkillsUSA Utah participants traveling to the national conference. The actual flight assignments will be completed after all conference registration documents have been received by **Tuesday, May 1, 2018**.

Air travel costs are based on a rate negotiated with Southwest Airlines for our group of 190 participants who will be completing a round trip from Salt Lake to Louisville and back to Salt Lake on the designated flight dates, Monday, June 25th & Saturday, June 30th.

Only those participants that travel with our group will be covered by the SkillsUSA Utah group liability and travel insurance. If any participant elects to make their own airline travel arrangements, please know that some special conditions apply:

1. These participants must arrange for their own ground travel to and from the hotel/airport (taxi, shuttle, rental car) unless they arrive at a time when our group shuttle buses are at the airport.
2. If traveling by alternate airlines or private vehicle, the student contestant must arrive at the Utah national conference hotel no later than 8:00 pm Monday evening. Please be aware that a couple of the contests start at 7:00 am on Tuesday morning!
3. All participants are required to check in at the Utah hotel headquarters/hospitality room to obtain the conference materials and a hotel room key.
4. Any high school student wishing to use an alternate airline or mode of travel **is required to obtain written approval from his or her school principal/administrator and/or district administrator that verifies that the student will have proper adult supervision during all travel activities.**

ITEM #5 – NATIONAL CONFERENCE COSTS:

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

The national conference costs, including national conference registration, housing, air travel, ground travel and conference activities for five nights and six days, PER PERSON are as follows:

2018 SkillsUSA National Conference Fees						
Room Type	Room Costs (per person)	Air Travel	National Conf. Reg. Fees	Utah Conf. Activity Fees	TOTAL for all participants other than High School Contestants	TOTAL for all Secondary (HS) Contestants ONLY (\$300 deduction)
Single Room	\$750.00	\$850.00	\$150.00	\$120.00	\$1,870.00	\$1,570.00
Double Room	\$375.00	\$850.00	\$150.00	\$120.00	\$1,495.00	\$1,195.00
Triple Room	\$250.00	\$850.00	\$150.00	\$120.00	\$1,370.00	\$1,070.00
Quad Room	\$188.00	\$850.00	\$150.00	\$120.00	\$1,308.00	\$1,008.00

The total cost for first place **Secondary (High School) Contestants** includes a \$300.00 deduction per contestant that will be reimbursed to the SkillsUSA Utah organization from state authorized CTE funds. This CTE money deduction applies to secondary (high school) student 1st place gold medalists only. **This Deduction is listed as one of the optional state fees during the registration process. This item must be checked to receive this deduction/credit on the school invoice.**

SKILLSUSA NATIONAL LEADERSHIP & SKILLS CONFERENCE COST BREAKDOWN:

Room Cost is for five nights, including room taxes. The total cost for each room for 5 nights is \$750.00.

Air Travel — Southwest Airlines airfare, and includes airline taxes and fees, and travel agent booking fees. Up to two luggage bags fly for free.

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

Utah Conference Activity 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, bus transportation to and from the airport, taxes, gratuities, national conference related printing and postage, national conference related shipping costs, required insurance coverage, tool/equipment transportation to and from Louisville 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.

ITEM #6 – 2018 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 Skills USA Championships Technical Standards for 2018. The 2018 Technical Standards are available on the National Website through paid professional membership. **A walkthrough for how to access them is listed on the NLSC PAGE of our STATE WEBSITE.**

The Technical Standards include contest rules, clothing requirements, and the proper tools needed for every national competition. Be sure to review the General Regulations and Clothing Requirements in the “Introductory Information” folder of the Technical Standards.

All national contest updates (the latest information provided by the national contest Technical Committee) are posted on the national website: **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. <http://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/> and 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 website, so a correct email address is critical!

ITEM #7 – FOLLOW-UP FOR VERIFICATION OF CONFERENCE INFORMATION

There will be a national conference registration and airline verification document emailed to every school advisor with one or more national contestants by Thursday, **May 3rd, 2018**. The school advisor must review the information and respond with any changes or corrections no later than Sunday, **May 6th, 2018**. If the name on your ticket and the name on your ID do not match, you will not get through airport security, and it is a long walk to Louisville!

ITEM #8 – HEAVY TOOLS AND EQUIPMENT

There will be a 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. (Available on the state website NLSC page.)

ITEM #9 – RESUME’

Student resume’s seem to create big issues every year. Contestants, **please** bring at least one paper copy of your resume to the conference, then don’t forget to 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 #10 – Models and Assistants (from the Tech Standards General Regulations)

“Nail Care and Esthetics models and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations 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 #11 – 2018 SKILLSUSA NLSC BASIC SCHEDULE

Here is a very basic schedule for the week we are in Louisville. A detailed schedule will be provided as soon as it is available from the national office.

Monday	June 25 th	Travel day, orientation, hotel check-in.
Tuesday	June 26 th	Continental breakfast, SkillsUSA knowledge test, Pre-contest meetings, some competitions will begin, opening general session.
Wednesday	June 27 th	Preliminary leadership contests
Thursday	June 28 th	Skills contests, leadership contest finals, Churchill Downs Activity (Racing Night at Churchill Downs, sponsored by SkillsUSA Utah)
Friday	June 29 th	National conference service project (for those that signed up in advance), awards program
Saturday	June 30 th	Travel home with all of the gold medals and industry prizes

PLEASE NOTE: All registrations must be completed on-line and all paper/electronic documents must be delivered to the state director **(in his hand) by Tuesday, May 1, 2018. National conference payments must be received by May 18th. If you miss either deadline, I have to assume that you are not going.**

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

No changes will be accepted after May 8th. All cancellations submitted after May 8th are non-refundable. (The airline ticket is done and 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!

*****WE NOW ACCEPT CREDIT CARD PAYMENTS!*****

*There is a 3% Processing Fee if you choose to pay via Credit Card

BILLING QUESTIONS/To pay via Credit Card:

Contact Jennifer Streker - (801)540-4342 - strekerj@gmail.com

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

We are going to Louisville for one purpose: To provide the students 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!