

# 2011 Registration and Information Package

Florida TSA invites you to attend the annual  
Leadership Training Conference & Competition  
At Downtown Disney:

**“Imagine the Possibilities!”**

November 2-5, 2011



Wyndham Lake Buena Vista Resort

1850 Hotel Plaza Blvd.

Lake Buena Vista, FL

32830-8406

(407) 828-4444

# **2011 Annual Leadership Training Conference & Competitions (LTCC)**

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# 2011 LTCC: Section 1 - General Conference Information



Leadership Training Conference & Competition  
November 3-5, 2011

Wyndham Lake Buena Vista  
1850 Hotel Plaza Blvd.  
Lake Buena Vista, FL  
32830-8406

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## Conference & Competitions:

The Theme for the 2011 Leadership Training Conference and Competition is "Imagine the Possibilities". All TSA Students, Advisors, and Guests are welcomed to attend.

## Topics:

Students can look forward to hands-on training that will develop the leadership and teamwork skills it takes to run a successful Chapter. Other valuable workshops include Chapter Officer Training and Chapter Team lead by the State Officers, Public Speaking Skills, Professionalism, The New Level I CRG, TSA Recognition Programs, Chapter Management 101 and so much more. The Chapter Program of Work event will provide Chapters a head start to planning activities for a productive year. The action doesn't stop there; this conference also features state competitions and detailed event overviews for students to gain experience and inside tips to help them win big at the State and National Competitive Events. Please see the attached agenda for more information.

## Registration:

Registration for LTCC is open and will be submitted online like it has been done in previous years for the state conference. There is no limit on the number of attendees per chapter. To register for the conference you may go to [www.floridatsa.org](http://www.floridatsa.org) and click on "Link to Registration" under "Links to Fall Leadership Conference". Registration is due by October 15 and closed to all changes on October 22.

***Please note that there is a \$10 (per person) Convenience Fee for registrations submitted between Oct 18 and 22.***

## Registration Fees:

Students & Advisors: \$55.00      Chaperones & Guests: \$25.00      Hotel Rate: \$95.00

## Hotel Details:

The hotel room block will be released to the general public on October 16th. All rooms must be reserved by this date. To avoid delays at check-in, please mail your school check and tax exempt form to the hotel no later than October 22.

If you have any questions please email Maureen Hudson:  
e-mail: [FLTSACM@gmail.com](mailto:FLTSACM@gmail.com)

***There will be no on-site registration and refunds will not be available. However, advisors may substitute chapter members anytime before the close of registration October 22. Registration includes: Conference T-Shirt, Breakfast Ceremony, Competitive Event Materials, Awards, Leadership Workshops, and Event Demonstrations.***

# 2011 Florida TSA LTCC Tentative Schedule

## Wednesday, November 2nd, 2011

7:00 pm - 10:00 pm	Registration
8:00 pm - 8:30 pm	Chapter Presidents Meeting/Advisor Reception Meeting
9:00 pm - 10:00 pm	State Officer & Alumni Meeting
<b>11:00 pm</b>	<b>Curfew</b>

## Thursday, November 3rd, 2011

8:15 am - 9:30 am	Open General Session & Keynote Speaker
9:40 am - 10:10 am	Officer Training Sessions
10:15 am - 11:45 pm	Leadership Training Groups
11:45 pm - 1:00 pm	Lunch/Chapter Time
1:00 pm - 2:00 pm	Break-out Sessions I <ul style="list-style-type: none"><li>• Team Motivation and Encouragement 101</li><li>• Time and Project Management</li><li>• Mentoring and Communication</li></ul>
2:30 pm - 5:00 pm	Onsite Events <ul style="list-style-type: none"><li>• Structural (I) On-site Event</li><li>• Problem Solving (II) On-site Event</li></ul>
5:00 pm - 8:00 pm	Dinner/Chapter Time
8:00 pm - 10:45 pm	Mixer
<b>11:00 pm</b>	<b>Curfew</b>

## Friday, November 4th, 2011

8:30 am - 11:00 am	Structural (II) On-site Event Problem Solving (I) On-site Event
11:10 am - 11:55 am	Break-out sessions II <ul style="list-style-type: none"><li>• New CRG</li><li>• Running for State Office</li><li>• Public Speaking, Presentations, and Interviews</li></ul>
12:00 pm - 1:30 pm	Lunch/Chapter Time
1:30 pm - 3:00 pm	Leadership Training Groups
3:15 pm - 4:00 pm	Break-out sessions III <ul style="list-style-type: none"><li>• Chapter Team I &amp; II Demonstration</li><li>• Clarifying Competitions</li><li>• College and Special Awards</li></ul>
4:00 pm - 7:00 pm	Dinner/Chapter Time
7:00 PM	Flight Plan, Chapter Program Cover and Pin Design Due
7:00 pm - 7:30 pm	Final Leadership Group Meeting
7:30 pm - 10:30 pm	Alligon Leadership Challenge
<b>11:00 pm</b>	<b>Curfew</b>

## Saturday, November 5th, 2011

7:00 am - 8:45 am	Structural Testing (I) and (II)
9:00 am - 10:30 am	Closing Breakfast

**Note:** In the event of errors, omissions, or last minute changes, this schedule is subject to change. Official schedule will be included in the conference program distributed during registration check-in.

***Students will be participating in the following competitive events and must bring the required supplies (noted as student provided) in the 2011 National CRG:***

**Structural Challenge**

**Problem Solving**

**Flight Plan or Program of Work** *(All materials will be provided by Florida TSA. Only the materials provided by Florida TSA may be used to construct your chapter Flight Plan.)*

## **Leadership Training Conference and Competition Checklist**

### **October 2011**

- E-mail Hotel Registration form with rooming list to hotel by October 15
- Register chapter online by October 15
- Mail Check and Tax Exempt form to Hotel by October 22
- Mail conference registration check, Policies & Procedures Form, and Photo Release Forms to Florida TSA by October 22

### **Important Addresses and Information**

**Hotel Information:** Wyndham Buena Vista Resort  
1850 Hotel Plaza Blvd.  
Lake Buena Vista, FL 32830-8406  
Phone: (407) 828-4444  
Fax:  
**Email:**

**Florida TSA:** Florida TSA  
P.O. Box 121614  
W. Melbourne, FL 32912

**Executive Director:** Justin Lauer  
TSA@justinlauer.net

**Conference Manager:** Maureen Hudson  
fltsacm@gmail.com

## Items to Bring

Business-like attire and official dress as described in the Curriculum Resource Guide (CRG), casual dress may include jeans, chapter club T-shirt with or without collar, dress and tennis shoes, and bathing suit (optional).

All student attendees are expected to participate in all competitive event hands-on sessions for their level. Each team should have the required tools and materials needed to compete in each event. Note that Florida TSA will provide only the materials stated as “provided for” in accordance with the CRG. If you do not have the new Middle School CRG, please e-mail Justin Lauer for a copy of the event guidelines you need.

Students will be participating in the following competitive events and must bring the required supplies noted as student provided in the 2011 National CRG:

**Structural Challenge (I)**

**Structural Engineering (II)**

**Problem Solving (I & II)**



# 2011 LTCC: Section 2 - Forms that must be provided to FL TSA

## FLORIDA TECHNOLOGY STUDENT ASSOCIATION

### 2010 LEADERSHIP TRAINING CONFERENCE AND COMPETITION POLICIES & PROCEDURES, DRESS CODE AND DISCIPLINE POLICY

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate TSA attire is required for all attendees, advisors, members, and guests as stated on the schedule. Please refer to Section 4 of this package for details of the Dress Code and FL TSA Discipline Policy.

Please have each of the student attendees read the guidelines as previously noted and sign below.

*I have read and fully understand the Policy and Procedures, Dress Code and Discipline Policy and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.*

- |           |           |
|-----------|-----------|
| 1. _____  | 13. _____ |
| 2. _____  | 14. _____ |
| 3. _____  | 15. _____ |
| 4. _____  | 16. _____ |
| 5. _____  | 17. _____ |
| 6. _____  | 18. _____ |
| 7. _____  | 19. _____ |
| 8. _____  | 20. _____ |
| 9. _____  | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

Signature Advisor: \_\_\_\_\_

**THIS DOCUMENT SHOULD BE MAILED to FL TSA ALONG WITH YOUR CONFERENCE REGISTRATION PAYMENT AND PHOTO RELEASE FORM NO LATER THAN OCTOBER 22.**

## AUTHORIZATION FOR PHOTO RELEASE

I understand my child will be attending the Florida Technology Student Association (TSA), Annual Leadership Training Conference and Competition at the Wyndham Lake Buena Vista Resort in Orlando, FL on November 2-5, 2011. I also understand that my son's/daughter's picture could be taken and used in a promotional publication or on the Florida TSA website or for other official FL TSA usage. ***By responding with a signature below, I am giving permission for my child's photograph to be used for such purposes.***

Student Name: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS DOCUMENT SHOULD BE MAILED IN ALONG WITH YOUR CONFERENCE REGISTRATION PAYMENT AND DRESS CODE FORM NO LATER THAN OCTOBER 22.**

***NOTE to Advisors: It is your obligation to communicate with your parents and determine the parent's desires with regards to photo usage. We strongly urge all advisors to secure a signed photo release for each child attending the conference.***

***Additionally, if a parent does not wish to have their child's photos used, you need to make FL TSA aware of that during the registration check-in.***

**2010 LTCC: Section 3**  
**Forms and Information that must be provided to the HOTEL**

Fax the Room Reservation form to:

Regal Sun Resort  
Fax: 407-828-8192

FL Technology Student Association  
November 2-5, 2011  
Conference Rate: \$95.00

**DUE: No Later than Friday October 15, 2011**

The Florida TSA room block will be released to the general public on October 15, 2011. You may call the hotel in 48 hours to obtain your confirmation numbers. **Sending payment and tax exempt form to the hotel in advance is strongly recommended and will ensure a smoother check-in process. Be careful not to mail a check if there is not enough time for the hotel to receive it prior to check-in.**



# HOTEL Room Reservation Form: Florida TSA - LTCC 2011

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ School Phone: \_\_\_\_\_

Check-in: Wed., 11/2/2011 after 3:00 PM.

Check-out: Sat., 11/5/2011 at 12:00 Noon

Method of Arrival:      Bus - Van - Car      Will overnight parking be needed? Yes / No

**PLEASE write the names of the person(s) who will occupy each room being reserved and indicate, by circling the appropriate label, if the room is for male or female occupants & what size room you are requesting.**

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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Male /Female - Room Type: 2 DBL or 1 KNG

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3. \_\_\_\_\_
4. \_\_\_\_\_

**Florida Tax exempt form is required with your school check, Mail to:**

Regal Sun Resort  
1850 Hotel Plaza Blvd.  
Lake Buena Vista, FL 32830-8406  
Phone: (407) 828-4444

# **2011 LTCC: Section 4 - Additional Information for Attendees**

## **Florida TSA will adhere to the National TSA Dress Code**

Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. TSA attire may now be purchased online via the SHOP tab at the right.

Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

During general sessions at the national conference, student members must wear official TSA attire, professional TSA attire, or business casual attire. Adults must dress appropriately. No flip-flops, halter tops, tank tops or shorts are permitted for anyone at the general sessions.

TSA contestants must refer to the TSA competitive event CD for specific attire required for each competition and to the Competitive Events Attire section in the general rules.

### **Official TSA Attire: Most Formal**

Blazer: navy blue with official TSA patch  
Ties: scarlet red imprinted with official TSA logo (for males and females)  
Shirt or blouse: white, button-up with turn down collar  
Pants or skirt: light gray  
Dark socks: males only (black or dark blue)  
Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)  
Sandals: females only may wear black open toe shoes or sandals

### **Professional TSA Attire: Less Formal**

Shirt: males or females, button-up with turn down collar  
(unacceptable: t-shirt, polo or golf shirt)  
Blouses: females only  
Ties: males required, females optional  
Dress Pants (unacceptable: jeans, baggy pants, exterior pocket pants)  
Dresses/Skirts: females only (length even with tips of one's fingers)  
Dark Socks: males only (black or dark blue)  
Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)  
Sandals: females only may wear open toe shoes or sandals

### **Business Casual TSA Attire: Least Formal**

Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (Unacceptable: t-shirt or shorts)

# **Policies and Rules for Florida TSA Participants - Leadership Training Conference and Competition**

1. Travel for students must comply with all local School Board Policies.
2. Permission to travel forms must be completed for each student and filed as per local School Board Policy. Advisors must have name and telephone number of parental contact, for each student, readily available.
3. All chapters are urged to attend. There is no limit to the number of student members who may attend from each chapter. Advisors and chaperones must exercise prudent judgment and be responsible for their students at all times. A curfew of 11:00 p.m. is set for students to be in their rooms and quiet. This will be strictly enforced. Only adults and alumni members may be out of their rooms after 11:00 p.m.
4. Advisors should check each sleeping room before check-in and prior to departure. If damages are found, they should be reported to the conference manager and the hotel immediately. Restitution to the hotel for damages made by conference attendees are the responsibility of the chapter to whom the damages were caused by.
5. Please be aware that due to the cost of meeting space, Florida TSA assesses a fee of \$25 per person for anyone electing not to stay at an officially designated conference hotel. The only exception to this policy applies to those chapters who reside within a distance of twenty-five miles from the hotel and are commuting from home on a daily basis.
6. Name badges must be worn at all times by students, advisors, and chaperones.
7. Advisors should be prepared financially for all possibilities during the conference.
8. Each TSA member who attends must have:
  - Approval of the Florida TSA Chapter Advisor or Technology Education Instructor;
  - Approval of the school administration;
  - Approval of the parents or guardian;
  - Minimum GPA of 2.0
9. Students may use the hotel swimming pool, if permitted by local school board policy, and only under the direct supervision of an advisor or an adult chaperone designated by the chapter advisor.
10. Students should not bring personal valuables such as jewelry, excessive cash, etc., that could be lost or stolen. Florida TSA will not be liable for lost or stolen personal property.
11. Head coverage/gear is not to be worn inside the hotel.
12. In order to maintain appropriate noise levels, students are not allowed to bring stereos with external speakers.
13. Refer to National TSA Dress Code Policy
14. Florida TSA has established a firm discipline policy that will be strictly adhered to at all student conferences. Carefully review the outline of the discipline policy on the following page.

## **Florida TSA Discipline Policy**

1. Curfew is at 11:00 p.m. All students must be in their rooms at this time. If a student is found outside of his/her room, the head of security will notify their advisor to pickup the student from the designated holding area. The student will be released only to their respective chapter advisor.
2. Advisors may not schedule chapter activities after curfew. Students are not permitted off hotel premises after curfew.
3. If a student is found with alcohol, drugs, or weapons, the following actions will occur:
  - a) Advisor will be notified
  - b) Parent(s) will be notified
  - c) Local Police will be called and FL TSA will cooperate with local officials