



SkillsUSA®

# NATIONAL LEADERSHIP & SKILLS CONFERENCE

JUNE 24-28, 2024 | ATLANTA



SkillsUSA Maryland Association Guide

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## State Director Message

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Dear SkillsUSA Maryland Advisors,

Congratulations! Your students have worked hard this year and will attend the 2024 SkillsUSA National Leadership & Skills Conference (NLSC) in Atlanta. On behalf of our state association and board of directors, thank you for your dedication as an advisor to help fulfill the SkillsUSA mission of empowering members to become skilled professionals, career-ready leaders and responsible community members.

On June 24-29, 2024 we will enjoy an incredible national conference week in Atlanta. I know you and your students will make us proud.. The NLSC offers an opportunity for every student and teacher. Competitors in the SkillsUSA Championships will represent our state as the best in their skill areas. Our State Delegates will conduct the business of the organization and make decisions for the future of SkillsUSA as they grow their skills as outlined within the SkillsUSA Framework. Our advisors will grow their classroom toolboxes by observing the national competitions, networking with industry partners and attending professional development sessions. All attendees can interact with our industry supporters through the competitions, the TECHSPO trade show and through other events. Total attendance is expected to exceed 16,000 students, teachers and partners.

This NLSC guide outlines the 2024 SkillsUSA conference in great detail. It is essential that you take the time to effectively prepare both yourself and your students by reviewing this NLSC information. Students will succeed best when they are informed and feel well-prepared for this incredible opportunity.

Please review this document and reach out with any questions to me or to SkillsUSA Customer Care at 844-875-4557. We look forward to being with you in Atlanta for the 2024 NLSC!

Sincerely,  
Chuck Wallace  
State Director, SkillsUSA Maryland  
Coordinator, CTE Student Organizations  
Maryland State Department of Education

## Maryland State Delegation Information

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The SkillsUSA National Leadership and Skills Conference (NLSC) is returning to Atlanta, Georgia, **June 24-29, 2024**. The SkillsUSA “Team Maryland” delegation will be staying in the beautiful Atlanta Marriott Marquis, 265 Peachtree Center Avenue NE, Atlanta, GA 30303.

The NLSC is a five-day / five-night conference experience and you should plan to arrive Monday morning or afternoon, June 24, 2024, and depart anytime Saturday, June 29, 2024.

The 2024 NLSC registration fee for Maryland participants is **\$325.00 per person**. This fee includes both the National SkillsUSA conference registration cost and Maryland-specific extras including, T-shirt, trading pins, conference gifts, Monday evening *Welcome Dinner and Orientation* (7 pm) and Friday evening *Maryland Awards Reception/Refreshments* (immediately following National Awards Ceremony). The registration fee **does not** include housing or air and ground transportation to and from the Atlanta Marriott Marquis in Atlanta, GA.

To ensure accurate rooming/roommate selection and billing for advisors and students attending the national conference, advisors will **assign and pay** for rooms for their own chapter delegations. NLSC room rates at the Atlanta Marriott Marquis are **\$235.00 per room/per night**. Students should be assigned to double-double rooms, **2-4 per room**. Adults only in single rooms. Please prioritize booking rooms for registered students, advisors and instructors. Once all Maryland delegation members have secured rooms any remaining rooms will be released to friends and family members.

Don't wait until the last minute to book your rooms!

## Conference Preparation

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### NLSC Microsite

SkillsUSA has a microsite specifically to help you prepare for your trip to Atlanta. Take on NLSC like a pro and learn more about attraction & airline discounts, conference programs, safety and security, and more! Visit [nlsc.skillsusa.org](https://nlsc.skillsusa.org) for more information.

### NLSC Town Hall Meetings

SkillsUSA Advisors! Whether this is your first trip to the SkillsUSA NLSC, or you are a veteran of the conference, we invite you to the NLSC Town Hall on June 12, 2024, at 12 p.m. ET or 7 p.m. ET. (choose one session as the content will be the same)

In the session we will review the NLSC schedule, what to expect, traveling tips, and best practices from experienced advisors. This Town Hall will solidify your preparations for Atlanta!

#### 12 p.m. Meeting Information

[Join Zoom Meeting](#)

Meeting ID: 815 7938 9709

Passcode: 7ddqWH

#### 7 p.m. Meeting Information

[Join Zoom Meeting](#)

Meeting ID: 837 5271 7763

Passcode: 9xSPTL

### Road to Atlanta Email Campaign

After NLSC conference registration closes, please check your email for our SkillsUSA Road to Atlanta email series that will be delivered to your inbox. Be sure your email is correct when registering for conference. The information shared by email will help you and your students prepare for conference with details about exciting conference programs and events, how to download the NLSC app, maps to navigate the area and much more. Additionally, there will be a post-conference survey to share your feedback.

### Justification Letter Templates

Below are templates of letters intended to help garner support from your school's administration. These letters are designed specifically for attending NLSC 2024. They aim to facilitate the process of securing approval and assistance to participate in the event.

[Professional Development Request Template](#)

[Student Request Template](#)

## Advisor Best Practices

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Conference week will really fly by but try to take in as much as possible. This conference provides something for everyone. Best practices: Meet as many people as you can. You will meet fellow advisors who have great ideas; you will meet industry personnel who can advise you. You will meet national staff who are prepared to help you become the best SkillsUSA advisor you can be. And it all starts with a simple hello!

Set yourself and your students up for success by following these best practices: [Advisor Best Practices](#)

### Pre-NLSC & Post-NLSC Student Reflection Questions

As SkillsUSA advisors work to equip their student members for a successful 2024 National Leadership & Skills Conference (NLSC), you are encouraged to take the time to ensure a quality learning experience. Provide these reflection questions to guide your students as they prepare for the NLSC and consider why they are attending and what they can gain from the experience. [Student Reflection Questions](#)

### Hotel Courtesies

SkillsUSA has a nationwide reputation for upholding high standards. This good reputation allows each of us to take pride in our organization. The following is a list of hotel courtesies and suggestions for students and advisors: [Hotel Courtesies](#)

### SkillsUSA Winners List and Winners Photos

SkillsUSA will announce winners on Friday night at the Awards Session, provide lists of winners to SkillsUSA state directors and then post winners on the SkillsUSA website immediately after NLSC. In addition, scores will be posted when available and these can be located using your contestant number.

SkillsUSA will post winners photos on the website after the national conference. These downloadable photos are taken backstage of all medalists as they go to collect their prizes.

## Condensed Conference Agenda

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### Monday, June 24

7 a.m. - 6 p.m.

7 p.m.

Maryland Delegation Arrival-Atlanta Marriott Marquis  
Maryland Delegation Dinner Meeting-Marquis C Ballroom

### Tuesday, June 25

7:30 a.m. - 5 p.m.

10 a.m. - 5:30 p.m.

10 a.m. - 5 p.m.

10 a.m. - 4:30 p.m.

10:30 a.m. - 3:30 p.m.

SkillsUSA Store  
SkillsUSA Championships  
SkillsUSA TECHSPO  
Academy of Excellence  
SkillsUSA University

7 p.m.

Opening Session

### Wednesday, June 26

7:30 a.m. - 5 p.m.

8 a.m. - 5 p.m.

8 a.m. - 5:30 p.m.

10 a.m. - 4:30 p.m.

10:30 a.m. - 3:30 p.m.

6 p.m. - 9:30 p.m.

SkillsUSA Store  
SkillsUSA Championships  
SkillsUSA TECHSPO  
Academy of Excellence  
SkillsUSA University  
Champions' Festival

### Thursday, June 27

7:30 a.m. - 2 p.m.

8 a.m. - 5 p.m.

8 a.m. - 5 p.m.

10 a.m. - 4:30 p.m.

10:30 a.m. - 3:30 p.m.

SkillsUSA Store  
SkillsUSA Championships  
SkillsUSA TECHSPO  
Academy of Excellence  
SkillsUSA University

### Friday, June 28

9 a.m. - 12 p.m.

5 p.m. - 8:30 p.m.

9 p.m. - 10 pm.

Community Service Project  
Awards Session

**Maryland Delegation Nat'l Top 10 Celebration!**  
**Atlanta Marriott Marquis - Marquis C Ballroom**

## Conference Experience

### Welcome to Atlanta!

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Atlanta, dubbed as an urban oasis nestled within a forest of towering buildings, boasts expansive green spaces and a multicultural atmosphere, earning it a spot on the Best in Travel list for 2022. Serving as both a historical railroad terminus and a modern transportation hub, notably through the world's busiest airport, Hartsfield-Jackson Atlanta International Airport, the city seamlessly blends its rich past with a global outlook. Downtown's highlights include Centennial Olympic Park and its surrounding attractions, while sports enthusiasts can catch major league action at venues like Mercedes-Benz Stadium and State Farm Arena. Atlanta stands as a beacon of Southern charm, creativity, and sophistication, inspiring all who encounter its boundless possibilities.

**DISCOVER ATLANTA**



### Conference Venues

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The majority of NLSC functions are hosted at the Georgia World Congress Center and State Farm Arena. To learn more about NLSC venues [click here](#).

### Atlanta Information Directory

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SkillsUSA has produced an Atlanta Information Directory that highlights medical services, pharmacies, grocery stores and other amenities near the conference venue and hotels. To view the directory [click here](#).



# NLSC Safety Tips



## Download the NLSC 2024 App

The conference app contains important information about where and when events occur. It will also help you navigate the NLSC venues.



## Always Remember Your Badge

NLSC venues use a secure badge system for all attendees. You will not be permitted to enter without your badge! Replacement badges area available in the registration hall.



## Follow the Designated Walking Paths

SkillsUSA has outlined specific walking paths through Atlanta. These provide the safest path to and from the Georgia World Congress Center. You can find the walking paths in the NLSC 2024 app!



## Use the Buddy System

Choose one other member in your chapter to be your "buddy" during NLSC. Do not go anywhere without your buddy! Make sure your advisor knows who your buddy is as well!



## Be Observant At Your Hotel

Do not answer the door of your hotel without verifying who it is, and make sure to close the door securely once you enter the room. Always use the main entrance, especially if you're returning late at night!



## Use the Atlanta Ambassadors

If you get separated from your group, need an escort, or simply have a question about where to go, give them a call or look for an Atlanta Ambassador! They are in red and blue uniforms and will be riding segways or bikes. They are trained in medical assistance and know every inch of downtown!



## Know the Emergency Numbers

**Emergency Assistance: 911**  
Police: (404) 614-6544  
Fire: (404) 546-7000  
Ambassadors: (404) 215-9600

## Airline Information and Discounts

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Hartsfield-Jackson Atlanta international airport provides nonstop service to more than 150 domestic destinations. In 2023 it was celebrated as the world's most efficient airport since 2023 by the Air Transportation Research Society. Learn more about navigating the Atlanta airport [click here](#).

### Delta Airlines Discounts for NLSC Attendees

Delta Air Lines is offering special discounts for NLSC attendees. Go to [bit.ly/nlsc-delta24](https://bit.ly/nlsc-delta24) to book your flights. You may also call Delta Meeting Network at 1-800-328-1111\* Monday–Friday, 7 a.m. to 5:30 p.m. (Central time) and refer to Meeting Event Code **NM3AA**.

*\*There is no service fee for reservations booked and ticketed via the reservation 800 number.*

### United Airlines Discounts for NLSC Attendees

United Airlines is offering special discounts for NLSC attendees. Go to [bit.ly/nlsc-united24](https://bit.ly/nlsc-united24) to book your flights. You may also call the United Meetings Reservation Desk at (800) 426-1122\* Monday–Friday, 7:00 a.m. – 9:00 p.m. (Central time) and Saturday–Sunday, 7 a.m. – 5 p.m. (Central time) and refer to discount code **ZNZX278890**.

*\*Booking fees are waived for NLSC reservations.*

## Airport Transportation Information

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### DART Airport Hotel Shuttle

SkillsUSA has partnered with Dart Airport Transfers to offer a discounted rate for airport to hotel shuttle and private car services for SkillsUSA attendees. You will receive a discounted rate when you book online using promo code, “SKILLS24.” Visit the custom booking portal by clicking [Pick Me Up Dart](#). Please be sure to book in advance.

#### Airport Shuttle Service

Adults: \$25.00 each way (\$5.00 off)

Students: \$20.00 each way (\$5.00 off)

#### Airport Shuttle Operating Hours:

Arrival Shuttle Service – 9 a.m. – 9 p.m.

Departure Shuttle Service – 5 a.m. – 5 p.m.

For large group inquiries (40 or more passengers) or groups arriving outside of normal shuttle hours, complete a [Pick Me Up Dart Quick Quote Request Form](#) and provide details on your transportation needs and Dart will get back to you within 24-48 hours.

## MARTA Atlanta's Rapid Transit

Riding MARTA, Atlanta's rapid transit system, from the airport to your downtown hotel is easy. Participants will go to the Domestic Terminal, between the North and South baggage claims. Take the Red and Gold lines to the downtown convention district and depart at the station nearest your hotel.

### *Tips for taking MARTA to and from Hartsfield-Jackson International Airport:*

- MARTA's Airport Station is *inside* the Domestic Terminal. Travel to the Domestic Terminal, between the North and South baggage claims. Here is the domestic terminal directory: [bit.ly/MARTA-TermMap](http://bit.ly/MARTA-TermMap)
- **Take the Red or Gold lines.** They travel directly to and from the Airport Station.
- **Plan ahead (or on the go).** Use the [MARTA On the Go](http://itsmarta.com/marta-on-the-go.aspx) ([itsmarta.com/marta-on-the-go.aspx](http://itsmarta.com/marta-on-the-go.aspx)) or [trip planner](http://tripplanner.itsmarta.com/planatrip.aspx) ([itsmarta.com/planatrip.aspx](http://tripplanner.itsmarta.com/planatrip.aspx)) app to get directions and see real-time train schedules.
- **MARTA's fare system uses Breeze Cards.** Purchase cards at [www.BreezeCard.com](http://www.BreezeCard.com) ahead of time, at the Breeze Vending Machines in any MARTA rail stations or in person at the Marta Ridestore in the Airport or Five Points stations.
  - A reloadable Breeze Card is \$2 and then \$2.50 per ride.
  - A Breeze ticket is \$1 plus the \$2.50 fare for a single ride.

## Atlanta Parking Information

Public parking is available throughout Downtown Atlanta. Visit the [Downtown Atlanta Public Parking Map](#) for more information.

## GWCC Parking Information

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### Car Parking

The Georgia World Congress Center (GWCC) offers convenient on-campus parking with two surface lots (Blue & Yellow) and three parking decks (Red, Orange & Green) for visitors, attendees, and staff for on-site events. There are thousands of parking spaces to make visiting the GWCC convenient. Look at the [GWCC Campus and Area Maps](#) for parking location details.

### Daily Parking at the Red, Orange & Green Deck and Yellow & Blue Lot is

- \$10 pre-purchase
- \$15 day of

### Multi-day parking passes available:

- 3 days parking pass – Tuesday – Thursday
- 5 days parking pass – Monday – Friday
- 7 days parking pas – Friday – Friday

### Pre-purchase parking at this link: [bit.ly/GWCC-Parking](http://bit.ly/GWCC-Parking)

Navigate to the SkillsUSA National Leadership & Skills Conference event and click 'Reserve Parking'. Note if you are renting a vehicle and do not have the license plate number, type in 123456 to bypass this field.

*\*Parking services has agreed to make special accommodations for our group and allow in and out privileges. Please show your printed or electronic receipt or parking pass when reenter the parking deck.*

## **Bus and Trailer Parking**

The Georgia World Congress Center (GWCC) operates an on-site, 540,000-square-foot Marshalling Yard on Ivan Allen Jr. Blvd. adjacent to the Yellow Lot. The GWCC Marshalling Yard sits just seconds away from the GWCC loading docks and is patrolled 24 hours a day by GWCCA Public Safety officers to ensure safe access to and from the facility during the show.

Daily parking at the Marshalling Yard is \$30 when pre-purchased.

**Pre-purchase parking at this link:** [bit.ly/GWCC-Parking](https://bit.ly/GWCC-Parking).

Navigate to the SkillsUSA National Leadership & Skills Conference event and click 'Reserve Parking'.

## **Atlanta Restaurants**

With more than 300 restaurants in the downtown Atlanta area, there is something for everyone. Restaurants in downtown Atlanta range from fast-casual spots to a more formal affair. Not only are there options at every price point, but Downtown Atlanta restaurants also showcase a variety of cuisines and cooking styles. Learn more about Atlanta's walkable downtown restaurants by [clicking here](#).

## Atlanta Attractions & Discounts

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### Georgia Aquarium

Experience over 11 million gallons of awe-inspiring wonders at Georgia Aquarium, the largest aquarium in the United States. Visit and learn about whale sharks, beluga whales, manta rays, penguins, sea lions, and their newest sharks. As a friend of Georgia Aquarium, SkillsUSA is offering an exclusive, online-only discount on Georgia Aquarium general admission.

**SkillsUSA General Admission Discounted Price: \$34.99\*** (Regular price \$44.99) *\*Advance purchase only.*

**Ticket Purchase Link:** [georgiaaquarium.org/SkillsUSA](http://georgiaaquarium.org/SkillsUSA)

### National Center for Human and Civil Rights

The National Center for Civil and Human Rights is a museum and cultural institution that connects the U.S. Civil Rights Movement to human rights challenges today. The center believes in justice and dignity for all — and the power of people to tap their own power to change the world around them.

**SkillsUSA General Admission Discounted Price \$14** (Regular price \$19.99)

*Show your SkillsUSA conference badge at the door and receive discounted general admission.*

### Chick-Fil-A College Football Hall of Fame

The Chick-Fil-A College Football is the home of all things college football. Throw, kick a field goal and experience 94,000 square feet of the storied tradition of college football. Enjoy more than 50 engaging and interactive exhibits. This is a shrine to the greatest to play or coach the game.

**Standard/Adult Ticket (Age 13+): \$23.65** (Regular price \$29.56)

**Ticket Purchase Link:** [https://bit.ly/CFHOF\\_NLSC24](https://bit.ly/CFHOF_NLSC24)

*Show your SkillsUSA conference badge at the door or purchase tickets using the link below and receive discounted general admission.*

### World of Coca-Cola

Journey through the storied history of the iconic beverage brand, interact with a variety of exhibits, and sample beverages from around the world. Visit The Vault where our legendary secret formula for Coca-Cola is secured. Oh, and chill with the world's bubbliest polar bear.

**Regular price ticket - \$21**

**General Admission Ticket Purchase Link:** [worldofcoca-cola.com/plan-your-visit/ticket-information](http://worldofcoca-cola.com/plan-your-visit/ticket-information)

If you are visiting as a group of 15 or more, please fill out the online reservation form at [worldofcoca-cola.com/groups/form-group-reservation](http://worldofcoca-cola.com/groups/form-group-reservation)

### Atlanta United FC

Watch the Atlanta United take on the Toronto FC on Saturday, June 29 at 7:30 p.m.

**SkillsUSA Discounted Prices: \$34.00-42.00.**

**Ticket Purchase Link:** <https://fevo-enterprise.com/Skillsusa24>

*For questions or interest in purchasing 10+ tickets, please contact Ryan O'Connor at [Ryan.Oconnor@atlutd.com](mailto:Ryan.Oconnor@atlutd.com) or call directly at (470) 341-3486 for more information.*

## National Courtesy Corp

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The National Courtesy Corps is an elite group of high school students, college/postsecondary students, advisors and chaperones who are selected to represent their state delegation while assisting the national organization in conducting the NLSC. Courtesy Corps members work with and build a network of industry and educational experts while developing Framework skills, building friendships and having fun.

**NATIONAL  
COURTESY CORPS**

## National Education Team

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The National Education Team (NET) assists the national technical committees in conducting and managing the SkillsUSA Championships and communicates to advisors the industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships. NET members may also be called upon throughout the year for their insights and expertise.

**NATIONAL  
EDUCATION TEAM**

## SkillsUSA TECHSPO

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As a CTE destination, SkillsUSA TECHSPO showcases the latest technology and its application by our future workforce, teachers, and experts. Over 200 exhibitors at SkillsUSA TECHSPO are placed alongside national career competitions and leadership sessions that are shaping and celebrating our nation's career-ready students. Across three exhibition floors, interactive experiences inspire participants while industry connections are forged to enhance classrooms and develop the country's talent pipeline.

As a result of participating in the TECHSPO, the SkillsUSA mission is achieved by ensuring that participants are able to engage in meaningful, mutually beneficial exhibit booth experiences that teach students skills and knowledge related to their industry of interest and build their network of student and industry experts.

Check the conference app and be sure to visit the booths aligned with your career cluster.

## SkillsUSA Delegates

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SkillsUSA is a student-led organization, where student members are charged with the responsibility of governing the affairs associated with the organization bylaws. The SkillsUSA Delegate Program engages state-identified delegates to represent their respective state association in introducing, debating, modifying and voting upon delegate items that may include organization bylaws, and the SkillsUSA national elections. Delegates receive training to develop their responsibility and decision-making skills while building their peer network throughout the delegate processes.

### SkillsUSA DELEGATES

## SkillsUSA Academy of Excellence

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The SkillsUSA Academy of Excellence is an initiative that offers NLSC educator attendees including advisors, teachers, administrators, and counselors an opportunity for a wide selection of professional development training. SkillsUSA will offer up to 40 75-minute sessions over three days to help participants develop in the areas such as:

- Comprehensive chapter management
- Educational psychology
- Mentorship
- Classroom management
- CTE
- Work-based learning
- Resource implementation
- SkillsUSA Framework

### Academy of Excellence is an opportunity to:

- Gain and assess Framework skills
- Enhance your classroom instruction or build your instructional style
- Network with professionals in your field
- Get access to additional field-specific resources
- Receive a certificate of competition for the available skills
- Participate in raffles and price giveaways

**Fee:** Included in NLSC Advisor registration.

Check the NLSC 2024 App for session dates, times and locations.

### ACADEMY OF EXCELLENCE

## SkillsUSA University

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SkillsUSA University is an Academy of Excellence initiative which offers all registered NLSC attendees a chance to learn directly from industry expert practitioners and gain field-specific skills which they can later incorporate into their classroom instruction.

### SkillsUSA University is an opportunity to:

- Gain technical skills through direct instruction provided by an industry expert in your field
- Network with others in your field
- Enhance your classroom instruction or educational experience
- Get access to additional field-specific resources
- Receive a certificate of competition for the session

**Fee:** Included in NLSC advisor and student registration.

Check the NLSC 2024 App for session dates, times and locations.

SkillsUSA UNIVERSITY

## NLSC Advisor Summit

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NLSC Advisor Summit is an immersive Professional Development experience led concurrently with the NLSC that is designed exclusively for SkillsUSA Advisors. Learning events include Academy of Excellence and SkillsUSA University as well as a special kick off event, guided floor tours and exclusive sessions for only Summit attendees. The program also includes a continuum plan for learning after the conference is over. NLSC Advisor Summit is a unique way to experience NLSC for education professionals who want to focus on their growth as CTE teachers and SkillsUSA leaders. CEU credits will be awarded upon successful completion of assigned work post-NLSC. This program will run June 25-28, 2024.

### SkillsUSA Advisor Summit is an opportunity to:

- Participate in Academy of Excellence and SkillsUSA University sessions specific to the advisor's career cluster
- Experience a guided tour of the SkillsUSA Championships floor and TECHSPO
- Attend the exclusive Advisor Summit sessions
- Experience all other NLSC registration events and activities

**Registration Fee:** Advisors will pay the regular NLSC Registration, plus a \$100 additional fee that includes everything listed above plus the awarding of CEU credits upon successful completion of the program. Attendees should register on the SkillsUSA registration site.

ADVISOR SUMMIT



## SkillsUSA Championships Information

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The SkillsUSA Championships program assesses and recognizes career and technical education students. It engages students by testing their skills against standards for entry-level workers in the skilled trades through authentic skill demonstrations. Students are evaluated by expert representatives of business, industry and organized labor. Visit the link below to view the SkillsUSA Competitor Checklist, which includes information about SkillsUSA Technical Standards, Online Submission Requirements, Online Testing, and Competition Updates.

### COMPETITOR CHECKLIST

#### Competition Updates

A [competition update](#) covers anything that is not listed in the official SkillsUSA Championships Technical Standards and that a competitor and/or advisor needs to be aware of and bring and/or complete for the national competition. Updates are posted frequently leading up to NLSC. Please check back regularly!

#### Online Test(s)

SkillsUSA Championships national competitors will receive login credentials to access their online test(s) by May 21, 2024. National competitors will need to identify a proctor and complete the online proctor agreement prior to taking their online test(s). The online testing window is May 22 – June 6, 2024. All required online test(s) must be completed by 5 p.m. ET on Thursday, June 6, 2024.

#### Online Submission Requirements

SkillsUSA Championships national competitors must complete their online submission(s) by June 6, 2024, at 5 p.m. ET. The upload(s) will be completed via SkillsUSA's secure platform which will open in late May 2024. Check the current SkillsUSA Technical Standards for your competition to learn about any required national pre-conference online submissions.

#### Competition Material Shipping Resources

[Competition Materials Shipping Instructions](#)

[Competitions Materials Move-In/Move-Out Instructions](#)

## General Sessions

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*\*The session runs-of-shows are tentative and subject to change as session schedules are finalized.*

### Opening Session | Tuesday, June 25 at 7 p.m.

*SkillsUSA Official attire or career competition attire is recommended. Business professional attire acceptable.*

The Opening General Session is the kick-off event of the annual SkillsUSA National Leadership & Skills Conference. This experience engages attendees with high-energy, participatory and recognition components that set the tone for the week-long conference.

- Pre-Session
  - CareerSafe Safety Video Presentation
- Emblem Ceremony/National Anthem
- National Officer Welcome
- Advisor of the Year
- Honorary Life Membership
- Hall of Champions Award
- Courtesy Corps Recognition
- State of the Association Address
- National Officer Candidate Introduction
- Keynote Speaker

### Awards Session | Friday, June 27 at 5 p.m.

*SkillsUSA official attire or career competition attire. Winners not wearing approved attire will not be allowed on stage and will receive their medallion off-stage.*

The culminating experience of the SkillsUSA National Leadership & Skills Conference is the closing Awards Session which serves to recap the entire NLSC experience. This high-energy session will recognize the accomplishments of the attendees who participated in NLSC activities including the SkillsUSA Championships, National Officer Election Process and more. Attendees will leave the conference inspired to achieve greatness in their own leadership roles within the organization and with a spirit celebration for self and others.

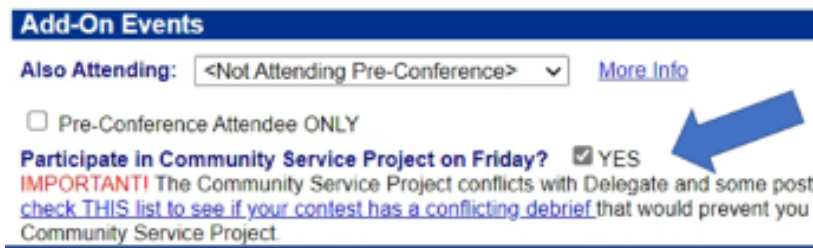
- Pre-Session
  - President's Volunteer Service Award
- Session Welcome
- Conference Recap Video
- National Officer Tribute
- SkillsUSA Championships Medal Presentations
- Models of Excellence Announcement
- Community Service Recognition
- NET/Technical Committee Recognition
- National Officer Election Announcement
- 2024-2025 Membership Theme Unveiling

## Community Service Project

On Friday, June 28 at the National Leadership & Skills Conference, SkillsUSA students will apply their skills and provide service to the Atlanta community by participating in the SkillsUSA “Build Skills – Do Good – Complete the Cycle” community service project. The student participants will assemble bikes to be presented to local children.

The day of service will begin with a kickoff rally for attendees and business partners at 9 a.m. in the Georgia World Congress Center. From 9:30 a.m. to 12 p.m., students will work in teams to apply their skills and carefully construct two children’s bicycles. This will be a fantastic ending to conference week as 400 students, advisors and partners work to give back to the Atlanta community.

Students and advisors who want to register for the Community Service Project will do so in SkillsUSA Register. Under “Add-On Events,” users will click the “Yes” button next to the question “Participate in Community Service Project on Friday?”



**Add-On Events**

Also Attending: <Not Attending Pre-Conference> [More Info](#)

Pre-Conference Attendee ONLY

**Participate in Community Service Project on Friday?**  YES

**IMPORTANT!** The Community Service Project conflicts with Delegate and some post [check THIS list to see if your contest has a conflicting debrief](#) that would prevent you Community Service Project.

Additional details about the service project will be provided before NLSC on the SkillsUSA website. We look forward to your state’s participation in the NLSC Community Service Project!

## Scholarships

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Numerous college/post-secondary scholarships are available to active members of SkillsUSA through SkillsUSA and our partners. Financial assistance to attend national SkillsUSA events is also offered. SkillsUSA student eligibility varies by scholarship. Members can view detailed information about available scholarships and apply for scholarships by at the link below:

### SCHOLARSHIPS

## Advisor Registration Instructions

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Register contestants, student participants, parents or anyone requiring a badge for entry to the general sessions including the Opening and Awards sessions, access to the SkillsUSA Conference floor, and educational workshops or other events.

Log-on to the Conference Registration site using your advisor log-on credentials to register attendees for the National Leadership and Skills Conference (NLSC): [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx). Only the advisor or school personnel should be registering attendees. Below is a short description of the registrant types.

### Registrant Types

- **Contestant:** All students competing in a career competition should register in this category. This includes interview competitors for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter
- **Advisor:** SkillsUSA advisors or educators attending conference.
  - **National Education Team and Courtesy Corp Volunteers:** Register using the volunteer link. An invitation with this link will be sent by the national SkillsUSA Championships team. Do not register on the site for paid participants.
- **Administrator:** Principal, Assistant Principal, Counselor, Chancellor, Dean, President, Vice President, Director, Department Head, CTE Director or any other administrator
- **Participant:** Chapter members, state officers and delegates. Students who are models for Esthetics or Nail Care and who are back-ups to competitors should also register in this category. Students registering as a participant must be a SkillsUSA member.
- **Models of Excellence:** Participants who have been notified by the SkillsUSA national office that have achieved the highest honor of the Chapter Excellence Program should register in this category. These registrants must be SkillsUSA members by March 1 and will be interviewed as Models of Excellence at NLSC.
- **Guest:** Chaperones, family members and other attendees not listed above who wish to attend the entire conference and State Farm Arena sessions.
- **Children:** Tickets for entertainment venues, or any event not mentioned in the children's registration descriptions below **are not** part of the child's registration. These admissions can be purchased separately onsite.
  - **Child — Free registration (age 10 and under)** Registration includes access to the conference floor at Georgia World Congress Center. Admission to the Champions Festival

- and general sessions at State Farm Arena are not included. Purchase the Child Session Pass to include admission to the general sessions and Champions Festival.
- **Child Session Pass – Paid Registration (ages 10 and under)** Registration includes access to conference floor at Georgia World Congress Center, Champions Festival, and admission to the general sessions at State Farm Arena.

Children ages three and under may sit on an adult's lap at the State Farm Arena general sessions at no charge. A separate seat is not reserved. Purchase a Child Session Pass to reserve a seat for children ages three and under.

## Register for Conference

**Competitors must be registered SkillsUSA members by the state deadline or no later than the national deadline of March 1 to compete at nationals** and school membership invoices must be paid before competitors can register.

- Log on to the registration site and click the tab Conference>My Registrations.
- Select the event SkillsUSA National Leadership and Skills Conference in the filter event drop-down menu.
- Participants previously registered for past conferences: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for NLSC. *NOTE: This feature will only work if all membership invoices are paid in full for your school.*
- Click the Add Registrant button at the top of the screen to manually register new attendees. Follow the prompts. Be sure to select registered members from the drop-down name list. Only manually type names of attendees who are not members at the school.

## Individual Registration Records

### Add-on Events

- If applicable, in the Add-On Events section, select Leverage (pre-conference for state officers), Advisor Summit or Community Service (advisors and students). Additional registration fees apply to the Leverage event and the Advisor's Summit.
- Your state may be offering other add-ons. In the Optional Fees section of each individual registration record click the button Add to display a list of possible options. Select the quantity and click Save.
- The advisor should check the boxes, YES or NO, for ADA, Dietary or Education Accommodations and answer the questions if checked yes. See examples of questions that will need to be answered online at the bottom of this registration guide.
- The Advisor is responsible for providing the Code of Conduct to students and other attendees they register. Read the agreement in the attestation section and check the box next to I agree. See section Conference Registration Liability and Release Form section for instructions on how to display and print the Code of Conduct Agreement.
- Once names are added and individual registration records are completed click the Submit Registration button to validate your registration information and to issue an invoice if your state is using the invoicing in the system. **NOTE: Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked. Be sure to advise your state director before the registration deadline of anyone who is no longer attending.**

### **Conference Registration Liability and Release Form**

Once the name is registered, click the FORM link that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for competitors, onsite emergency contacts for all participants, and complete the Americans with Disability Act (ADA), Education and Dietary accommodations section.

A blank fillable NLSC form can be printed ahead of time and given to the participant to fill out or have a parent sign. The ADA/Education/ Dietary questions will be part of the online form. Click the tab Conference > NLSC Conference Liability and Release Form. The form should then be returned to the advisor or designated school person to enter the data on the website as mentioned above.

### **Home Address**

You must provide a home address for competitors. Competitor awards and corporate gifts may be mailed to home addresses.

### **Emergency Contact**

Emergency contact information is required for all participants.

### **Name Badges**

Name badges must be worn to be admitted to all NLSC functions. Please remind your students to remember to have their badge before leaving the hotel to avoid a return trip back to the hotel. Please attach pins to lanyards and not directly on the badge holder. All information displayed on the badge must be visible.

### **Cancellation and Refund Policy**

Schools are responsible for paying for all registrants that cancel after the registration deadline. Cancellations made after the deadline are not eligible for a refund/credit.

### **Commonly Asked Questions and Answers**

- **How can I print a report of my NLSC registration?** On the Conference Registration website click the tab Conference > Export to Excel. You may also print a report of Emergency Contacts and a Summary of your schools Registrations.
- **Where do we send our money?** Money collected for all registration fees should be sent to the state SkillsUSA director. The national headquarters collects conference fees from the state association office. Payment instructions will be printed on the invoice or contact your state SkillsUSA director.
- **Why can't I view all my school's participant records?** To view all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone, we can give you "rights" to all the records. Please call our Customer Care Team at 844-875-4557 to request School Administrator rights.
- **Why can't I get the record to save?** Look for the red typed script at the top of the screen that indicates the problem. Example: **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year)**. Ensure you answer all the questions in the registration form to reduce these types of errors.

- **Why can't I enter my participant in a competition?** To enter a competition, you must select the Registration Type > Contestant. The competitor must be a registered member by March 1 and the school invoice must be paid.
- **What is the Submit Registration button?** This button is used to validate the information in each individual registration record and will issue an invoice if your state is using the system for invoicing. **Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked.**
- **Who do I call regarding my state delegation costs, registration, hotel, and transportation questions?** These calls should be directed to your state SkillsUSA director. For contact information, please view paperwork provided to you by your state director or go to the SkillsUSA website, Who we are, [Association Directors](#).
- **What is the deadline to register for the conference?** Your state SkillsUSA director will provide information for registration deadlines.
- **Who do I call for help with registration?** Customer Care Team at 844-875-4557 or email [CustomerCare@skillsusa.org](mailto:CustomerCare@skillsusa.org).

## ADA / Education / Dietary Accommodation Example Questions.

### ADA Accommodations

Use this field to request specific accessibility accommodations:

- Accessibility Accommodations Request Details
- ADA accessible hotel room
- Assistive mobility device (wheelchair, scooter)
- ADA transportation between event sites and hotel
- Accompanied by a personal assistant, attendant or interpreter
- Accompanied by a service animal

### Educational Accommodations (Student)

SkillsUSA will adhere to documented accommodations as directed under a current and valid education plan from a School or College, including IEP, Section 504, English Language Plan, and/or Health Plans. No accommodation may be utilized that substitutes for a competitor's knowledge or skills, or that fundamentally alter the nature of the event.

Use this field to request specific educational accommodations:

- Participant has a Health Plan, which may include medications and/or a physician's Plan of Care
- Participant will use an individually prescribed device (auxiliary aids, adaptive devices, etc.). [NOTE. Students and LEAs/Colleges are strongly advised to bring prescribed devices used in the classroom with them]
- Participant will bring a bilingual dictionary (word-to-word, without definitions)
- Translation app (digital)
- Translation of directions

## Dietary Accommodations

### Food Allergies

Please indicate food allergies. SkillsUSA will partner with vendors to provide clear signage on ingredients in food whenever possible. In the case of life-threatening food allergies that may require intervention, please email [accessibility@skillsusa.org](mailto:accessibility@skillsusa.org) with further details.

- Dairy
- Gluten-Free or Celiac
- Peanut or Tree nuts
- Shellfish

### Dietary Restrictions

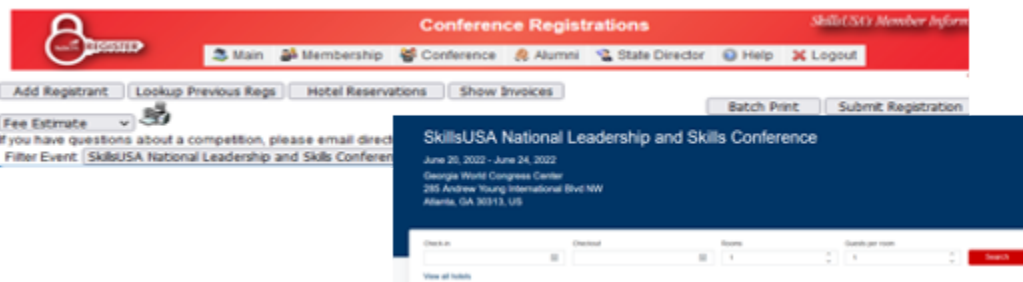
Please indicate dietary restrictions. SkillsUSA will do everything possible to meet dietary restrictions where possible when catering meals and will clearly indicate whenever meal options are otherwise limited.

- Vegetarian
- Vegan

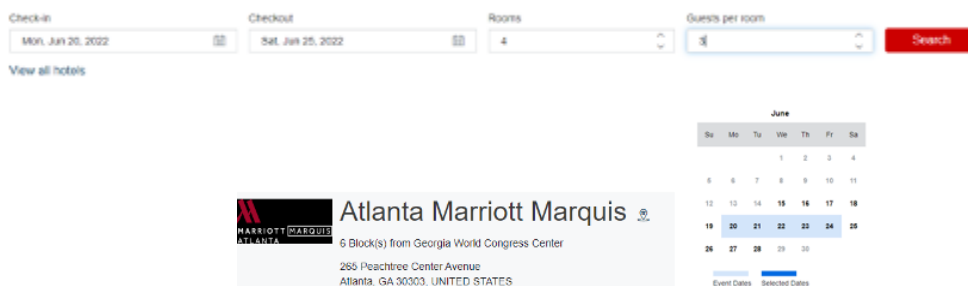
## Hotel Booking Information

Hotels will be booked using the Cvent Passkey system through HPN Global. HPN's professional housing team will partner with you to streamline and automate the reservation booking process for SkillsUSA NLSC.

1. Launch the Passkey dashboard to book hotel rooms from SkillsUSA Register ([register.skillsusa.org](https://register.skillsusa.org)). Click the tab Conference>My Registrations. Select the NLSC event and click the button "Hotel Reservations."



2. Select check-in and check-out dates. Enter the number of rooms you need. Enter the average number of guests per room. Click "Search." Click "Select." next to your assigned hotel.





- Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms Booking Contact Information – as the lead of the group reservation, this is where you put your information. Be sure to use your school’s address versus your personal address and include your school’s name. The information provided on this page will be used to populate all the rooms in the reservation.

**Booking Contact Information**  
The information provided below will be used to populate all 10 rooms in your reservation. Additional details can be changed for each room on the subsequent screen.

**Personal Information**

First Name:  Middle Initial:   
 Last Name:  \*Subst Name:   
 Organization:  \*Alt Name:   
 Email:  \*Confirm Email:   
 Phone Number:

**Personal Address**

Country:  State:  Zip:   
 Address:   
 City:

**King Bed**  
Max Guests: 3  
Details: Deluxe Room, 1 King, Mini Fridge, 346sqft/31sqm, Wireless internet, for  
Show more  
 Jun 20 21 22 23 24

**Two Double Beds**  
Max Guests: 4  
Details: Deluxe room with two double beds, 2 Double, Mini Fridge  
Show more  
 Jun 20 21 22 23 24

2 rooms  
2 guests  
**Select**  
View policies

3 rooms  
2 guests  
**Select**  
View policies

- Now we are at the section where you will complete your rooming list. It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name. During this step, please leave your email address next to each student’s name. This ensures that all reservation information is only sent to you.

Clicking on the \*\*\*ellipsis icon next to a guest entry will give you the option to:

- View and edit the guest details such as length of stay, and other personal information
- Remove the room from the reservation

**King Bed** Show room policies

	Check-In	Checkout	Guests	First Name	Last Name	Email	
1	6/20/22	6/25/22	2	Courtney	Zintz	czintz@hponglobal.com	***
				Patty	Duncan	ksnowdon@hponglobal.com	
2	6/20/22	6/25/22	2	Katie	Snowdon	ksnowdon@hponglobal.com	***
				Casey	Kruer	ksnowdon@hponglobal.com	

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**Two Double Beds** Show room policies

	Check-In	Checkout	Guests	First Name	Last Name	Email	
1	6/20/22	6/25/22	2	Jame	Armstrong	ksnowdon@hponglobal.com	***
				Melinda	Lloyd	ksnowdon@hponglobal.com	
2	6/20/22	6/25/22	2	Sydney	Kilburg	ksnowdon@hponglobal.com	***
				Lisa	Estala	ksnowdon@hponglobal.com	

- Review all the reservation details and make any last-minute changes to them. Accept the terms and conditions by checking the box next to them. A master acknowledgement will arrive in your email moments after you complete your reservations.

The screenshot displays a booking confirmation interface. On the left, there is a sidebar with 'Booking Contact Information' and 'Personal Information' for Courtney Zitz. The main content area features a confirmation message: 'Your reservation is complete. Thank you for booking!' followed by the hotel name 'Atlanta Marriott Marquis' and a 'Your Master Acknowledgement Number: AYYVPZ0V'. On the right, there are two reservation tables. The first table, titled 'Two Double Beds', lists guests Jamie Armstrong and Sydney Kilburg, both with a total cost of USD 0.00. The second table, titled 'King Bed', lists guests Courtney Zitz and Kaiti Snowden, both with a total cost of USD 0.00. A 'SUBTOTAL USD 0.00' is shown at the bottom right.

### Keep In Mind (Helpful Hints)

- When a reservation is created through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation(s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize Passkey via your desktop versus mobile app.
- Have all attendee names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.

### Technical Support

Passkey Technical Support: [SkillsUSANLSC@HPNGlobal.com](mailto:SkillsUSANLSC@HPNGlobal.com) | (480) 998-9770 Ext: 2