

MEMORANDUM

TO: SkillsUSA Advisors Attending the State Fall Leadership Conference

FROM: Mike Cowles, State Director

DATE: October 2010

Thank you for your participation and support of the SkillsUSA Ohio State Fall Leadership Conference. We are really excited about the move to the Hyatt Regency Hotel and look forward to a great conference experience. I certainly appreciate the patience of our schools as we make this transition. In order to make this an optimal training experience for you and your students, please review the following information with your group prior to coming to Columbus. We may have an additional update as we get closer.

Registration will open at 10:00 a.m. in the Atrium Area outside the Delaware Ballroom on the 2nd Floor of the Hyatt Regency.

1. One Advisor should come to the main Registration Table to register your school and receive your school packet.
2. When you come to Registration, please provide cell phone numbers for Advisors for emergency purposes.
3. Once you receive your packet, distribute name badges, place a copy of the emergency medical form inside the name badges. Name Badges will be required to enter the Regency Ballroom. Exhibitors and Conference will be on the 3rd Floor in the Regency Ballroom Foyer.
4. The Food Court will be open for throughout the conference. Please have everyone in the Regency Ballroom promptly at 12:00 pm for the opening session. Do not bring your lunch to the opening session. **(Ballroom will open 30 minutes prior to the opening ceremony.)**

General Information

1. In your school packet, you will find a master schedule with breakouts for your groups. Make sure at the end of the general sessions that they get to the right location.
2. **All students** are required to participate in all scheduled activities they should follow the schedule on their name badge.
3. All students and advisors are expected to be in official SkillsUSA attire or business-like attire for the daytime sessions on Thursday and Friday. Participants are required to wear name badges and carry emergency medical forms with them at all times.
4. For the activities on Thursday evening, casual school attire is appropriate. We are one of several events happening in the downtown Conference area on Thursday evening, so please make sure students appropriately represent

your school at all times. It is the schools responsibility to supervise their students while at the conference.

5. The afternoon sessions on Thursday will run to approximately 5:15 pm. Consequently there will be no evening session to give schools the opportunity to experience Columbus. A SkillsUSA Dance will be held in the Union Ballroom beginning at 8:00 pm. Students and advisors will be required to wear appropriate school attire and name badges.
6. **All students must bring a pen or pencil to all events.**

Specific Information for Various Groups

1. **Officer Candidates** – The Officer Candidate Orientation will happen on Thursday afternoon at 4:00 pm. At the conclusion of that session, Candidates will be asked to select an office for which they will run. Advisors should plan to arrive at the Officer Candidate meeting by 4:45 pm so they can approve the ballot selection for their Officer Candidates. Officer Candidates will have until 5:15 or the conclusion of their orientation on Thursday to make any changes. The official ballots will be posted outside the Union Ballroom during the Dance.
2. **Voting Delegates** – The Voting Delegates training is scheduled for Thursday afternoon at 4:00 pm. All chapters are encouraged to send representatives to this training so they understand their role on Friday. Voting Delegate Ribbons will be handed out at this meeting.
3. **Local Chapter Officers and Other Students** – This year we will be reinstating the Local Officer Training Institute program. The training will begin at 4:00 pm on Thursday following the General Professional Development Sessions and will conclude with three sessions on Friday. Local Officers completing all three sessions on Friday and the activities in those sessions will receive their Local Officer Statesman's Award. This award can only be earned at this event.
4. **Advisors** – Advisors will be encouraged to participate/observe in any of the Professional Development Program Sessions. All sessions are open to advisors. There will be 2 special breakout sessions for Advisors on Thursday. An LPDC evaluation form will be put in the school registration packets.
5. **Regional Elections** – The elections will happen on Friday. Only Candidates who have completed the Regional Officer Screening process will be eligible to run for office. Campaign materials may be distributed during Thursday evening's activities and Friday during the election. Guidelines will be explained during the mandatory officer candidate orientation on Thursday Afternoon. As a special note we will do our best to complete the elections as efficiently as possible, however we want to make sure we give the Regional Officer Candidates a fair opportunity to run for office and a good election experience. We ask each school participating in the election to remain until the completion of the installation ceremony.

"SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. We help each student excel."

Fall Conference Agenda Hyatt Regency Hotel

Thursday, Oct. 21, 2010

Pre-Conference Statehouse Tours – by appointment

10:00 am – Registration

10:00 am – 12:00 pm – Exhibits open

12:00 pm – Opening General Session – Regency Ballroom

1:30 – 4:00 pm – Professional Development Sessions

- Career Field Breakout Session
- Diversity in the 21st Century
- SkillsUSA 101
- Advisor Updates

4:00 – 5:15 pm – Mandatory Orientation Sessions

- Regional Officer Candidates
- Voting Delegates
- Local Officer Training Institute

5:30 pm – 8:00 pm – Dinner on your own

8:00 pm – 10:30 pm – Champions Dance

11:30 pm – Conference Curfew

Friday Oct. 22, 2010

8:00 am – 1:00 pm - Regional elections will begin. We will try to run these as efficiently as possible. New Regional Officers will meet with Mr. Cowles in the Fayette Room for a mandatory meeting immediately following the installation ceremony. If they do not attend this meeting they may be removed from office.

8:30 am – 12:00 pm – Local Officer Training Institute

Local Officers will receive their awards at the conclusion of the third session.