

2016 State Leadership Conference

SLC Document #1 – Lodging & Pricing Information Registration and Lodging

Dear FBLA Advisers

This document, **SLC Document #1 – Lodging & Pricing Information**, will provide the basics about completing an online lodging form, how lodging assignments are made, and pricing. In future documents, you will learn more about the SLC, what you can expect upon arrival, how to navigate while at Hershey Lodge or at any of the conference hotels, plus many more conference related topics.

As we quickly move into the conference season, good luck to your students and you! I hope to see you at Hershey in about five months.

Conference Hotels: The following 10 hotels, offering PA FBLA over 1370 will be utilized in the order listed:

1. Hershey Lodge
2. Hotel Hershey
3. Hilton Garden Inn
4. Comfort Inn
5. Fairfield Inn & Suites
6. Hampton Inn & Suites (Chocolate Avenue)
7. Holiday Inn Express
8. Springhill Suites
9. Hampton Inn/Hummelstown
10. Days Inn--Hershey. (Reserved for Package Plan B)

Package Plan Options: All conference attendees must select one of the three plans.

1. **Plan A Package** – includes 2 nights lodging and 5 meals
2. **Plan B Package** – includes 2 nights lodging at the Days Inn—Hershey; NO meals are included (optional meal purchases are available)
3. **Plan C Package*** – for members/advisers/chaperones commuting to/from the conference and have not purchased Package Plan A or Package Plan B.

Package Plans A, B, and C* include around-the-clock security; refreshments; taxes, service charges and gratuities; shuttle bus service to Hershey Lodge from overflow hotels on Sunday-Tuesday, to the Hershey attractions on Sunday-Tuesday, and to the competitive events held at Hotel Hershey and Harvest Building; equipment/room rental fees; liability insurance; and administrative and other conference expenses.

*** Plan C Package includes all of the above items EXCEPT there is NO hotel to conference center shuttle service.**

All ten of the conference hotels are within three miles of the Hershey Lodge & Convention Center. When completing online lodging, if you request Plan A, you must rank your lodging preference. When lodging is assigned, placement is based on the following:

1. **Plan Package selected**
2. **Lodging preference**
3. **Postmark date/time**

Every effort will be made to notify advisers of their lodging assignment two weeks before SLC. From January 13, the RECEIVED by deadline to submit online lodging reservations, the entire process takes close to 10 weeks. So that you may pre-plan and estimate your SLC expenses, you will find pricing in this document for all three package plans being offered. (page 5)

Lodging priority at Hershey Lodge shall be based on the following criteria:

-> Postmark (electronic) date with purchase of complete Package Plan A -- 2-nights lodging and 5-meal package
-> Postmark (electronic) date with purchase of a 1-night lodging and 5-meal package

Sunday Night Lodging – April 10

Arriving in Hershey on Sunday is encouraged. All ten hotels are offering a “Sunday Room ONLY Rate.” One to four people may be housed in each room. NO meals are included in the price. Hersheypark will be open on Sunday from 10:00 a.m. to 6 p.m. Tickets will go on sale in March at a special discounted group price. If you arrive on Sunday, you will be assigned to the same hotel all three nights.

Deciding to arrive in Hershey on Sunday is a major decision. Please review the SLC *Tentative* Competitive Events Schedule and the *Tentative* Schedule of Events now published on the web site. *THESE SCHEDULES ARE TENTATIVE AND SUBJECT TO CHANGE.* As we continue to tweak the SLC Schedule of Events, we will do our best not to make any major changes to this schedule; however, situations that may occur beyond our control prevail. If major changes occur (event start times change by more than an hour), we will notify all advisers through the adviserlist. It is important that you review the schedules thoroughly since many events start earlier or end later than in the past. Every adviser is expected to assist in some capacity with the competitive events and conference activities on Monday and/or Tuesday. There are 85 competitive events (counting preliminary and final rounds as separate units)—some of which require multiple sections/rooms during preliminary and final rounds. In total there are 79 performance event rooms and another 23 sections of online testing for a grand total of 102 event sections that need covered over the course of two days. This monumental task of managing the competitive events cannot be accomplished without YOUR help!

Another consideration in determining your arrival date in Hershey is hotel check in. Hotel check in on Sunday and Monday is not until 4 p.m. There is no guarantee on either day that your rooms will be ready before 4 p.m. If you arrive on Sunday, the drive will be over, you will have the afternoon to regroup, at some point you will be settled into your guest room, and you can pick up your chapter’s conference registration materials between 7:00-9:00 p.m.

If you arrive on Monday, you and your students will need to arrive in business attire—ready for the day. Some competitions and workshops begin as early as 9 a.m. on Monday and 8 a.m. on Tuesday. Chief event administrators, assistant event administrators, proctors and timekeepers may start as early as 7:00 a.m. Events that offer a “practice room” session are only open between 7:30a-8:30a on Monday before the event gets underway.

Regardless of your arrival date or hotel assignment, luggage storage will be available for all conference attendees at Hershey Lodge. More details will be provided at a later date.

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TURN THE PAGE!

Guidelines for Selecting Room Type: (single, double, triple or quad)

1. Students may select a double, triple, or quad room, (no single rooms for students). Students requesting a double room will have one (1) bed; students requesting a triple or quad will have 2 beds.
2. Advisers may select **single** or **double** room accommodations only. Advisers requesting a single room will have one (1) bed; a request for a double will have two (2) beds. Triple and quad accommodations ARE NOT available for advisers. Please note: once your lodging forms are submitted, they will be reviewed. If there are noticeable issues with your lodging forms, you will be contacted so we can clear up any items before the actual lodging assignment process begins.

Guidelines on sharing rooms with other schools:

Chapters are not required to share rooms with other schools. If you would like to have your student (s') share a room(s) with another school or you would like to share your room with one other adviser from another school, we will continue to fill the rooms as we have in the past. As of late, a very small number of schools request sharing making it difficult to find roommates. Requesting to share *does not* guarantee we will find a roommate(s) for you. Likewise, sharing does not excuse the school from paying the difference for the room in the event a roommate cannot be found. If you request to share, you have our word that we will exhaust every resource to find roommates for you.

We will NOT assign additional students or advisers to a non-sharing room.

For Non-sharing Schools – follow these steps:

Log in to the online SLC Lodging Registration system. Once into the system:

1. **In Step 1**, Select Package Plan A or Package Plan B.
2. **In Step 2**, Plan A - rank your hotel preferences from 1 to 10 (1 as your first choice; 10 your last choice).
Plan B – no hotel preference ranking required. Days Inn—Hershey has been selected for you.
(If you have any special needs, they must be entered in the text box)
3. **In Step 3**, build your rooming list.
4. **In Step 4**, review your Financial Summary. If all is correct, click “**Submit/Print.**”

For Sharing Schools – follow these steps:

Once logged into the online SLC Lodging Registration:

1. **In Step 1**, Select Package Plan A or Package Plan B.
2. **In Step 2**, Plan A - rank your hotel preferences from 1 to 10 (1 being your first choice; 10 your last choice).
Plan B – no hotel preference ranking required. Days Inn—Hershey has been selected for you.
(If you have any special needs, they must be entered in the text box on this page)

In Step 2, you must indicate your sharing preferences.

- a. Next to SHARING WITH: from the drop down menu, you have two choices:
 - 1) select “No sharing preference” to indicate you do not have a preference with whom to share; or
 - 2) select the name of the school with whom you want to share.

Before you select a specific school, check with the adviser from that school to make sure you both agree on the same package plan, both schools rank hotel choices the same, and make sure you have a match. Otherwise, sharing with that school will not work. If there is no match, we will do our best to find a school requesting roommates as long as the school(s) is on the same package plan and has requested the same hotel.

3. **In Step 3**, you will select the Guest Type, the Room Type, and Add a Room for each room you want to reserve. For Guest Type, if you have two students, you select a double, for 3 students you select a triple, for 4 students you select a quad regardless of your sharing request. Plan as though NO ONE else will be in the room except for your students. The information you provide in Step 2 will tell us if you are requesting sharing. Same goes for advisers requesting to share.
In the SPECIAL NEEDS REQUEST box in Step 2, type specific details regarding your sharing requests. For example, Room 3 – requesting a quad; Room 6 requesting a triple.
4. **In Step 4**, the summary will provide the number of student double, triple, or quad rooms you are requesting as well as the number of adviser/chaperone, and/or guest singles and doubles you are requesting. The Balance Due is the amount that must be paid by the deadline date of January 20.

Examples: If you have three students wanting to share a quad room. The number of students you will pay for is 3 at the triple rate. You cannot pay the quad rate since you only have two students. If you have a single, you will need to select sharing for the system to work. Students cannot request a single room; therefore, the system only knows what you tell it. If you do not select sharing, the system will not allow you to reserve a room for the single students. Refunds for overpayment will take place after the conference.

If you requested to share, neither you nor I know at the time payment is due whether a match will be found. Please do NOT ALTER the amount due because you have requested to share. When you check in to your hotel on Sunday or Monday, you will know how many students and advisers have been assigned to a room. If roommates were found, you may request a refund AFTER the conference for the part of the room used by the other school(s).

In Step 4, after reviewing your Financial Summary, if all is correct, click “Submit/Print.”

Late Payment--Here’s the scoop!

When payment is not received by January 20, two things occur: 1) your lodging forms will be pulled out of sequence, and 2) your chapter will not be housed until payment is received. Once payment is received, your chapter will be housed at one of the ten conference hotels where rooms are available within our block of rooms reserved.

Payment Options

All Package Plan rates are per person based on the “Room Type” selected.

Payment options for the State Leadership Conference include:

1. School check – payable to PA FBLA
2. Personal checks – Payable to PA FBLA
3. Money Order – payable to PA FBLA
4. Purchase Orders (schools may issue a PO to PA FBA. Payment is expected **before** the SLC). We will not generate an invoice; your invoice is the Lodging Financial Summary that you print from the online systems. If a PO is issues for payment, we ask the district pay directly from the PO.
5. Credit cards (schools or parents may pay via credit card).
If you pay by credit card, you need to use the **Credit Card Payments** menu found on the left side of the pafbla.org web site. Follow the link to PayPal which is a third party

processor that provides the credit/debit card services for us. A Convenience Fee of 3% is applied to payments made using PayPal. No portion of this fee is retained by PA FBLA.

If using a credit card, you must also submit a State Leadership Conference Credit Card Payment found on the web site in the Credit Card Payments link. The Credit Card Payment form is the documentation we use to track your payment.

On the next page, you will find information on the following:

1. SLC Registration Fees
2. SLC Package Plan descriptions and pricing
3. SLC Sunday Night Lodging Rate
4. SLC General information to determine the cost per student/adviser/chaperone

We look forward to having your school represented at this year's SLC. If there is anything we can do to help you through the SLC registration process, please let me know.

Good luck at regional! Looking forward to seeing you in Hershey at the SLC!

Janet

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2016 PA FBLA State Leadership Conference Registration and Lodging Fees

Hershey Lodge & Convention Center, Hershey

April 11-13, 2016

Sunday ROOM ONLY Rate

<u>Early Arrival</u>	<u>Room Type</u>	<u>Lodging ONLY NO Meals</u>	<u>Total Cost Per ROOM (tax included)</u>
<u>Sunday, April 10, 2016</u>	Single	---	\$172
<u>Sunday, April 10, 2016</u>	Double	---	\$172
<u>Sunday, April 10, 2016</u>	Triple	---	\$172
<u>Sunday, April 10, 2016</u>	Quad	---	\$172

SLC Registration Fees and Plan Pricing (Monday & Tuesday)

<u>Plan A Package</u>	<u>2 Nights Lodging w/5 meals included</u>	<u>Conference Registration Fee (per person)</u>	<u>Total Cost Per Person</u>
<u>SINGLE</u> (1 person; 1 bed) Advisers, guests, chaperones	\$528 per person	\$75	\$603
<u>DOUBLE</u> (2 advisers; 2 beds) (guests, chaperones)	\$353 per person	\$75	\$428
<u>DOUBLE</u> (2 students; 1 bed)			
<u>TRIPLE</u> (3 students; 2 beds)	\$305 per person	\$75	\$380
<u>QUAD</u> (4 students; 2 beds)	\$285 per person	\$75	\$360

<u>Plan B Package – Days Inn</u>	<u>2 Nights Lodging; Optional Meal Purchase*</u>	<u>Conference Registration Fee (per person)</u>	<u>Total Cost Per Person</u>
<u>SINGLE</u> (1 person; 1 bed) Advisers, guests, chaperones	\$384 per person	\$75	\$459
<u>DOUBLE</u> (2 advisers; 2 beds) (guests, chaperones)	\$209 per person	\$75	\$284
<u>DOUBLE</u> (2 students; 1 bed)			
<u>TRIPLE</u> (3 students; 2 beds)	\$161 per person	\$75	\$236
<u>QUAD</u> (4 students; 2 beds)	\$141 per person	\$75	\$216

*Meals may be purchased individually or as a 5-Meal Package. See price chart below.

<u>Plan C (no lodging; no meals included)</u>	<u>Commuter Fee (per person) (members/adviser/ chaperones/guests); Optional Meal Purchase*</u>	<u>Conference Registration fee (per person)</u>	<u>Total Cost Per Person</u>
Per Person Fees	\$20	\$75	\$95

*Meals may be purchased individually or as a 5-Meal Package. See price chart below.

2016 Meal Pricing Chart (Meal Price includes tax and gratuity)					
5-Meal Package \$164	Monday 4/7 Lunch: \$31.07	Monday 4/7 Dinner: \$40.24	Tuesday 4/8 Breakfast: \$21.38	Tuesday 4/8 Lunch: \$31.07	Tuesday 4/8 Dinner: \$40.24

Meals may be purchased individually or as a 5-Meal Package.