

# 2017 State Leadership Conference

## SLC Registration, Lodging Procedures & Pricing Information

December, 2016

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Dear FBLA Advisers

The SLC conference season is now underway. To guide you through the initial process of registering members, advisers, chaperones and guests for the SLC and completing requests for lodging reservations, please take time to review the topics below. In January, the SLC Updates will begin. Each Update will focus on one or more topics. In this document, you will find the following topics:

- Section 1. Conference Hotels – Plan A schools must rank their lodging preference
- Section 2. Package Options & Pricing - Plan A, Plan B, Plan C and what is included in each plan
- Section 3. Lodging Details & General Information – procedures for assigning lodging; sharing rooms
- Section 4. Sunday Night Lodging – determining if a Sunday arrival is right for you
- Section 5. Payment Options – methods of payment; late payment

### SECTION 1. CONFERENCE HOTELS

The following 9 hotels, offering PA FBLA over 1300 guest rooms, will be utilized in the order listed:

1. Hershey Lodge
2. Hotel Hershey
3. Hilton Garden Inn
4. Comfort Inn at the Park
5. Fairfield Inn & Suites
6. Springhill Suites
7. Hampton Inn – (next to the SpringHill Suites) Hummelstown
8. Holiday Inn Express - new management / under construction / completion March 1
9. Days Inn—Hershey - (Reserved for Package Plan B)

If you are wondering why the Hampton Inn & Suites on Chocolate Avenue is not on the list, the hotel property is undergoing major renovations that will not be completed until the end of April.

### SECTION 2. PACKAGE OPTIONS AND PRICING

**Package Plan Options:** (All conference attendees must select one of the following three plans)

1. **Package Plan A** – includes 2 nights lodging and 5 meals
2. **Package Plan B** – includes 2 nights lodging at the Days Inn—Hershey; NO meals are included (optional meal purchases are available)
3. **Package Plan C\*** – 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.

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

Refer to page 2 for SLC Registration and Plan A, Plan B, and Plan C SLC expenses.

## **2017 PA FBLA State Leadership Conference Registration and Lodging Fees**

Hershey Lodge & Convention Center, Hershey

April 3-5, 2017

### **Sunday ROOM ONLY Rate (1-4 in a room)**

<u>Early Arrival</u>	<u>Room Type</u>	<u>Lodging ONLY NO Meals</u>	<u>Total Cost Per ROOM (tax included) 1-4 per room</u>
<u>Sunday, April 2, 2017</u>	Single	---	\$178
<u>Sunday, April 2, 2017</u>	Double	---	\$178
<u>Sunday, April 2, 2017</u>	Triple	---	\$178
<u>Sunday, April 2, 2017</u>	Quad	---	\$178

### **Plan A. 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>
<b>SINGLE</b> (1 person; 1 bed) Advisers, guests, chaperones	\$548 per person	\$75	\$623
<b>DOUBLE</b> (2 advisers; 2 beds) (guests, chaperones)	\$373 per person	\$75	\$448
<b>DOUBLE</b> (2 students; 1 bed)			
<b>TRIPLE</b> (3 students; 2 beds)	\$325 per person	\$75	\$400
<b>QUAD</b> (4 students; 2 beds)	\$299 per person	\$75	\$374

### **Plan B. SLC Registration and Plan Pricing (Monday & Tuesday)**

<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>
<b>SINGLE</b> (1 person; 1 bed) Advisers, guests, chaperones	\$398 per person	\$75	\$473
<b>DOUBLE</b> (2 advisers; 2 beds) (guests, chaperones)	\$223 per person	\$75	\$298
<b>DOUBLE</b> (2 students; 1 bed)			
<b>TRIPLE</b> (3 students; 2 beds)	\$175 per person	\$75	\$250
<b>QUAD</b> (4 students; 2 beds)	\$149 per person	\$75	\$224

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

### **Plan C. SLC Registration and Commuter Fee Pricing**

<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>
<b>Per Person Fees</b>	\$20	\$75	\$95

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

<b>2016 Meal Pricing Chart – Chocolate Ballroom</b>					
(Meal Price includes tax and gratuity)					
<b>5-Meal Package \$168</b>	Monday 4/3 Lunch: \$32.00	Monday 4/3 Dinner: \$41.00	Tuesday 4/4 Breakfast: \$22.00	Tuesday 4/4 Lunch: \$32.00	Tuesday 4/4 Dinner: \$41.00
Meals may be purchased individually or as a 5-Meal Package.					

## SECTION 3. LODGING DETAILS & GENERAL INFORMATION

All nine of the conference hotels are within three miles of Hershey Lodge & Convention Center. When completing online lodging, if you request Plan A, you must rank your lodging preferences. 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 31, the SLC Lodging Payment **POSTMARK** deadline date, the entire process to assignment and confirm placements with all the hotels takes close to 10 weeks. If you do the math, you will see we are two weeks' shy of the required time it takes to process the lodging. This being the case, we respectfully ask that all deadline dates be followed.

### Lodging Priority

Lodging priority at Hershey Lodge and Hotel Hershey 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

**IMPORTANT • IMPORTANT • IMPORTANT • IMPORTANT**

### 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 room will have two (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 that will affect your lodging request(s), 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:

***Sharing rooms with other schools is not required.*** Students and advisers will be matched only upon request. If you plan to share a room(s) with another school(s), you must identify the school with which you plan to share. As of late, a very small number of schools are requesting shared lodging 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(s) cannot be found. If you request to share, you have our commitment that we will exhaust every resource available to find a roommate(s) 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 9 (1 as your first choice; 9 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 9 (1 being your first choice; 9 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 certify both chapters agree on the same package plan, both schools rank hotel choices the same, and 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 if 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 (this does not include students from another school), you select a double, for 3 students you select a triple, for 4 students you select a quad regardless of your sharing preference. Plan as though NO ONE else will be in the room except for your own 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 shown on the invoice is the amount that must be paid by the deadline date of January 31. Please do not alter the amount to reflect shared room.

Examples: If you have three students requesting 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 three students.

Students may not request a single room; consequently, the system will not allow you to select a single, non-sharing room for a student. If you have a single student looking to share, you need to select sharing. Refunds for overpayment will take place after the conference.

**If you request 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 on the invoice even though you are certain you have a match. In January, you may have a match; by March that arrangement could have changed. We continually monitor sharing requests until we run out of time and/or all sharing options have been depleted. We/you will positively know the sharing outcome when you check in to your hotel on Sunday or Monday. If roommates were found, you may request a refund AFTER the conference for the part of the room used by the other school(s).

After reviewing your Financial Summary, if all is correct, click “**Submit/Print.**”

**IMPORTANT** - Every adviser is expected to assist in some capacity with the competitive events and conference activities on Monday and/or Tuesday. There are 88 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 73 performance event rooms and another 26 sections of online testing for a grand total of 88 event sections that must be covered by advisers, chaperones and guests over the course of two days. This monumental task of managing the competitive events and conference activities cannot be accomplished without each adviser accepting his/her duty and carrying it out as assigned. We count on your assistance for the conference to be successful from beginning to end. Your help is needed and appreciated!

## **SECTION 4. DETERMINING IF A SUNDAY ARRIVAL IS RIGHT FOR YOU**

### **Sunday Night Lodging – April 2**

Arriving in Hershey on Sunday is encouraged. All nine hotels are offering a “Sunday Room ONLY Rate.” One to four people may be housed in each room. If you arrive on Sunday, you will be assigned to the same hotel and room(s) all three nights. NO meals are included in the Sunday lodging price.

#### Why should I consider arriving in Hershey for the SLC on Sunday?

Deciding to arrive in Hershey on Sunday is a major decision. After reviewing the 2017 SLC *Tentative Competitive Events Schedule* AND the SLC Schedule at a Glance, you will see that Chief Administrator Meetings begin as early as 7 a.m. on Monday with online events starting at 8 a.m. and performance events at 9 a.m.

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 may occur that are beyond our control. 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 past years.

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. thus eliminating long lines from the masses of folks picking up registration packets on Monday morning. Name tags (found inside your chapter’s registration packet) must be worn to all conference activities including competitive events, meals, and social events.

If you plan to travel on Monday, allow plenty of travel time for the unexpected. Allow plenty of time once you arrive to Hershey Lodge to check your luggage (overnight guests), and extra time to pick up registration packets and locate competition rooms. Those arriving on Monday should be dressed in business attire ready for the day. Events that offer a “practice room” session are only open between 7:30a-8:30a on Monday—no exceptions. Once the event gets underway, no one will be admitted into the performance room except for competitors and spectators as directed by the door keeper.

**LUGGAGE STORAGE** will be available for all conference attendees at Hershey Lodge regardless of arrival date or hotel assignment. More details will be provided on this topic at a later date.

**Hersheypark** will NOT be open on Sunday this year, BUT the **Hershey Bears are in town** at the Giant Center. Who are the Hershey Bears? The Bears is an American ice hockey team. The franchise currently serves as the primary development club for the NHL Washington Capitals. Seats have been reserved for FBLA in Section 100 and Section 200. Game time: 5 p.m. Tickets will go on sale in February at a special discounted group price.

## **SECTION 5. PAYMENT OPTIONS/LATE PAYMENT**

### **Payment Options**

#### **SLC Registration Fee Payment**

**PA FBLA has instituted a new SLC registration payment schedule. There is no increase in fees if payment is made by the January 20 deadline. The options for payment are:**

1. Check/money order made payable to: **PA FBLA**
2. Online credit card payment (3% convenience fee charged). \*\*
3. Purchase order (final payments are due 30 day before the SLC (March 3, 2017))
4. Payment schedule established with PA FBLA Executive Director
  - ..... > **January 20** -- \$75 registration payment if payment postmarked/paid online/purchase order submitted or payment schedule established
  - ..... > **January 21 through March 20** -- \$100 registration payment if payment postmarked/paid online/purchase order submitted or payment schedule established
  - ..... > **March 21 through the opening of the SLC** -- \$125 registration payment if payment postmarked/paid online/purchase order submitted or payment schedule established

#### **SLC Lodging Reservation Fee Payment**

***Package Plan A and Package Plan B rates are per person based on the "Room Type" selected. Package Plan C is a per person (student, adviser, chaperone, guest) fee.***

**January 31** is the SLC Lodging Payment **POSTMARK** deadline. Payment options include:

1. Check/money order made payable to: **PA FBLA**
2. Online credit card payment (3% convenience fee charged). \*\*
3. Purchase order (final payments are due 30 day before the SLC (March 3, 2017))
4. Payment schedule established with PA FBLA Executive Director

\*\*School districts, parents/guardians/advisers may pay by credit card. PA FBLA accepts VISA, MasterCard, Discover, and American Express. All credit card transactions must be completed using PayPal. PayPal is a third-party processor that provides online credit/debit card services to PA FBLA. PayPal charges a 3% convenience fee. No portion of the fee is retained by PA FBLA; therefore, this fee is non-refundable. If a refund request is made for an online credit/debit card transaction, the amount paid minus the 3% convenience will be refunded. The link to PayPal is found on the home page of the pafbla.org web site.

All credit card transactions must be accompanied by an ***SLC Credit Card Processing Form*** and the **receipt that PayPal** generates when you complete the online transaction. **Directions** for completing a PayPal transaction can be found on the SLC Credit Card Processing Form. You will find the link to the SLC CC Processing Form by clicking the last blue button on the left side of the home page of the web site or in the 2017 State Leadership Conference Information on the home page of the web site. The SLC Credit Card Processing Form is the documentation we use to identify your payment.

## **Late Payment--Here's the scoop!**

When SLC payment is not received by January 20 (registration) or January 31 (lodging), 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 nine conference hotels where rooms are available within our reserved block of rooms. When requesting payment from your school, follow the progress of the check from beginning to end. Do not assume that a check has been mailed.

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 regionals! Looking forward to seeing you in April in Hershey for the SLC!

*Janet*

Janet F. Skiles

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**412.576.2826 (THIS IS MY PHONE NUMBER WHERE I CAN BE REACHED)** Calls made to 724 243 4231 cannot be returned.

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