

## 2016 State Leadership Workshop Registration is Now OPEN

**All SLW documents are now published in the Downloadable Files on the pafbla.org home page located in the State Leadership Workshop Information section**

**Date:** **November 6-7, 2016**

**Where:** Hilton Harrisburg, One North Second Street, Harrisburg, PA 17101

**Time:** Sunday, November 6 – 10:30a Registration opens.

- Sunday, the first General Session begins at 11:30a in the Harrisburg Ballroom
- Monday, the Closing General Session/Adjournment is at 12:00p

**Optional Arrival:** **Saturday, November 5, 2016**

Refer to the SLW Tentative Schedule of Events (Word document) for a partial list of optional activities being planned for Saturday.

**Cost to Attend:**

**Registration:** \$35 for all SLW participants (members and advisers)

**Lodging:** **Sunday, November 6** - \$157 (tax is included) per room (1-4 in room).  
**Saturday, November 5** - \$157 (tax is included) per room (1-4 in a room). Saturday arrival is optional.

**Theme:** **Tell Your Story!** Refer to Tentative Schedule of Events published online (Excel format)

**Attendance?** **Who should attend the SLW?** (published on the web site)

All members/advisers are welcome to attend; there are no attendance caps. If you are looking for guidelines as to who should attend SLW, refer to the document, "Who Should Attend SLW."

**Promotional** (published on the web site)

**Document:** **TELL YOUR STORY** at the 2016 PA FBLA State Leadership Conference. At SLW, students will learn and experience powerful stories and get started writing and advancing their own leadership story through FBLA! Share the Promo piece with your members—both high school level and middle-level, and share with prospective students who are planning to join FBLA.

**Your help in promoting SLW is much appreciated! Here is how you can help:**

Display promotional documents in noticeable locations throughout your school and on your FBLA bulletin board and web site. Send promo documents/invitations electronically to all members. Send information home to parents/guardians. Join Twitter and Facebook to receive SLW information and updates.

**The countdown has begun until October 7**  
**Registration/lodging deadline date is Friday, October 7**  
**Payment Postmark Deadline is Monday, October 10**

## HOW DO WE REGISTER FOR THE SLW?

The step-by-step process is outlined in the document, "Online Registration and Online Lodging Instructions" found in the Downloadable Files on the web site. It's a 1-2-3- process. You must enter **Membership** 1st, enter **SLW Registration** 2nd, enter **SLW Lodging** 3<sup>rd</sup>.

## NOTE REGARDING THE REGISTRATION DEADLINE DATE:

By contract with the hotel, 325 rooms have been reserved on Sunday night (90 rooms on Saturday) at the Hilton Harrisburg Hotel. To guarantee this block of rooms until November 5, we are required (by contract) to submit a final rooming list on or before October 13. After October 13, any room that is not reserved (without names), will be removed from our block and placed back into the hotel inventory and sold to the general public. Without a reservation (via rooming list), we cannot guarantee availability or the conference rate.

**If you are planning to attend the SLW but are waiting for your first chapter meeting, administrative approval and/or board approval, please** send Janet Skiles a quick e-mail indicating your status (conditions of attendance) with an estimate of the number of attendees and the number sleeping rooms needed—both Saturday (optional) and Sunday. This e-mail with estimates is not your lodging submission date/time stamp; it is only an alert telling us that you are planning to attend. Actual submission of lodging forms gives you a ranking position for lodging at the Hilton. As of today

- ✓ There are plenty of rooms available at the Hilton Harrisburg on both Saturday and Sunday.
- ✓ You have nearly 2 months to seek permission and submit your SLW and Lodging Reservations.
- ✓ There are NO attendance caps - you may bring as many members/advisers as you like.

## FREQUENTLY ASKED QUESTIONS ABOUT SLW

### Q May I bring my entire chapter to the SLW?

A YES, there are no restrictions to the number of members/advisers a chapter may register for the SLW.

### Q Why won't the online SLW systems (registration and lodging) allow me to register my students?

A Students and advisers must be entered into the **Membership System** first before SLW Registration can be completed. Students and advisers must be registered for the SLW before names can be entered into the Lodging system--It's a 1-2-3 process. Membership first, SLW Registration second, SLW Lodging 3<sup>rd</sup>.

### Q Where can I find the SLW Schedule of Events?

A There are two documents:

- 1) *Tentative* SLW Schedule of Events (Excel document showing the layout of the Sunday/Monday schedule)
- 2) *Tentative* SLW Schedule of Events in Word format. (Word document providing optional activities planned for Saturday plus the Sunday/Monday schedule)

Both are published in the Downloadable Files of the web site in the State Leadership Workshop Information section ([www.pafblla.org](http://www.pafblla.org)).

### Q What forms of payment are accepted?

A Personal and school checks made payable to **PA FBLA**; money orders made payable to **PA FBLA**; credit/debit cards\*\* (Visa, MasterCard, American Express, Discover); purchase orders are accepted with the condition payment must be **RECEIVED** on or before October 31.

A purchase order provides additional time to make payment; the PO must be paid on or before Monday, October 31.

**Q Is there a fee to pay by debit/credit card?**

A Yes, PayPal charges a 3% Convenience Fee to process every debit/credit card transaction. Please note: If you pay with a debit/credit card and then request a refund, PA FBLA will gladly refund requested SLW fees provided the refund policy deadline dates are met. The 3% Convenience Fee is non-refundable.

**Q How do I process a debit/credit card payment?**

A All debit/credit card transactions must be completed using the secure site of PayPal. To connect to PayPal, you must use the Credit Card Payments menu on the pafbla.org web site. This link is the last deep blue menu item on the left side of the home page. Use the directions on the Credit Card Processing Form to process a transaction. The link to the SLW Credit Card Processing Form is in the Downloadable Files on the web site in the State Leadership Workshop Information section. FYI – there are three steps:

- 1) Complete the SLW Credit Card Processing Form and save the form;
- 2) Enter the Credit Card Payments menu. Follow the prompts. Complete the transaction and SAVE THE PAYPAL TRANSACTION RECEIPT;
- 3) Send the Credit Card Processing form and PayPal transaction receipt immediately following the transaction by e-mail to: [bboncal@pafbla.us](mailto:bboncal@pafbla.us).

**Q Is commuting to the SLW permitted?**

A Yes, chapters who cannot stay overnight are permitted to commute. The registration fee for commuters is \$35 per member/adviser.

**Q If my chapter can only attend one day of the workshop (Sunday or Monday), what is the registration fee?**

A The registration fee for one-day attendees is \$35 per member/adviser.

**Q Our first chapter meeting is after the October 7 registration deadline. Can we still attend the SLW?**

A It is strongly recommended that anyone planning to attend the SLW submit their registration materials before the deadline of October 7. If you cannot meet the deadline date, please contact Janet Skiles. After the deadline, rooms may not be available and the conference room rates may not apply.

**Q Once registration and lodging forms have been submitted, may I make a name change(s) or spelling error correction(s)?**

A YES, you may edit your SLW registration and SLW lodging forms up to October 7, 11:59 p.m. After October 7, SLW registration systems will be locked. All corrections must be submitted in writing and emailed to Bruce Boncal and copied to Janet Skiles on or before October 31.

**Q Once a student/adviser is registered for the SLW but later decides he/she cannot attend, may I apply for a refund?**

A YES, a refund request may be submitted provided the request is made on or before October 6. If a student/adviser cancels after the October 6 refund submission deadline date, a substitution to fill the empty spot is permitted without additional cost. This person must be a member and must fit within the number of hotel rooms your chapter has already reserved. No refund requests will be accepted if submitted October 7 or later as per the SLW Refund Policy. To read the policy, here [SLW Refund Policy](#).

≈≈Please understand that we have contracts with the Hilton Hotel, TRI Leadership, and other key individuals who provide resources for the workshop. Once October 7 is here, the Conference Coordinator finalizes all SLW details. This includes sleeping rooms, workshop materials, equipment, food guarantees, programs, busing, security, etc., etc. PA FBLA is financially responsible from this point forward.

**Q How do I apply for a refund?**

A If you qualify for a refund, the link is found on the home page of the web site or by clicking [SLW Refund Request Form](#)

**Q Will parking be available at the Hilton Harrisburg?**

A Yes. Complimentary parking is available in the Walnut Street Garage (parking deck) that is attached to the Hilton Harrisburg, Strawberry Square, and Whitaker Center. **Vehicles with a height of 6'6" or more CANNOT CLEAR THE ENTRANCE BARRIER.** It is *extremely* important for all drivers, especially van drivers, know the height of their vehicle. Vehicles that are just under and over 6'6" - this includes vans, school buses, mini-buses, and charters will be redirected to another parking lot. The driver will first drop passengers and luggage off at the hotel and then park the van or bus. The Hilton will provide a shuttle to take drivers to and from the parking lot. Free parking for oversized vehicles is about a mile from the hotel. More to come on this topic in future SLW Updates.

**Q Will there be a Dodgeball Tournament at the SLW?**

A Yes, registration forms will be available soon.

**Q Will there be a Charity Basket Auction at the SLW?**

A Yes. Information will be available soon.

**Q Will restaurants near the Hilton be open on Sunday evening?**

A Yes. However, PA FBLA is planning a "Food Station Fundraiser" for dinner on Sunday evening at Strawberry Square which is attached to the Hilton. More information on this special event coming soon.

The above questions are the most frequently asked when chapters are preparing to attend the State Leadership Workshop. If you do not see your question(s), send an email to Janet Skiles at [jskills@pafbla.us](mailto:jskills@pafbla.us). All questions are important no matter how large or how small.

**Final Comments ...**

If you know you will be attending SLW, submit your registration and lodging forms as soon as possible but not later than 11:59p on October 7 or contact Janet Skiles to explain your intentions so we know how many of the 325 rooms (more or less) we will need. Our goal is to register 1,000 members and advisers and to house everyone under one room.

The Hilton Harrisburg Hotel is upscale and beautifully appointed. With Strawberry Square (food court & merchandise vendors) and the Whitaker Center (performing arts) connected to the Hilton, and the State Capitol a few blocks away, the location of the Hilton Harrisburg is superb! The SLW leadership program planned is going to be phenomenal. Please come and find out for yourself! We are looking forward to seeing you there!

Stay tuned . . . more information will be sent as it becomes available.

Have a great school year!

*Janet*

Janet F. Skiles, PA FBLA Conference Coordinator