

2018 State Leadership Conference

SLC Registration, Lodging Procedures & Pricing Information

December 2017

jskills@pafbla.us

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 advisers are asked to rank all 10 hotels in order of 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 4. Miscellaneous – Luggage storage, hotel check-in

SECTION 1. CONFERENCE HOTELS

The following 10 hotels, offering PA FBLA over 1,365 guest rooms, will be utilized in the order listed:

1. Hershey Lodge
2. Hotel Hershey
3. Hilton Garden Inn*
4. Courtyard by Marriott*
5. Comfort Inn at the Park
6. Fairfield Inn & Suites
7. Springhill Suites
8. Hampton Inn Near the Park – (next to the SpringHill Suites) Hummelstown
9. Holiday Inn Express
10. Days Inn – Hershey (Reserved for Package Plan B)

***Hilton Garden Inn** includes a full hot breakfast on Tuesday and Wednesday morning (2 nights lodging required) with the option to purchase the breakfast on Monday.

***Courtyard by Marriott** includes a full hot breakfast on Tuesday and Wednesday morning (2 nights lodging required) with the option to purchase the breakfast on Monday.

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, Harvest Building and Mt. Laurel Meeting Rooms; 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.

2018 PA FBLA State Leadership Conference Registration and Lodging Fees

Hershey Lodge & Convention Center, Hershey

April 9-11, 2018

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 8, 2018</u>	Single	---	\$180
<u>Sunday, April 8, 2018</u>	Double	---	\$180
<u>Sunday, April 8, 2018</u>	Triple	---	\$180
<u>Sunday, April 8, 2018</u>	Quad	---	\$180

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>
SINGLE (1 person; 1 bed) Advisers, students, guests, chaperones	\$570 per person	\$85	\$655
DOUBLE (2 advisers; 2 beds) (guests, chaperones)	\$390 per person	\$85	\$475
DOUBLE (2 students; 1 bed)			
TRIPLE (3 students; 2 beds)	\$340 per person	\$85	\$425
QUAD (4 students; 2 beds)	\$310 per person	\$85	\$395

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>
SINGLE (1 person; 1 bed) Advisers, students, guests, chaperones	\$420 per person	\$85	\$505
DOUBLE (2 advisers; 2 beds) (guests, chaperones)	\$240 per person	\$85	\$325
DOUBLE (2 students; 1 bed)			
TRIPLE (3 students; 2 beds)	\$190 per person	\$85	\$275
QUAD (4 students; 2 beds)	\$160 per person	\$85	\$245

*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>
Per Person Fees	\$20	\$85	\$105

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

2018 Meal Pricing Chart – Chocolate Ballroom					
(Meal Price includes tax and gratuity)					
5-Meal Package \$168 pp	Monday 4/9 Lunch: \$32.00	Monday 4/9 Dinner: \$41.00	Tuesday 4/10 Breakfast: \$22.00	Tuesday 4/10 Lunch: \$32.00	Tuesday 4/10 Dinner: \$41.00

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

SECTION 3. LODGING DETAILS & GENERAL INFORMATION

All ten 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 **ALL** hotels in order of preference starting with (1) as your first choice through and including (10) as your last choice. When lodging is assigned, placement is based on the following:

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

If you are a Plan A school and selected any of the off-site hotels as your first choice (except Days Inn), you will be assigned to that hotel first (unless some extenuating circumstance occurs). If you are a Plan B school, the Days Inn is the first choice. Once the Days Inn is filled, other off-site conference hotels will be chosen to house Plan B schools.

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 single, double, triple, or quad room. Students requesting a single or 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. 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 issues before the actual lodging assignment process begins.

NEW IN 2018

Schools are not required to share rooms.

PA FBLA will not automatically assign advisers and/or students from different schools to shared rooms. PA FBLA staff will no longer search the database looking for schools to share sleeping rooms. PA FBLA will accept pre-arranged room sharing made between advisers of the schools wishing to share.

Schools wishing to share must follow the guidelines below; otherwise, sharing is not permitted.

1. Schools wishing to share must be pre-determined and agreed upon by all chapters involved **BEFORE** submitting lodging forms.
2. Advisers of sharing schools **MUST** communicate with each other to determine how shared rooms will be organized **BEFORE** submitting lodging forms.
3. Advisers of sharing schools **MUST** complete the Wufoo Form, **SLC LODGING – SHARING ROOM DETAILS** outlining how each shared room will be organized **BEFORE** submitting lodging forms. Schools cannot be

matched until all sharing schools have submitted their chapter's Wufoo form. On this form, you will provide specific instructions regarding how your shared rooms are to be organized.

4. Sharing chapters must submit their own SLC Lodging – Sharing Room Details Wufoo Form.
5. Each chapter must submit their own SLC lodging forms.
6. Without the above documentation, sharing will not be permitted.
7. Chapters will be billed for the actual number of individuals in the room as shown on the Financial Summary/ Invoice.
8. Lodging placement will be determined by the latest first submission date of those schools that are sharing.

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 through and including 10 as your last choice. The Days' Inn will your 10th 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 2**, next to, **Sharing Rooms With:** select **“Do not share with any school without adviser permission.”**
4. **In Step 3**, build your rooming list.
5. **In Step 4**, review your Financial Summary. If all is correct, click **“Submit/Print.”**
6. You will receive an invoice from the Executive Director's office.

For 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 through and including 10 as your last choice. The Days' Inn will be your 10th 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.

3. **In Step 2**, next to, **Sharing Rooms With:** select **“name of school.”**
4. **In Step 3**, complete the **SLC LODGING – SHARING ROOM DETAILS** Wufoo Form. The Wufoo form can be found in the State Leadership Conference Documents/Information on the website. On this form, you will provide specific instructions on how your shared rooms are to be organized.

Ex. Room #1, sharing with 1 student (by name) from XYZ school to make a double.

Room #15, sharing with 1 adviser (by name) from ABC school to make a double.

Repeat this process for each shared room. (Remember—the Wufoo form must be completed by both/all sharing schools.

You must communicate with the adviser(s) from sharing school(s). Sharing schools must agree on selecting the same package plan, ranking the hotel choices in the same order, and each school has a match.

4. **In Step 4**, Review your Financial Summary. If all is correct, click **“Submit/Print.”** You will receive an invoice from the Executive Director's office.

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. To give you the maximum amount of time to get your SLC paperwork and funding together, we need your assistance. So that we can to meet contracted deadline dates, we respectfully are asking that all deadline dates be followed.

IMPORTANT - Every adviser is expected to assist in some capacity with the competitive events and conference activities on Monday and/or Tuesday. There are 89 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 72 performance event rooms and another 27 sections of online testing for a grand total of 89 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 8

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. 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. Arriving on Sunday will give you peace of mind knowing that you will be in Hershey and ready for Monday morning events. After reviewing the 2018 SLC *Tentative* Competitive Events Schedule AND the SLC Schedule at a Glance, you will see that Chief Administrator Meetings begin as early as 7:30 a.m. on Monday with online events starting at 8 a.m. and performance events at 9 a.m.

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 at the registration desk 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.

HERSHEYPARK WILL BE OPEN ON SUNDAY, APRIL 8, 2018, for SPRINGTIME IN THE PARK--another reason to enjoy a relaxing day at the park before the conference begins on Monday morning. Discounted tickets will go on sale near the end of February.

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.

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.

SECTION 5. MISCELLANEOUS

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 luggage storage in a future update.

HOTEL CHECK-IN at all hotels is after 4 p.m. on day of arrival. There is no guarantee that rooms will be ready before 4 p.m.

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! See you in April in Hershey for the SLC!

Janet

Janet F. Skiles

PA FBLA Conference Coordinator

40 Mulberry Street

Belle Vernon, PA 15012

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

jskiles@pafbla.us