

# 2019 State Leadership Conference

## ***SLC Lodging Reservation Procedures & Pricing Information***

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Dear FBLA Advisers

The SLC conference season is now underway. To guide you through the process for requesting SLC lodging reservations, please take time to review the topics below:

**Section 1.** Conference Hotels – Plan A advisers are asked to rank all 11 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 11 hotels, offering PA FBLA over 1,400 guest rooms, will be utilized in the order listed:

01. Hershey Lodge (Plan A only)
02. Hotel Hershey (Plan A only)
03. Hilton Garden Inn\* (Plan A only)
04. Courtyard by Marriott\* (Plan A only)
05. Hampton Inn & Suites on Chocolate Avenue
06. Comfort Inn at the Park
07. Holiday Inn Express
08. Fairfield Inn & Suites
09. Springhill Suites
10. Hampton Inn Near the Park – (close to the SpringHill Suites) Hummelstown
11. Days Inn – Hershey (Reserved for Package Plan B)

\***Hilton Garden Inn** includes a full hot breakfast on Tuesday and Wednesday mornings (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 mornings (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\*** – is for members/advisers/chaperones commuting to/from the conference and have not purchased Package Plan A or Package Plan B. (Each chapter attending the SLC must be registered on one of the three plans above. (optional meal purchases are available)

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.***

# **2019 PA FBLA State Leadership Conference Registration and Lodging Fees**

Hershey Lodge & Convention Center, Hershey  
April 8-10, 2019

## **Sunday ROOM ONLY Rate (tax included; 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, 2019</u>	Single	---	\$185
<u>Sunday, April 8, 2019</u>	Double	---	\$185
<u>Sunday, April 8, 2019</u>	Triple	---	\$185
<u>Sunday, April 8, 2019</u>	Quad	---	\$185

## **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><u>SINGLE</u></b> (1 person; 1 bed) Advisers, students, guests, chaperones	\$598 per person	\$85	\$683
<b><u>DOUBLE</u></b> (2 advisers; 2 beds) (guests, chaperones)	\$407 per person	\$85	\$492
<b><u>DOUBLE</u></b> (2 students; 1 bed)			
<b><u>TRIPLE</u></b> (3 students; 2 beds)	\$355 per person	\$85	\$440
<b><u>QUAD</u></b> (4 students; 2 beds)	\$324 per person	\$85	\$409

## **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><u>SINGLE</u></b> (1 person; 1 bed) Advisers, students, guests, chaperones	\$448 per person	\$85	\$533
<b><u>DOUBLE</u></b> (2 advisers; 2 beds) (guests, chaperones)	\$257 per person	\$85	\$342
<b><u>DOUBLE</u></b> (2 students; 1 bed)			
<b><u>TRIPLE</u></b> (3 students; 2 beds)	\$205 per person	\$85	\$290
<b><u>QUAD</u></b> (4 students; 2 beds)	\$174 per person	\$85	\$259

\*Meals may be purchased individually or as a 5-Meal Package. Contact Janet or Bruce for details.

## **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	\$85	\$105

\*Meals may be purchased individually or as a 5-Meal Package. Contact Janet or Bruce for details.

## SECTION 3. LODGING DETAILS & GENERAL INFORMATION

All 11 of the conference hotels are within 3 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 11 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 select 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.

## SHARING 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 both must write specific sharing instructions in the SPECIAL NEEDS text box found in Step 2 of the lodging process. Instructions given by both advisers must match to constitute a share.
4. Lodging placement for sharing schools will be determined by the latest first submission date of those schools that are sharing. Sharing schools are encouraged to submit their lodging forms on the same date.
5. Chapters will be billed for the actual number of individuals in the room as shown on the Financial Summary/ Invoice. Any adjustments to your invoice will be handled after the SLC.

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 from assigning rooms to lodging confirmation 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 90 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 7**

Arriving in Hershey on Sunday is encouraged. All 11 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. An optional TO-GO Breakfast will be available on Monday morning. More on the cost and procedures in a later SLC Update.

### **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 competitions. After reviewing the 2019 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 7, 2019, for SPRINGTIME IN THE PARK**

This is another reason to arrive in Hershey on Sunday. You can 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. Think Spring!

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*

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