

The Florida Technology Student Association  
Leadership Training  
Conference & Competition



October 25-28, 2023

**Registration and Information Package**

Hilton Orlando Altamonte Springs  
350 Northlake Boulevard  
Altamonte Springs, Florida 32701  
Hilton.com  
407.830.1985



# 2023 Annual Leadership Training Conference & Competitions (LTCC)

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## 2023 LTCC: Section 1 General Conference Information

The Florida Technology Student Association  
Leadership Training Conference & Competition

**October 25-28, 2023**

Hilton Orlando Altamonte Springs

350 Northlake Boulevard

Altamonte Springs, Florida 32701

Hilton.com

407.830.1985

### *Conference & Competitions:*

Welcome back and we hope you are looking forward to the **2023 Florida TSA Leadership Conference**. This year's theme The Magical World of Harry Potter is sure to be a huge success.

All Covid practices will be announced prior to the conference per school district and CDC guidelines. Given the opportunity to gather and learn to lead, chapters should plan to attend and have a great start to an incredible year for all.

### *Registration:*

Registration for LTCC is open and will be submitted online like it has been done in previous years for the state conference. To register for the conference, you may go to [www.floridatsa.org](http://www.floridatsa.org) and click on "Link to Registration" under "Links to Fall Leadership Conference". **Online Registration is due by September 29;** late registration will close on *October 7*.

***Please note that there is a \$10 (per person) Convenience Fee for registrations submitted between September 30 and October 6.***

### *Registration Fees:*

Students & Advisors: \$70.00                      Chaperones & Guests: \$40.00                      Hotel Rate: \$129.00

### *Hotel Details:*

The hotel room block will be released to the general public on September 29. All rooms must be reserved by this date. To avoid delays at check-in, please mail your school check and tax-exempt form to the hotel no later than September 29. The Hilton does not charge a resort fee and parking is free.

***Questions, please email Conference Manager, Rebecca Allen,***

***[www.ftsaleadership@gmail.com](mailto:www.ftsaleadership@gmail.com)*** [ftsaleadership@gmail.com](mailto:ftsaleadership@gmail.com)

***There will be no on-site registration and refunds will not be available. However, advisors may substitute chapter members any time before the close of registration October 3. Registration includes Conference T-Shirt, Breakfast Ceremony, Competitive Event Materials, Awards, Leadership Workshops, and Event Demonstrations. T-shirt sizes are ordered by the size entered on registration. No exchanges will occur.***

## **ADVISOR CHECK OFF LIST**

Students will be participating in onsite competitive events and must bring the required supplies (noted as student provided) in the National

CRG: **Problem Solving**

### **Leadership Training Conference and Competition Checklist**

- E-mail Hotel Registration form with rooming list to hotel by **September 29**
- Register chapter online by **September 29**
- Mail Check and Tax-Exempt form to Hotel by **October 7**
- Mail conference registration check, Policies & Producers Form, and Photo Release Forms to Florida TSA by **October 7**

#### **Important Addresses and Information**

**Hotel Information:**

**Hilton Orlando Altamonte Springs  
350 Northlake Boulevard  
Altamonte Springs, Florida 32701  
Hilton.com  
407.830.1985**

**Hotel Link:** [Florida TSA \(hilton.com\)](http://FloridaTSA(hilton.com))

**Florida TSA:** Florida TSA  
P.O. Box 121614  
W. Melbourne, FL 32912

**Executive Director:** Justin Lauer  
TSA@justinlauer.net

**Conference Manager:** Rebecca Allen  
[FLTSALeadership@gmail.com](mailto:FLTSALeadership@gmail.com)

## 2023 Florida TSA Leadership Conference Tentative Schedule

	<b>Tentative Schedule</b>
<b>Wed October 25</b>	
7:00 pm – 10:00 pm	Registration Conference Hall Lobby
9:00 pm – 9:30 pm	Advisor Reception Meeting
9:00 pm - 9:30 pm	Chapter Presidents Meeting
10:00 pm – 11:00 pm	State Officer & Alumni Meeting
11:00 pm	Curfew
<b>Thur October 26</b>	
8:00-9:00 am	Opening Session
9:30-10:15 am	Team Meeting
10:20 -11:00 am	Officer Presentations
11:00-11:30	Chapter Team Demonstration
11:30-12:45	Lunch
12:45 - 1:05	<b>Break Outs - TBD</b>
1:10 - 1:30	TBD
1:35 - 1:55	TBD
2:00 - 2:20	TBD
2:30-5:30	Team Meeting
5:30-7:00	Team Time and Dinner
7:00-10:00 pm	Mixer
11:00 PM	Curfew
<b>Friday, October 27</b>	
<b>8:00 am – 5:00 pm</b>	Advisor Training Workshop
8:00-11:00 am	Mandatory Problem Solving
11:00 - 12:00	Lunch Chapter Time
12:00 - 12:20	<b>Break Outs</b>
12:25 - 12:50	TBD
12:55 - 1:15	TBD
1:20 - 1:45	TBD
1:45 - 2:15	TBD
2:20 -2:40	TBD
2:45 - 3:05	TBD
3:10 - 3:30	TBD
3:35 - 3:55	TBD
4:00 - 5:00	Team Meeting
5:00 - 7:00 pm	Dinner and Chapter Time
7:00 - 10:30 pm	Alligon Bowl
<b>Saturday, October 28</b>	
9:00 - 11:00	Breakfast and Awards

**2023 LLTC: Section 2 - Forms and Information that must be provided to Florida TSA**

**FLORIDA TECHNOLOGY STUDENT ASSOCIATION**

**2023 LEADERSHIP LEAP TRAINING CONFERENCE AND COMPETITION  
POLICIES & PROCEDURES, DRESS CODE AND DISCIPLINE POLICY**

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate TSA attire is required for all attendees, advisors, members, and guests as stated on the schedule. Please refer to Section 4 of this package for details of the Dress Code and FL TSA Discipline Policy.

Please have each of the student attendees read the guidelines as previously noted and sign below.

***I have read and fully understand the Policy and Procedures, Dress Code and Discipline Policy and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.***

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

Signature Advisor: \_\_\_\_\_

**THIS DOCUMENT SHOULD BE SUBMITTED WITH YOUR PAYMENT TO FLTSA.**

## **NON - AUTHORIZATION FOR PHOTO RELEASE**

I understand my child will be attending the Florida Technology Student Association (TSA), Annual Leadership Training Conference and Competition at the Altamont Springs Hilton in Altamont Springs, FL on **October 25-29, 2023**. I also understand that my son's/daughter's picture could be taken and used in a promotional publication or on the Florida TSA website or for other official FL TSA usage.

**This form must be completed and submitted to Florida TSA if you wish your child's photo not be used. No photo form is necessary if student images are authorized for use.**

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE to Advisors: It is your obligation to communicate with your parents and determine the parent's desires with regards to photo usage. if a parent does not wish to have their child's photos used, you need to make FL TSA aware of that during the registration check-in.***

Use the link for reservations. The form is for planning purposes.

<a href="https://www.hilton.com/en/attend-my-event/tsa23-10252023-10282023/">https://www.hilton.com/en/attend-my-event/tsa23-10252023-10282023/</a>						
<b>Last Name</b>	<b>First Name</b>	<b>King</b>	<b>Dbl Dbl</b>	<b>Arrival Date</b>	<b>Departure Date</b>	
<b>List at least one name per room, all if available</b>						

Room #	Please indicate the type of room requested:					
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## 2023 LLTCC: Section 4 - Additional Information for Attendees

### Florida TSA will adhere to the National TSA Dress Code

Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire. Everyone, including parents, and guests must be registered to attend the conference. All must comply with the TSA dress code policy.

\* All registrants must wear official conference identification name badges at all times.

Official TSA attire is considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

#### **Official TSA Attire:**

Shirt: official TSA shirt (royal blue) Official **Blue Shirt as sold through e-group on the National TSA website** <http://www.tsaweb.org>

Pants or skirt: gray

Shoes: black dress shoes worn with black or dark blue socks, hosiery (optional); open-toe shoes or sandals are acceptable (unacceptable: athletic shoes; flip-flops; military boots; or work boots)

*Also required for the middle school or high school level Chapter Team event only (but may be worn for other competitions if preferred by participants):*

Blazer: navy blue with official TSA patch

Tie: official TSA tie (males) Ties are not required for this event.

# Policies and Rules for Florida TSA Participants - Leadership LEAP Training Conference and Competition

1. Travel for students must comply with all local School Board Policies.
2. Permission to travel forms must be completed for each student and filed as per local School Board Policy. Advisors must have name and telephone number of parental contacts, for each student, readily available.
3. All chapters are urged to attend. There is no limit to the number of student members who may attend from each chapter. Advisors and chaperones must exercise prudent judgment and be responsible for their students at all times. **A curfew of 11:00 p.m. is set for students to be in their rooms and quiet. This will be strictly enforced.** Only adults and alumni members may be out of their rooms after 11:00 p.m.
4. Advisors should check each sleeping room before check-in and prior to departure. If damages are found, they should be reported to the conference manager and the hotel immediately. Restitution to the hotel for damages made by conference attendees are the responsibility of the chapter to whom the damages were caused by.
5. Please be aware that due to the cost of meeting space, Florida TSA assesses a fee of \$25 per person for anyone electing not to stay at an officially designated conference hotel. The only exception to this policy applies to those chapters who reside within a distance of twenty-five miles from the hotel and are commuting from home on a daily basis.
6. Name badges must be worn at all times by students, advisors, and chaperones.
7. Advisors should be prepared financially for all possibilities during the conference.
8. Each TSA member who attends must have:
  - Approval of the Florida TSA Chapter Advisor or Technology Education Instructor;
  - Approval of the school administration;
  - Approval of the parents or guardian;
  - Minimum GPA of 2.0
9. Students may use the hotel swimming pool, if permitted by local school board policy, and only under the direct supervision of an advisor or an adult chaperone designated by the chapter advisor.
10. Students should not bring personal valuables such as jewelry, excessive cash, etc., that could be lost or stolen. Florida TSA will not be liable for lost or stolen personal property.
11. Head coverage/gear is not to be worn inside the hotel.
12. In order to maintain appropriate noise levels, students are not allowed to bring stereos with external speakers.

13. Refer to National TSA Dress Code Policy

14. Florida TSA has established a firm discipline policy that will be strictly adhered to at all student conferences. Carefully review the outline of the discipline policy on the following page.

## **Florida TSA Board of Directors Discipline Policy**

1. Curfew is at 11:00 p.m. All students must be in their rooms at this time. If a student is found outside of his/her room, the head of security will notify their advisor to pick up the student from the designated holding area. The student will be released only to their respective chapter advisor.

2. Advisors may not schedule chapter activities after curfew. Students are not permitted off hotel premises after curfew.

3. If a student is found with alcohol, drugs, or weapons, the following actions will occur:

- a) Advisor will be notified
- b) Parent(s) will be notified
- c) Local Police will be called and FL TSA will cooperate with local officials

## **Florida TSA Bylaws**

### **ARTICLE XIII CODE OF ETHICS**

Section 1 Florida TSA Code of Conduct shall be:

- (a) Respecting the rights of others
- (b) Respecting the property of others.
- (c) Practicing courtesy at all times.
- (d) Being honest and sincere.
- (e) Being conscious of our personal appearance and dressing appropriately.
- (f) Taking pride in our Association and its work.
- (g) Controlling self, behavior and language.
- (h) Respecting the other person's opinions and being tactful with any criticism.
- (i) Demonstrating good sportsmanship and fair play in all competitive activities. Page 9 of 9 As Revised 4/4/1915 (Nov. Changes and State Conf. Student Changes)
- (j) Sharing educational experiences with others.

Section 2 Every participant shall acknowledge and adhere to all rules at Florida TSA sponsored events.

Section 3 Responsibility for individual actions ultimately becomes the responsibility of the entire chapter.

Section 4 Disciplinary actions, when necessary, will be taken according to Florida TSA Board of Directors Policy.