

The Florida Technology Student Association Leadership Training Conference & Competition “Nintendo”



October 22-25, 2025

Registration and Information Package

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



2025 Annual Leadership Training Conference & Competitions (LTCC)

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2025 LTCC: Section 1 General Conference Information

The Florida Technology Student Association
Leadership Training Conference & Competition

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Conference & Competitions:

Welcome back and we hope you are looking forward to the 2025 Florida TSA Leadership Conference. This year's theme is Nintendo.

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 and click on "Link to Registration" under "Links to Fall Leadership Conference". **Online Registration is due by September 26;** late registration will close on *October 3*.

Please note that there is a \$10 (per person) Convenience Fee for registrations submitted between September 27 and October 3.

Registration Fees:

Students & Advisors: \$75.00 Chaperones & Guests: \$40.00 Hotel Rate: \$135.00+ taxes/fees

Hotel Details:

The hotel room block will be released to the general public on September 26. 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 October 3, 2025. The Hilton does not charge a resort fee and parking is free.

Health Forms: It is important to bring signed Health forms required by your school districts for students to participate in building and competitive activities.

Questions, please email Conference Manager, Rebecca Allen, www.fltsaleadership@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 event, **Problem Solving** - See page 11 for a complete list of required materials to be brought to the conference. (1 Box per 2 students)

Leadership Training Conference and Competition Checklist

- ☐ E-mail Hotel Registration with rooming list CC authorization and tax exempt to hotel by **September 26** Brianna.Davey@Hilton.com
- ☐ Register chapter online by **September 26**
- ☐ **Be sure to put in the T-shirt size of all participants in your registration.**
- ☐ Mail Check and Tax-Exempt form to Hotel by **October 3**
- ☐ Mail conference registration check, Policies & Producers Form, and Photo Release Forms to Florida TSA by **October 3**
- ☐ **Pack Problem Solving boxes for competition.**

Important Addresses and Information

Hotel Information:

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

Hotel Link: <https://www.hilton.com/en/attend-my-event/altahhf-tsa24-bb845bac-0fb0-4ab4-8211-a4148e0b6bfe/>

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

2025 Florida TSA Leadership Conference Tentative Schedule

Leadership 2025	Tentative Schedule	
Wed October 22		
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	
Thur October 23		
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	Break Outs - TBD	
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	
Friday, October 24		
8:00 am – 5:00 pm	Advisor Training Workshop	
8:00-11:00 am	Mandatory Problem Solving	
11:00 - 12:00	Lunch Chapter Time	
12:00 - 12:20	Break Outs	
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	
Saturday, October 25		
9:00 - 11:00	Breakfast and Awards	

2025 LLTC: Section 2 - Forms and Information that must be provided to Florida TSA

FLORIDA TECHNOLOGY STUDENT ASSOCIATION

**2025 LEADERSHIP 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.

See FloridaTSA.com page for rooming list excel form. Submit Excel, CC Authorization and your Tax exempt to the Hotel. Brianna.Davey@Hilton.com



CREDIT CARD AUTHORIZATION

In lieu of my Credit Card imprint, I _____, hereby authorize the **Hotel Name** to charge my credit card for the following:

- ☐ **Advance Deposit** in the Amount of \$ _____
- ☐ CC to be used as back-up for any company checks that may be used to settle charges at the conclusion of the event.
- ☐ CC to be used in the event that the Direct Bill Account is over 21 days past due.
If payment is made by credit card, the credit card will be authorized for full payment 72 hours in advance.
- ☐ **ALL BANQUET RELATED CHARGES** _____ Yes _____ No

GUEST ROOMS - Date(s) of Stay: _____

- ☐ Room & Tax Only
- ☐ Room, Tax & Incidentals
- ☐ Guarantee Only

Name: _____

Name: _____

Name: _____

Name: _____

(Please list additional names on a separate sheet of paper)

CARD HOLDERS NAME: _____

CREDIT CARD # _____

EXPIRATION DATE: _____ **TYPE:** _____

My billing address: _____

Telephone Number: _____ **Fax Number:** _____

Cardholder's Driver's License Number: _____ **State of Issue:** _____ **Exp. Date:** _____

By signing below, I acknowledge charges described above.

(Signature of cardholder)

Date

Please complete all information requested above, sign and return. Thank you!

2025 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 always wear official conference identification name badges.

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.

Suggested attire:

Wednesday arrival, school clothes

Thursday and Saturday Mornings Official Attire

Thursday afternoon, school appropriate attire (school team shirt)

Thursday Evening event posted costume contest (Instagram Post for more info)

Friday, Conference T-shirts with jeans or shorts

Policies and Rules for Florida TSA Participants - Leadership 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 10:00 p.m. is set for students to be in their rooms and quiet. This will be strictly enforced.** Only advisors, chaperones, and alumni members may be out of their rooms after 10:00 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 10:00 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.

Problem Solving Materials for Problem Solving Activity High School and Middle School (The new MS CEG may be different than this list. This list is used for Leadership Competition ONLY)

- C. Participants are required to provide their own tool box/container, which must:
1. Include Identification (school name, address, and advisor cell phone number)
 2. Not exceed twenty (20) inches (508 mm) length x ten (10) inches (254 mm) width x ten (10) inches (254 mm) height.
 3. Contain all items needed to fabricate the solution/entry. The following is a suggested list:
 - a. Cutting devices; NONE may be electric
 - b. Adhesives
 - i. aerosol and electric applicators are not allowed
 - ii. a bottle of Uncure or Debonder is recommended
 - c. Temporary fastening devices
 - i. straight pins
 - ii. clamps
 - iii. tape (only masking tape may be used as construction material)
 - d. A cutting surface that prevents table top marring (required)
 - e. Rulers, straightedges, and/or measuring scales
 - f. Marking devices (pens, pencils, etc.) and sharpener
 - g. Sheet of wax paper, as large as is needed for the competition
 - h. Safety glasses (required)
 4. Participants are required to provide and wear safety-approved eyewear for this event.
 - a. Safety eyewear shall be worn by participants at event check-in and remain on until leaving the event venue.
 - b. Prescription eyewear needs to have side shields to be considered safety eyewear.
 - c. Should a team member remove his/her eyewear, s/he will be reminded once to replace it.
 - d. If there is a second infraction, the team will be asked to leave the competition.
 - e. Sunglasses are not suitable eyewear.