

State
Leadership and Skills
Conference
Registration Guide



April 15-17, 2019
Casper College
Casper WY

TENTATIVE AGENDA

Monday | April 15

Onsite Registration | 10 AM
Leadership Contests Begin | 11 AM *Casper College*
Opening Kickoff | 7 PM *The Hangar*

Tuesday | April 16

Skilled Contests Begin | 7 AM *Casper College/PIC/Kelly Walsh*

Wednesday | April 17

Awards Ceremony | 8:30 AM - 12:00 PM *The Hangar*

The link to download the conference app will be made available prior to the start of state conference. The link to the app as well as a rudimentary conference program (printable) will be published online at www.skillsusawyoming.org/state-leadership-and-skills-conference/ prior to the start of the conference.

REGISTRATION

- Registration Opens: March 6, 2019
- Registration Deadline: March 20, 2019
- Payment Deadline: April 8, 2019

Cost

Regular Registration: \$65 (all **attendees** must be officially registered for the conference)

Required Forms

Chapter advisors are required to have completed the [2019 Wyoming SkillsUSA Release Form](#) for all conference attendees. Advisors do not need to mail the release forms to SkillsUSA Wyoming.

An [NLSC-1 Form](#) should be submitted online only. Advisors do not need to print.

PAYMENT

All payments must be received by April 8, 2019. Checks should be made payable to SkillsUSA Wyoming with "SLSC" in the memo line. A copy of your invoice should be attached with your payment.

Mailing Address

SkillsUSA Wyoming
7817 Kepler Drive
Cheyenne, WY 82009

HOTEL RESERVATION INFORMATION

The following hotel rates have been negotiated with neighboring hotels. An additional advantage of booking with these properties is access to their shuttles. If advisors have parental consent and are following individual district policies, they may instruct their students to utilize these shuttles using **ONLY the posted shuttle times**. Wyoming Association of SkillsUSA is not liable for any unforeseen issues in voluntarily electing to use this service.

2019 Hotel Room Rates *plus applicable taxes/fees*

- Hampton Inn & Suites: \$109, includes full breakfast (reservations close March 25th)
 - 1100 North Poplar/307-235-6668
- Hilton Garden Inn (**STATE HQ**): \$109 includes full breakfast (reservations close March 25th)
 - 1150 North Poplar/307-266-1300
- Ramkota: \$83 includes full breakfast (reservations close March 25th)
 - 800 N. Poplar/307-266-6000

ADVISOR CHECKLIST

- Complete the membership affiliation process. All competitors must be affiliated and paid to be eligible to compete by **February 29, 2019**. If you need help registering yourself or members start here: <https://www.skillsusawyoming.org/wp-content/uploads/2018/09/Quick-Start-Membership-Registration-Guide.pdf> or go directly to <http://www.skillsusa-register.org/Login.aspx> to join. Call the SkillsUSA Membership Hotline if you need ANY assistance. Call toll free: 844-875-4557 from 8am to 5pm EST Mon, Wed and Fri, and 11am-7pm EST Tues and Thurs or email operators@skillsusa.org.
- Join as a professional member to access **SkillsUSA Championships Technical Standards** to prepare for competition. Changes and updates can occur; the [national contest updates](#) to the Technical Standards are posted [online](#).
- SkillsUSA Wyoming follow as close as possible to the SkillsUSA Championships Technical Standards, but some contests may be modified due to time or resources. Advisors and their contestants should also reference the SkillsUSA Wyoming's conference page for the latest updates at www.skillsusawyoming.org/state-leadership-and-skills-conference
- Determine which affiliated and paid members will attend the State Leadership and Skills Conference.
- Log in to the [conference registration system](#) and register the students, **advisors**, and observers who will be attending the State Leadership and Skills Conference. A video walking you thru this process can be found here: https://www.youtube.com/watch?v=uEj8GWg5_OI&feature=youtu.be
- Select the appropriate competitive event for each student.
- Print a copy of your registration and double-check that each student is registered for the correct competitive event. **MAKE CERTAIN one or more ADVISORS** are registered to attend.
- Carefully review your registration and make any necessary additions, substitutions, and/or corrections.
- Submit your registration online and print a copy of your invoice generated by March 20, 2019.
- Print the Wyoming release forms. You should have copies of the release form with you at each event for all of your attendees in case of an emergency.
- Mail a copy of your invoice and a check with **SLSC** in the memo line to SkillsUSA Wyoming by **April 8, 2019**.
- Arrive at the State Leadership and Skills Conference and enjoy!