**Tips for a Successful Conference Experience at the TASC Middle Level Conference**

**Hotel Check-in**

Hotel rooms will very rarely be available for check in prior to 3:00 pm.

* Hotels make rooms available as guests check out and they are cleaned. All the rooms on a hall are not vacated nor cleaned at the same time. For that reason, it is difficult to put a block of rooms together on the same wing or even same floor. Hotel staff will attempt to accommodate those requests, but it will probably delay check in and may not be possible.
* For an easier check in, we suggest the following:
	+ Leave your luggage on the bus or in the van until you know your rooms are ready. (There is limited room to store luggage in the hotel if rooms are not ready.)
	+ Have a printed list of your room assignments to give to the desk clerk. That will expedite their entering information. Have your completed tax exemption form with you as well.
* If your rooms are not ready, go ahead and register for the conference and allow your students to visit exhibits, etc. Just have a prearranged time for them to meet you or a way to contact all of them when the rooms are ready.
* Please be considerate by checking out on time. You can ask for a late checkout time to see if the hotel can accommodate you.

**Conference Registration**

TASC will have one table available for those who pre-registered and whose payment has been received.

* All others will need to pick up registration at the on-site line.
* Conference t-shirts for those who registered by the deadline may be picked up at the t-shirt booth.
* We have a welcome booth with TASC District ribbons for advisors and stars for name badges of new advisors (StuCo and NJHS). Please stop by.

**Meals during the Conference**

The Embassy does provide a complimentary breakfast. Students need to allow ample time to eat. Please understand that cooked to order breakfasts will take longer than the buffet. Also students are to be dressed appropriately for breakfast. (Please ensure that each student is aware of the TASC dress code.)

* There are complimentary snacks and soft drinks available from 5:30 – 7:30. You need to know that alcohol is also served in that part of the hotel and that adults are also picking up snacks. Please remind students about use of tongs, etc. for food.
* There are restaurants that deliver. If you order a delivery, let the restaurant know where you will be in the hotel and the importance of the delivery person having your cell phone number.
* Your life will be simpler if you order food to be delivered for Friday night and Saturday lunch. You might also consider ordering sandwiches from the hotel in advance.

**Items to Purchase**

There will be some items for sale at the conference that will interest students. Therefore, you may want to let them know they may want to have spending money for items such as t-shirts, patches, TASC stickers, etc. Samples from the TASC Student Leadership Store will be available for viewing across from the Conference Registration Desk.

**Door Prizes**

We will have door prizes for both advisors and students who have cards stamped by exhibitors. Students are also eligible for door prizes by completing and submitting the activity sheet.

* We will post the winners by the Conference registration desk and text winners as well.
* Prizes must be picked up at the Conference Registration desk **before the final general session**.

**Friday Night Events**

Following the General Session on Friday, there will be a dance, a movie, and a service project.. TASC dress code applies for these events.

* It is imperative that every adult with your group plan to help chaperone Friday evening. Sign-up sheets will be available in the first Advisors Meeting.

**General Sessions**

We have a very strong program planned for you, and both the opening general session and the closing general session are integral parts of the entire program. While you may attend for just one day, you are encouraged to attend both the opening and closing general session for the full conference learning experience.

* Explain to your students this is also a business meeting. Delegations should not begin to leave a general session before it is adjourned.
* We will conclude no later than 4:30 on Saturday. Please plan to stay for the entire session as groups leaving early can be a disruption.

**Overflow Hotels**

Please be aware that there is no conference transportation from other hotels to the Embassy Suites.

**No Refund Policy**

►Please note that the TASC Board of Directors has established a no refund policy if cancellations are made after the stated deadline. If you do need to cancel a registration by the deadline, communicate with Lori De Leon at lori@tassp.org in writing by the stated deadline. Bills will be sent for no shows as well.

**Dress Code Policy**

TASC requires that all students and adults participating in a TASC conference dress appropriately for a school-based activity. Unless otherwise stated, event dress is casual, but must conform to an appropriate model of decency. Remember that you have something important to communicate. Don’t let what you wear be in competition with your important message! The following dress code specifications apply to students and advisors of both genders:

**TASC Dress Code**
• Jeans/pants and t-shirts are highly encouraged as the primary dress.
• Shorts are NOT permitted at TASC conferences or workshops held during the school year.
• Shorts are permitted at summer programs, but must be no shorter than three inches above the TOP of the kneecap.
• Skirts/dresses are permitted at all events but must be no shorter than three inches above the TOP of the kneecap.
• All shirts and dresses must have sleeves.
• Caps or hats are not to be worn when inside a building.

(Students are expected to be dressed for breakfast. Students who arrive in their pajamas will be sent back to change.)

**Press Release**

You can find a press release for the ML Conference under the Resource Tab on the website. Please give yourself credit for the good work you and your student do.

**Supervision**

All advisors are expected to ensure their students follow the dress code and curfew policy (12 midnight on Friday night). All advisors are expected to chaperone Friday evening. (We are all in this together!)

**Advisor Meetings**

Special sessions are planned for advisors. One advisor from each school is expected to attend the Friday evening meeting.

**Map and Session Assignment**

**Please assign students to sessions and go over the map with them so they can find their rooms. They need a second choice in case their first choice is full. If all chairs are filled, the session is full.**