**Tips for a Successful Conference Experience at the TASC HS Annual Conference**

**The Arlington Convention Center has repurposed much of its space. The Sheraton has graciously allowed us to move registration, etc. to the hotel. There will be some activities in the Convention Center as well as a Photo Wall.**

**Restrooms are more numerous in the Convention Center as are water fountains.**

**Hotel Check-in**

Request the total for your bill in advance from our Housing Bureau. They should be able to give you a total with tax.

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.
* Do not put student names on doors at hotels. That is a red flag that minors are in the room.
* Do careful room checks and enforce curfew.
* 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 – 2019- Registration is in the Stanley Cup at the Sheraton just past hotel registration. Advisors only.**

TASC will have alpha range tables available for those who pre-registered. On-site registration takes place at the TASC booth. Those who have not paid in advance will need to go to the TASC booth.

* 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. Please stop by.

**Meals during the Conference**

Note whether or not your hotel provides breakfast. Students are to be dressed appropriately for breakfast if it is served in the hotel. (Please ensure that each student is aware of the TASC dress code.)

* 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. See the list of those restaurants on the website. The Convention Center does not allow outside food to be taken in to the Center.
* We are working on meals at the Sheraton. Those must be ordered in advance by the deadline. See flyers on the website.

**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.

**Door Prizes**

We will have door prizes for both advisors who have cards stamped by exhibitors.

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 3:30 p. m. on Day Two of the Conference.**

**Evening at Six Flags**

Beginning at 5:00 pm on Day Two TASC buys out Six Flags. Dinner will be served there as well. There is no Plan B in case of rain. If there is inclement weather, Six Flags will provide rain checks for entrance to the park at another time.

**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. Explain to your students this is also a business meeting. Delegations should not begin to leave a general session before it is adjourned. and excellent audience etiquette is expected. All advisors are expected to sit with and supervise their students during the general sessions, and the Advisor Hospitability Room will be closed. Please do not leave empty seats in the middle of rows. Attendees may not stand at the back of the room. Food and drink is not allowed in general sessions.

* We will conclude no later than noon on Day Three. Plan to stay for the entire session as groups leaving early can be a disruption.

**No Refund Policy**

►Please note that the TASC Board of Directors has established a no refund policy if cancellations are made after the Early Bird Registration 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.

**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. (The exception to this is the evening at Six Flags.)
• 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.

**Press Release**

You can find a press release for the 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). All advisors are expected to chaperone during the conference. (We are all in this together!)

**Advisor Meetings**

Special sessions are planned for advisors

**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.

**Convention Center Hallways**

Students should not sit in the hallways at the Arlington Convention Center or on the floor at the Sheraton. This creates a fire hazard.

**Inclement Weather**

In the case of dangerous weather, we will follow the guidelines of the Convention Center and the Fire Marshall/Police on site.

**Name Badges**

Anyone attending the conference must have a TASC name badge.

**Advisor Hospitality**

Advisor hospitality will move around throughout the conference because of space limitations.

Day One: Hospitality will be in the hotel restaurant and in a piped and draped area outside the Hall of Fame (Sheraton).

Day Two: Hospitality will be in the Grand Hall at the Convention Center that morning.

Hospitality will be in the Sheraton first floor lounge area that afternoon and in a piped and draped area outside the Hall of Fame (Sheraton).

Day Three: Hospitality will be provided near the ticket booth at the Convention Center

**Advisor Sessions - Please note sessions for advisors new to the conference – See your program.**

Day One: Advisor Sessions will be in the Hall of Fame at the Sheraton.

Day Two: The Business Meeting will be in the Grand Hall at the Convention Center.

 Afternoon meetings will be in the Hall of Fame at the Sheraton.

**Voting:**

* TASC has moved to online voting this year. Voting delegates and the primary advisor will be issued distinct voter ID codes.
* Voter ID codes can be picked up at the Balloting Help Desk in the lobby of the Sheraton.
* Only one student per school (or the advisor) will be allowed at the pick-up point for voter ID codes. That student must be identified by a Balloting Representative ribbon and must state the school name and the school’s TASC District number.
* Voter ID codes may be picked up at the following times:
	+ Noon until 7:00 pm on Day One
	+ 7:30 am until 9:00 am on Day Two
	+ Immediately after the close of the second general session on Day Two.
* The help desk will be open immediately after the close of the first general session on Day Two and will remain open until 1:20 pm on Day Two.
* Should there be a run-off, the Balloting Help Desk will be open from 8:30 am until 9:00 am on Day Three.