

**Georgia CTI
Fall Leadership &
Competition Conference
(FLC)**

**Evergreen Marriott Resort
November 17-18, 2016**

4021 Lakeview Drive
Stone Mountain, GA 30083-3099
(770) 879-9900

Hotel Reservation Deadline: October 20

Online CTI Registration Deadline: October 20

(No refunds or deletions allowed to your registration after this October 20th registration date. You are committed to the invoice to be paid in full)

CONFERENCE REGISTRATION INFORMATION

Where: Evergreen Marriott Resort Stone Mountain Resort
4021 Lakeview Drive
Stone Mountain, GA 30083-3099
(770) 879-9900

When: November 17-18, 2016

Who: students with disabilities from all participating schools in Georgia

Hotel Room Rate: \$129.00 (plus the \$5 state tax fee passed by legislation in July 2015)

Attendee Price Breakdown:

- Coordinator's Registration Fee: \$90.00
- Chaperone/Bus Driver Registration Fee: \$65.00
- Student Registration Fee:
 - \$65 (if bringing 4 or more students)
 - \$75 (if bringing 3 or less students)

Conference Registration Deadline Dates:

- Hotel Reservations: October 20, 2016
- Online Registration: October 20, 2016

Georgia CTI pre pays for your attendance to conference. Please note that you will be responsible for payment for all online registered participants as of October 20, 2016, at 11:59pm. There are no exceptions to this date and time. No subtractions/deletions from your attendance may be made after October 20, 2016-11:59 PM.

For any concerns, please contact Mary Donahue directly by email at georgiati@gmail.com

ONLINE REGISTRATION INSTRUCTIONS

DEADLINE: October 20, 2016, EVERYONE MUST REGISTER ONLINE

1. Register as a new school and create your own User ID and password where it says "Click Here"! Your old passwords and registration will not work from Fall 2015.
2. Go to <https://www.registermychapter.com/gcti/fall/Main.asp>
3. Go to "**Conference Registration**" button to the left of the screen
4. Go to "**Please click here to add your school (reminder, old passwords will not work)**"
5. Follow the on-line instructions to register your chapter by keying in all required information and clicking the **Submit** button at the bottom of the page.
 - a. The email address you provide here will be the one you receive all your information for online registration. **Make sure it is accurate.**
 - b. **REMEMBER, the way you spell your school name, your name, your address, etc, is how it will show up on all forms and name tags.**
 - c. Please write down your user name and password and keep in a secure location in order to access the system in the future for changes.
6. The next page will prompt you to begin by clicking **Add New Name**. Continue adding names until you have entered all of your attendees for your chapter. At any point, you may press the **View Registration** button to get an idea of your total invoice amount.
 - a. You will enter each participant and code them accordingly (example: Chaperone, Student, Bus Driver etc.)
 - b. You may make a correction to any attendee's information by clicking on the **Edit** button next to their name.
 - c. You may delete an attendee by clicking on the **Delete** button next to their name.
7. When you have entered all your attendees, press the **Submit** button at the bottom of the page.
 - a. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct any problems, click the **Back to Registration** link at the bottom of the page.
8. Be sure to **Print** a copy of your invoice to mail in with your payment and all required forms and press the **CONFIRM** button to finalize your registration.
9. After confirming your registration, you will receive an email to the address provided at Step 4. It will show you all registration information that you keyed in to the system. If you see mistakes, go back and edit your registration. **You may do this until October 20, 2016.**

10. **Online Registration must be completed by October 20, 2016 and you are responsible for payment for all attendees registered as of this date. This will be enforced by Georgia CTI. No subtractions or refunds will be allowed. (EMAIL Georgia CTI directly if there are any concerns at georgiacti@gmail.com)**
11. CTI does accept personal checks for payments but all returned checks are subject to a \$25 fee and the possibility of the individual being sanctioned from writing personal checks in the future.
 - a. A payment receipt will be issued via the online registration site once CTI receives payment.
12. If you need to edit your registration you may come back to the website and make changes until the close date of **October 20, 2016**.
13. **YOU WILL KNOW YOUR SCHOOL REGISTRATION HAS BEEN RECEIVED WITH A CONFIRMATION EMAIL SENT TO THE EMAIL ADDRESS YOU PROVIDED FROM THE REGISTRATION SITE. IT WILL CONTAIN YOUR ENTERED INFORMATION. IF YOU DO NOT RECEIVE THIS EMAIL, YOU ARE NOT REGISTERED.**
14. Once you are finished with your registration, be sure to either click the **Log Out** button to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.
15. If you experience any difficulty or have questions about the on-line registration process do not hesitate to contact Mary Donahue, Executive Director, at 678-617-0439 or georgiacti@gmail.com.

Hotel Accommodations and Reservation Information

Each individual coordinator is responsible for making reservations for their school.

Evergreen Marriott Resort: November 17-18, 2016

4021 Lakeview Drive

Stone Mountain, GA 30083-3099

(770) 879-9900

Room Rate/Nightly: \$129 plus applicable \$5 tax

Cut-Off Date: October 20th

Hotel Reservations: Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 (800) 228-9290 or (770) 879-9900.

For directions and detailed information about the hotel visit their website at:

<http://www.marriott.com/hotels/travel/atleg-atlanta-evergreen-marriott-conference-resort/>

Online Registration completed and Hotel Reservations Required by October 20, 2016 to avoid penalty by Georgia CTI State Office.

CONFERENCE CHECK LIST

- Complete CTI Online Registration by October 20, 2016
 - <https://www.registtermchapter.com/gcti/fall/Main.asp>
- Reserve Hotel Rooms with Marriott by October 20, 2016
 - 1 (800) 228-9290 or (770) 879-9900
- Sign CTI Coordinator Agreement Form (for each CTI Coordinator)
- Fill out the Coordinator/Chaperone/Bus Driver Personal Liability/Medical Release/Photograph Release Form. **Please duplicate for each adult attendee.**
- Fill out the Student Personal Liability/Medical Release/Photograph Release Form. **Please duplicate for each student attendee.**
- Fill out the Member Code of Conduct Form. **Please duplicate for ALL attendees.**
- Fill out the Special Considerations Form per student (**Please write N/A if no considerations needed**)
- Mail all forms to: Georgia CTI, 3 Central Plaza Suite 245 Rome, GA 30161 by November 1, 2016
- Make all checks payable to Georgia CTI and mail final payment by November 1, 2016 to Georgia CTI.

PLEASE NOTE: A receipt will be issued for each individual check submitted for payment with email address you provided via the online registration site.

Dress Code for ALL Attendees:

Males – Dress Pants, Collared Shirt (polo or button-up), and belt required. Ties suggested for dinner.

Females – Dress Pants, blouse, shirt or sweater, dresses or skirts (appropriate length).

NO Blue Jeans, flip-flops, shorts, skorts, sweat suits, tank tops, muscle shirts, spaghetti straps, midriff-showing shirts, sunglasses, halter tops, T-Shirts and NO headwear allowed!

Tentative Conference Schedule:

Please make your plans according to the start and end times posted here. CTI has made arrangements with many outside guests and vendors. Early dismissal or arrival will cause complications for all involved. We appreciate your understanding and thank you in advance for your cooperation.

Thursday, November 17th, 2016

- 10:00am-4:00pm: Educational Activity at Stone Mountain Park (Not Hotel)
- 4:00pm-6:00pm: Hotel Registration (Do not arrive early to conference hotel)
- 5:00pm-6:20pm: Academic Quiz Bowl
- 7:15pm-9:00pm Dinner & Keynote Speaker (Dinner included in registration fees)
- 9:00pm-11:00pm Dance (Determined at the close of opening session)

Friday, November 18th, 2016

- 7:00am-8:15am: Breakfast at Hotel (Breakfast included in registration fees)
- 8:45am-11:45am: Coordinator Professional Development TIPS Meeting
- 8:30am-12:00pm: Rotating Student Leadership Sessions
- 12:00 Noon: Conference Dismissal (Do not plan to leave before Noon)

Georgia Career and Technical Instruction (CTI) Personal Liability / Medical Release / Photograph Release

All children, students, and adults who attend any CTI Conference require this form. No conference attendee is allowed to participate unless CTI receives this form. Parents and coordinators: Please make a copy of this completed form for your records.

Name _____ Home telephone _____

Home street address _____ City/State/Zip _____

Date of Birth _____

Advisor _____ School _____

School telephone _____

School street address _____

City/state/zip _____

MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) _____

2. Current medication _____

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc.

4. Physician's name _____ Physician's telephone _____

5. Insurance Company _____ Plan Number _____

6. Group Number _____ Date of last tetanus shot _____

7. Emergency Contact: _____ Phone Number: _____

"I hereby agree to release the CTI, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the CTI Activity, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

I do voluntarily authorize the CTI local coordinators, state advisor, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless the CTI coordinators and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the CTI Activity, including time traveling to and from the conference."

"I permit CTI to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications."

Signature of parent or guardian (if child or student) Date

Participant's or advisor's signature Date

**COMMON CODE OF CONDUCT FOR GEORGIA CAREER & TECHNICAL
INSTRUCTION (CTI) STUDENT ATTENDEES**

This form must be duplicated and submitted for each individual student attending the CTI Fall Leadership and Competition Conference

1. There shall be no defacing of public property. Damages to property, hotel room, or building must be paid by the individual/school responsible prior to leaving.
2. Students shall keep their adult coordinators informed of their activities, and whereabouts at all times. Coordinators are to give students their room numbers so that they can be reached in case of emergencies.
3. **Students must stay the night in their assigned hotel, and in their assigned room. You may not switch rooms. Participants will remain in their assigned room and be quiet after curfew.**
4. Students are not permitted in the sleeping rooms with members of the opposite sex, unless accompanied by an official chaperone.
5. No alcoholic beverages or drugs (narcotics) in any form shall be possessed by participants at any time, under any circumstances.
6. State law forbids minors the use of any tobacco products, therefore no tobacco in any form is allowed.
7. Boom boxes are prohibited at the State Conferences.
8. Personal CD players are prohibited in general sessions at state conferences.
9. No participant shall leave the hotel or conference meeting center unless his or her local coordinator or the state director has granted permission.
10. Be prompt, and prepared for all activities. Students shall attend general session, and assigned activities for which they are registered. Punctuality is a key factor in successful employment; therefore, it is imperative that all students be at general sessions at least 15 minutes prior to the scheduled time.
11. Identification with name, school and advisor must be worn at all times.
12. The following 3 Strike Policy will be enforced in the event an individual/chapter violation:
 - 1) The first time security has to go to a student's room it will be noted in the security report.
 - 2) The second time security has to go to a student's room the student's coordinator will be notified.
 - 3) The third time security has to go to a student's room the state advisor will be notified. It will be to the discretion of the state advisor whether to send the individual/chapter home.
 - 4) If the students and his or her school are sent home, the state advisor will send a letter to the school stating that the school will not be allowed to return for a period of one year.
 - 5) Students are not permitted in the sleeping rooms with members of the opposite sex, unless accompanied by an official chaperone. This offense is an immediate dismissal from the conference. The school will be asked to leave and the school will be notified by the state advisor that the chapter will not be allowed to participate for the period of one year in the program.

Violation of any Conduct Regulation warrants dismissal from the Conference, contest disqualification, and the student and/or school will be sent home at his or her own expense.

I, _____ of _____ High School, have read, understand, and will adhere to the Common Code of Conduct for CTI participants. My signature below acknowledges by acceptance of the Conference Code of Conduct.

Signature of Student Participant

Date

Signature of Parent/Guardian

Date

ADVISOR/COORDINATOR AGREEMENT
CTI Fall Leadership Conference

As CTI coordinator of _____ High School, I agree to adhere to the guidelines listed below. I am aware that I am responsible for the students that I bring to the **CTI Fall Leadership Conference** at Evergreen Marriott Resort. Therefore, I agree to the following:

1. Submit all required forms for the Conference Registration.
2. Only bring students that I can trust and that have respect for authority.
3. Be aware of my students whereabouts at all times while at the conference.
4. Check to see if my students are in their assigned rooms at curfew.
5. If security finds any of my students out of their rooms after curfew, I will assume responsibility and notify their parents. Students will be dealt with in the manner outlined in the Student Conduct Regulations.
6. Sit with my students during all General Sessions and make sure they are on their best behavior.
7. Make sure that my contestants have the necessary materials and that they are in their assigned contest areas on time.
8. Fulfill all of my assigned duties, including any committees of which I am a member.
9. Make sure that my students adhere to the dress code at all times and that appropriate dress clothes are worn to the dance.

I understand that failure to control students could result in my school not participating in CTI State activities the following school year. My signature below verifies that I will abide by the terms of the agreement.

CTI Advisor/Coordinator

Date

Principal/CTAE Director

Date

SPECIAL CONSIDERATION STUDENT PROFILE SHEET

(To be completed if student needs individual supervision or other special assistance throughout the conference)

Student Name	
Age	
Grade	
School	
Region	
Coordinator	
Phone	
Email	
<p>Please indicate below if this student will need special considerations or preparations at any time during the CTI Leadership Conferences: (Example: An enlarged print test for visually impaired student, interpreter, wheelchair access, dietary needs, etc.)</p>	