

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

**Renaissance Atlanta Waverly  
Hotel and Conference Center  
November 15-16, 2018**

2450 Galleria Parkway  
Atlanta, GA 30339  
(770) 953-4500

**Hotel Reservation Deadline: October 19  
Online CTI Registration Deadline: October 19**

*(No refunds or deletions allowed to your registration after this October 19<sup>th</sup>  
registration date. You are committed to the invoice to be paid in full)*

# CONFERENCE REGISTRATION INFORMATION

**Where:** Renaissance Atlanta Waverly Hotel and Conference Center  
2450 Galleria Parkway  
Atlanta, GA 30339  
(770) 953-4500

**When:** November 15-16, 2018

**Who:** CTI CTAE 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 and Adult Chaperones Registration Fee: \$90.00
- Bus Driver Staying at Conference Registration Fee: \$90.00
- Student Registration Fee:
  - \$80 per non-Vocational Rehab supported student
  - Contact Mary Donahue directly for specific VR student fees

## **Conference Registration Deadline Dates**

- **Hotel Reservations: October 19, 2018**
- **Online Registration: October 19, 2018**

**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 19, 2018 at 11:59pm. There are no exceptions to this date and time. No subtractions/deletions from your attendance may be made after October 19, 2018-11:59 PM.**

## **Tentative Conference Schedule:**

*Please make your plans according to the start and end times posted here. CTI has planned 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 15<sup>th</sup>, 2018**

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 16<sup>th</sup>, 2018**

7:00am-8:15am: Breakfast at Hotel (*Breakfast included in registration fees*)  
8:30am-12:00pm: Rotating Student Leadership Sessions (*Coordinators will attend with students*)  
12:00 Noon: Conference Dismissal (*Do not plan to leave before Noon*)

***For any questions or concerns,  
please contact Mary Donahue directly by email at [georgiacti@gmail.com](mailto:georgiacti@gmail.com)***

## **ONLINE REGISTRATION AND IMPORTANT CONFERENCE INFO**

**DEADLINE: October 19, 2018: EVERYONE MUST REGISTER ONLINE**

1. Go To: <https://www.registermychapter.com/gcti/fall/Main.asp>
2. Go To: Conference Registration (button on left side of screen)
3. Go To: Register your school: Click Here
  - a. 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 2017.
4. Key In: Register your chapter by keying in all required information and click the **Submit** button at the bottom of the page when finished.
  - a. **Make sure email address is accurate.** The email address you provide here will be the one you receive all your information for online registration.
  - 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.
5. 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. **(You will not be able to delete any names after October 19, 2018, 11:59pm)**
6. 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.
7. Be sure to **Print** a copy of your invoice to mail in with your payment and all required forms.
8. Click the **CONFIRM** button to finalize your registration. (You will receive an email with your information once you click the final confirm button)
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 19, 2018, 11:59pm.**

10. **Online Registration must be completed by October 19, 2018, 11:59pm 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](mailto: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 19, 2018, 11:59pm.**
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](mailto:georgiacti@gmail.com).

## **Hotel Accommodations and Reservation Information**

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

**Renaissance Waverly Atlanta: November 15-16, 2018**

2450 Galleria Parkway

Atlanta, GA 30339

(770) 953-4500

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

**Cut-Off Date:** October 19<sup>th</sup>

**Hotel Reservations:** Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1 (800) 468-3571 or (770) 953-4500.

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

<https://www.marriott.com/hotels/travel/atlrb-renaissance-atlanta-waverly-hotel-and-convention-center/>

**Online Registration completed and Hotel Reservations Required by October 19, 2018 to avoid penalty by Georgia CTI State Office.**

## CONFERENCE CHECK LIST

- Complete CTI Online Registration by October 19, 2018
  - <https://www.registermychapter.com/gcti/fall/Main.asp>
  - **Reminder: There are no deletions allowed after October 19, 2018 at 11:59pm. You are responsible for your full invoice as of the date and time October 18, 2018 at 11:59pm.**
- Reserve Hotel Rooms with Marriott by October 19, 2018
  - **1 (800) 468-3571 or (770) 953-4500**
- 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 registration forms to: Georgia CTI, 3 Central Plaza Suite 245 Rome, GA 30161 by November 5, 2018.
- Make all checks payable to Georgia CTI and mail final payment by November 5, 2018 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:**

CTI students and coordinators should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of Georgia CTI and to prepare students for the business world.

Appropriate professional attire is required in all conference areas for all attendees—coordinators, students, chaperones, bus drivers and guests—at all general sessions, competitive events, exhibits, dances, tours, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. (*For safety reasons, do not wear name badge for off campus conference tours*)

No dress code can cover all contingencies, so CTI students and coordinators must use a certain amount of judgment in their choice of clothing to wear. Students who experience uncertainty about unacceptable attire should ask their local CTI Coordinator for guidance.

# Georgia CTI Students Dress for Success

## APPROPRIATE PROFESSIONAL EXAMPLES:

(Opening Session, Dinner, Leadership Sessions)



## BUSINESS CASUAL DRESS:

(Tours, Leadership Sessions, Dance, Conference Downtime)



## ACCEPTABLE

- Business suit with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Dress pants or skirt with:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Business dress
- Blazer with dress pants and:
  - Blouse
  - Collared dress shirt and neck or bow tie
- Colored Polo with Dress Khaki Pants and a Belt
- Dress shoes/dress boots

## UNACCEPTABLE

- Jewelry in visible body piercing, other than ears
- Denim or flannel clothing of any kind
- Shorts
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Clothing with printing that is suggestive, obscene, or promotes illegal substances



**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 Renaissance Atlanta Waverly Hotel and I am responsible for my full invoice as of 10-19-18, 11:59pm.

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 student's 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 at all times.
10. Make sure to pay the full online invoice that I prepared and entered for my school's CTI FLC registration as October 19, 2018, 11:59pm.

I understand that failure to control students and not paying my full invoice 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

