

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

**Great Wolf Lodge
Hotel and Conference Center
November 21-22, 2019**

150 Tom Hall Parkway
LaGrange, GA 30240
(706) 837-9653

Hotel Reservation Deadline: Oct. 21st

(Hotel Cancellation Policy- Reservations may be cancelled at anytime 30 days prior with no penalty or fees. With-in 30 days the card on file will be charged 15% of the 1st night. If you cancel 4-6 days prior to arrival there will be a 30% fee and 3 days or less of arrival the 1st nights deposit will be charged to the card on file.)

CTI Participant Online Registration Deadline: Nov 1

(No refunds or deletions allowed to your registration after this November 1, 2019 registration date. You are committed to the invoice to be paid in full)

GEORGIA CTI CONFERENCE REGISTRATION INFORMATION

Where: Great Wolf Lodge Hotel and Conference Center
150 Tom Hall Parkway
LaGrange, GA 30240
(706) 837-9653

When: November 21-22, 2019

Who: CTI CTAE Students with disabilities from all participating schools in Georgia
Hotel Room Rate: \$95.00 (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: \$120

Conference Registration Deadline Dates

- **Hotel Reservations: October 21, 2019**
- **CTI Participant Online Registration: November 1, 2019**

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 November 1, 2019 at 11:59pm. There are no exceptions to this date and time. No subtractions/deletions from your attendance may be made after November 1, 2019-11:59 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.

WATER PARK HOURS:

Great Wolf Lodge has a water park available onsite to those that purchase bands for \$2 each. The hours as follows for Thursday and Friday. **Please plan accordingly based on CTI conference schedule below as students should NOT be in water park during the Thursday Dinner/Keynote time 7:00pm-9:00pm or Friday Morning 9:00am-12:00pm**

November 21st Thursday- 9am -8pm

November 22nd Friday- 9am -9pm

Thursday, November 21st 2019

10:00am-4:00pm Pre-Conference Educational Business and Industry Tours
4:00pm-6:00pm: Hotel Registration
5:00pm-6:20pm: Academic Quiz Bowl
7:00pm-9:00pm Dinner & Keynote Speaker (Dinner included in registration fees)
9:00pm-11:00pm After Dinner Entertainment Activities:
(Curfew determined at the close of opening session)

Friday, November 22nd 2019

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***

ONLINE REGISTRATION AND IMPORTANT CONFERENCE INFO

CTI DEADLINE: November 1, 2019: 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 2018.**
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 November 1, 2019, 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 into the system. If you see mistakes, go back and edit your registration. **You may do this November 1, 2019, 11:59pm.**

10. **Online Registration must be completed by November 1, 2019, 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)**
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 **November 1, 2019, 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.

Hotel Accommodations and Reservation Information

Each individual coordinator is responsible for making reservations for their school hotel rooms by calling Great Wolf Lodge directly.

Room Rate/Nightly: \$95 plus applicable \$5 tax

Cut-Off Date: October 21st

To book reservations by phone, please call our reservation line at 1-844-473-9653

To book reservations online, visit www.greatwolf.com/georgia and enter code 1911GCTI

******Online reservations require a deposit by credit card of the 1st night's room and taxes.***

All reservations requiring a payment by check, must be booked by phone

Please make checks payable to: *Great Wolf Lodge*

Please remit payment by check to:

Great Wolf Lodge

Attn: Georgia CTI 2019

150 Tom Hall Parkway

LaGrange, GA 30240

******Please include guest's name and confirmation number with check payment***

If reservations are tax exempt, please email all applicable tax exemption forms ST-5 (7%) and Hotel Motel (8%), guest's name and confirmation number to gataxforms@greatwolf.com by November 15, 2019.

Please request in the e-mail for the invoice with the taxes removed if it is needed.

If forms are submitted after the due date or on day of arrival, please allow 3-5 business days for processing.

Hotel Reservations Required by October 21st, 2019 to avoid penalty by Great Wolf Lodge

Hotel Cancellation Policy- Reservations may be cancelled at anytime 30 days prior with no penalty or fees. With-in 30 days the card on file will be charged 15% of the 1st night. If you cancel 4-6 days prior to arrival there will be a 30% fee and 3 days or less of arrival the 1st nights deposit will be charged to the card on file.

CONFERENCE DEADLINES AND CHECK LIST

- ❑ October 21st, 2019: Hotel Room Deadline with Great Wolf Lodge
- ❑ November 1st, 2019: Complete CTI Online Registration
 - <https://www.registermychapter.com/gcti/fall/Main.asp>
 - **Reminder:** There are no deletions allowed after November 1, 2019 at 11:59pm. You are responsible for your full invoice as of the date and time November 1, 2019, 11:59pm
- ❑ November 1, 2019: Special Student Consideration Form Sent to Georgia CTI by email georgiacti@gmail.com
- ❑ November 1, 2019: CTI Coordinator Agreement Form (for each CTI Coordinator) Sent to Georgia CTI by email georgiacti@gmail.com
- ❑ November 15, 2019: Coordinator/Chaperone/Bus Driver Personal Liability/Medical Release/Photograph Release Form. **Please duplicate for each adult attendee.**
- ❑ November 15, 2019: Student Personal Liability/Medical Release/Photograph Release Form. **Please duplicate for each student attendee.**
- ❑ November 15, 2019: Member Code of Conduct Form. **Please duplicate for ALL attendees.**
- ❑ November 15, 2019: Email: georgiacti@gmail.com or Mail forms to: Georgia CTI, 3 Central Plaza Suite 245 Rome, GA 30161
- ❑ November 15, 2019 Make all checks payable to Georgia CTI and mail to Georgia CTI.
 - VR Supported Students: NO payment needs to be sent for students supported by VR. Please bring the GVRA Authorization form with you for each student supported that you received from your VR counselor to registration.
 - **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 Great Wolf Lodge and I am responsible for payment of my full invoice as of 11-1-2019.

Therefore, I agree to the following:

1. Submit all required forms for the Conference Registration by deadline dates.
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 Leadership 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 November 1, 2019 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

