

**Georgia CTI
FALL LEADERSHIP
CONFERENCE**

**Marriott Atlanta Airport
November 10-11, 2011**

**Hotel Reservation Deadline: October
17**

Online Registration Due: October 17

**Final Payments and Paperwork Due:
Nov. 4**



CONFERENCE REGISTRATION INFORMATION

What You Need to Know:

Where: Marriott Atlanta Airport
When: November 10-11, 2011
Who: 8 Attendees Maximum per School (call for approval of more students)
Price: Hotel Room Rate: \$129 Nightly
Coordinator's Registration Fee: \$80
Attendee Registration Fee (Chaperones & Students): \$55

Conference Registration Due Dates:

- Hotel Reservations: October 17
- Online Registration: October 17
- Final Payments and Money Due: November 4

**You will be responsible for all registered participants as of October 17.
No subtractions from your attendance may be made after October 17.**

For any concerns, please contact Mary Donahue directly to discuss a solution.

EVERYONE MUST REGISTER ONLINE:

(Your old passwords and registration will not work from Fall 2010)

ONLINE REGISTRATION INSTRUCTIONS

DEADLINE DATE: October 17, 2011

1. Go to <https://www.registermychapter.com/gcti/fall/Main.asp>
2. Go to “**Conference Registration**” button to the left of the screen
3. Go to “**Please click here to add your school**”
4. 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 correct.
 - b. **REMEMBER, the way you spell your school name, your name, your address and others is how it will show up on all forms and Name Tags.**
 - c. You may want to write down your user name and password and keep in a secure location in order to access the system in the future.
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.
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 and press the **CONFIRM** button to finalize your registration.
8. 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 17, 2011.**
9. **Online Registration payments must be made by October 17, 2011.** Registration postmarked after this date will incur a \$50 late fee. This will be enforced by Georgia CTI. **No refunds will be issued.**
10. All payments and registration materials should be mailed to CTI, 3 Central Plaza Ste 245 Rome, GA 30161
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. **A chapter MUST pay for all attendees registered.**
13. If you need to edit your registration you may come back to the website and make changes until the close date of **October 17, 2011**. After the close date you must contact the Executive Director, Mary Donahue, for any changes.
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 706-314-9624 or mdonahue@georgiacti.org.

Online Registration completed and Hotel Reservations Required by October 17, 2011 to avoid penalty by Georgia CTI State Office.

**Final Payments Due: November 4, 2011
to avoid penalty by Georgia CTI State Office**

- Each chapter and or attendee is required to complete and return the following forms to CTI:
 - On-Line Conference Registration Invoice with payment.
 - Reserve hotel accommodations for your school directly with the facility by the cut-off date of October 17, 2011. (*Details of how to reserve room follows*)
 - Coordinator Agreement Form
 - Special Considerations Form (If Applicable)
 - Coordinator/Chaperone/Bus Driver Personal Liability/Medical Release/Photograph Release Form. Please duplicate for each adult attendee.
 - Student Personal Liability/Medical Release/Photograph Release Form. Please duplicate for each student attendee.
 - Member Code of Conduct Form. Please duplicate for each student member attendee.
 - Make checks payable to Georgia CTI
 - Mail all Materials to: Georgia CTI, 3 Central Plaza Suite 245 Rome, GA 30161
 - A receipt will be issued for each individual check submitted for payment via the online registration site.

**NO CONFERENCE REFUNDS WILL BE ISSUED AFTER
DEADLINE DATE OF OCTOBER 17, 2011**

Dress Code for Coordinators, Students and Chaperones (Enforced Thursday & Friday)

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!

Accommodations

Marriott Atlanta Airport

4711 Best Road

Atlanta, GA 30337

404.766.7900

Hotel Contact: Miriam Rodriguez, 404-209-6825

Room Rate/Nightly: \$129 plus applicable tax **Cut-Off Date:** October 17th

Parking Rates: Complimentary On-site

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

You may make reservations by calling **1.800.228.9290** and identify yourself as being with CTI. The hotel is located approximately 2 miles from the airport. For directions and detailed information about the hotel visit their website at:

<http://www.marriott.com/hotels/travel/atlap-atlanta-airport-marriott/>

Tentative Conference Schedule

Thursday, November 10th, 2011

Board & State Officer Meeting 12:00 – 4:00 pm

State Officer Rehearsal 4:00 – 6:00 pm

Conference Registration 3:00 – 4:00 pm

Rotating Leadership Session I- 4:00 pm-4:45pm

Academic Quiz Bowl 5:00 – 6:30 pm

Dinner & Keynote Speaker 7:15 – 9:00 pm (Dinner included in registration fees)

Dance 9:00 – 11:00 pm (or determined at the close of opening session)

Friday, November 11th, 2011

Breakfast at Hotel 7:00 – 8:15 am (Breakfast included in registration fees)

Rotating Leadership Session II 8:30 – 9:15 am

Rotating Leadership Session III 9:25 – 10:10 am

Rotating Leadership Session IV 10:20 – 11:05 am

Conference Dismissal 11:05 (close of last Leadership Session)

**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 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 Atlanta Airport Marriot. 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/CT Director

Date