

1. Where do I register for Wisconsin FFA Leadership Conferences?

You can register for Wisconsin FFA Leadership Conferences through the Wisconsin FFA Website <http://www.wisconsinffa.org/>. Click on **Events** and there you will see **under the Leadership Conferences** a list of the different events that you can register for. Those conferences that have current registration materials available to you will be able to be accessed. The other conferences will be opened as the events get closer.

Each leadership conference will have some information for you to download about the event - Registration information, brochures/flyers, schedules, news releases, etc. When you are ready to register, you can click on the **Online Registration**. It will ask you for your User ID which is your chapter number and your Password which is your chapter number or whatever you may have changed it to if you updated your password. **This is NOT the same as your Ag Career Network Account.**

2. Do I have to sign up for an advisor registration?

Paying for an advisor registration is optional. If you would like the materials from the conference, a t-shirt at the conferences where that is included in the registration fee and you plan to participate with the students, then we ask you to please include a registration package for yourself.

To participate in FFA advisor activities at the conferences you bring students to, you are not required to sign up for a registration package.

3. How do I sign up for lodging for my students?

If you wish that your students room with other students from other chapters attending the conference, you can sign your students up for quad rooms. Terry Bernick who then does our rooming lists will place your students in rooms with other students. We can do this for any of the double, triple or quad rooms and to make it easier if you have already contacted a chapter you want your students to room with, we can make that happen too. Otherwise your students are assigned to random open spots as we fill rooms that are to have 4 people in them.

If you wish that your students just room with students from your own chapter, please indicate that in the comments section so then we will keep your students together. Sometimes advisors if they only have two students of the same gender attending, they request a double room for them to have to themselves.

If your student has special needs, please let us know that up front when you register so that then special accommodations can be made with the hotel.

4. How do I sign up for lodging for me as the advisor?

FFA advisors usually request one of two types of reservations for themselves....

Single Room - One person only in this room

or Double Room - Two people (whether this is a spouse or another advisor)

Sometimes advisors know exactly whom they want to room with and so we put the two advisors together. But you have to let us know that on your registration and PLEASE make sure you know the other advisor is planning to attend. Sometimes advisors request to stay with a certain advisor and that other advisor is not signed up for the conference.

On a rare occasion, 3 or 4 advisors want to stay together, which is ok but please help us through your registering know that is what you intend to do otherwise if you don't, we think you are confusing your hotel reservation with your students.

If you would like to bring your family for the event, then you need to sign up for a double room to pay for the full cost of the room. You are welcome to do this, but again the entire room would need to be reserved and paid by one advisor.

5. Do I have to sign up for meal packages?

The easiest and most convenient thing for you as an advisor is to have your students eat the meals with the conference. The sessions at conferences are timed out so that we fit the meals right into the schedule. It is much more convenient for you so you don't have to try and figure out how to feed your students. We do our best to keep our meals prices reasonable as we have to follow state rate guidelines and when we have pizza parties and dances we cover all expenses involved with the event. The meal packages are set up so that it includes the evening entertainment that is provided to the students. If students are not signed up for meal packages, they are not allowed to attend the dance or entertainment.

Advisors again are optional for signing up for meal packages. If an advisor doesn't sign up for a meal package, they are asked then to find another avenue for their meals. If they have a student cancel their attendance at an event, the advisor is welcome to use that meal package for themselves. Just make sure that you let Cheryl Zimmerman or Terry Bernick know at the conference site that is what you are intending to do.

Advisors have to pay for the meal packages at these events just like the students. Advisors don't receive complementary meals.

6. Registration Deadlines

In order for us to be able to keep our conferences organized and meet requirements set up in our contracts with hotels, we have to have deadlines set for registrations, cancellations and refunds.

Here are common registration deadlines to remember.

1. A specific deadline is set where register is due for the conference. This is based on the time that a hotel needs to have a rooming list from our office and other meeting space requirements confirmed.
2. After the initial deadline, there is still an opportunity for chapters to sign up to attend leadership conferences however there will be a \$20.00 late fee added to the registration.
3. NOTE: If you have already registered students before the first deadline and after that deadline you want to add a student or two we won't charge a late fee for those changes...unless they are significant changes in the number of students that you add after the deadline.

4. One week before the conference, a final deadline is set for refunds. That is the time that final meal counts, t-shirts counts, and supplies are ordered, etc. **At that point NO refunds can be issued. Please read your confirmation** once you register so you know the FINAL deadline for refunds. You will usually see that is **by Noon** on the Monday before the event. Once that deadline is past you can still cancel but refunds will not be issued.

7. What happens if I register students and they cancel on me after the refund deadline?

We allow substitutions. The easiest substitution is boy for boy or girl for girl. So please feel free to recruit students from your school to fill those spots and then share with us the name changes so we have our rooming list accurate for the hotel.

ALL SUBSTITUTIONS NEED TO BE CONFIRMED THROUGH THE WISCONSIN FFA CENTER. Please do not go onto the list serve and try to recruit chapters to fill your spots for conferences until you have permission through the Wisconsin FFA Center. Many times we have a waiting list at the Wisconsin FFA Center for chapters that want to register. We take those chapters on a waiting list first and then work to fill the openings that we have.

Let me know if you have more questions on this topic....we look forward to seeing your our Wisconsin FFA Leadership Conferences. They are a great place to network with your fellow teachers!! Don't forget 212 and 360 Conference Registration is Due October 24!!! :)

Thank you!!!

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