

2019 GUIDE

NATIONAL FALL CONFERENCE

DALLAS, TX
NOVEMBER 15 - 17



2019 National Fall Conference



NATIONAL FALL CONFERENCE

You are invited to attend the National Fall Conference (NFC) to kickoff the 2019-2020 school year! The National Fall Conference will provide an opportunity for members and advisers to come together to expand leadership skills, sharpen talents, and explore career pathways. Don't miss this amazing opportunity to make the National Fall Conference part of Your Story with FCCLA!

The National Fall Conference is for:

- Middle Level/Junior High Students
- Senior High Students
- New and Experienced Advisers
- Alumni & Associates
- Collaborative Partners
- State and School Administrators
- Teacher Educators
- College Students
- Parents and Guests
- YOU!

The National Association of Secondary School Principals (NASSP) has placed the FCCLA 2019 National Fall Conference on the National Advisory List of Contests & Activities for 2019-2020.



2019 NFC VENUES:

[Kay Bailey Hutchison Convention Center Dallas](#)

650 S Griffin Street • Dallas, TX 75202



[Omni Dallas Hotel](#)

555 S Lamar Street • Dallas, TX 75202

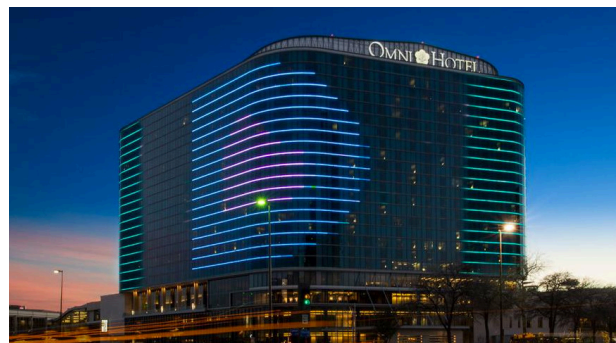




TABLE OF CONTENTS

Preparing to Attend NFC	4
Registration Rates	5
Conference Deadlines	6
Conference Guidelines	7
Dress Code Policy	9
Registration Policies	10
Hotel Information & Policies	11
Competitive Events General Information	14

Begin your NFC story with the FCCLA365 mobile app!

Want access to 2019 NFC schedules, information, announcements, and updates? Visit Guidebook.com/app/FCCLA365 to request a text message with instructions to download the app, or search for "FCCLA365 App" in your mobile app store. The app will launch in October.

Follow Us Online!



#2019NFC | @NationalFCCLA



Step 1. Register for NFC

All registrations occur in the FCCLA Portal. Before you register, the items listed below must be complete:

- All prior invoices must be paid.
- All students and advisers attending must be affiliated (submitted and on an invoice) to receive the member rate.



Step 2. Reserve Hotel Room(s)

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA attendees stay within the official conference hotel block when attending the conference.

All National Fall Conference attendees must register to attend the entire conference and stay within the official conference hotel block for the length of the conference. In any extenuating circumstance, a written waiver may be submitted via the State Adviser to National Staff for consideration.

It is strongly recommended that you do not make travel arrangements before booking your hotel room(s). Hotel reservations should be made as soon as you are registered to ensure you receive the FCCLA conference rate. Requests made after the reservation deadline cannot be guaranteed within the FCCLA block or at the conference rate. **The FCCLA hotel rate and room availability is not guaranteed for extended dates before/after the official conference dates.**



Step 3. Book Travel

Now that you have registered for the conference and booked your hotel room(s), it is time to make your travel arrangements. Ensure that the hotel is available on your preferred travel dates before making transportation arrangements to avoid any change fees. FCCLA secures a limited number of rooms before and after the official conference dates. **FCCLA hotel rates and room availability for early arrivals and extended departures are subject to hotel and rate availability.**



Registration is required to participate in all sessions at the National Fall Conference. Name badges will be checked for admission to sessions, the Exhibits, and all other conference activities. Competitive Events participants must be affiliated to compete in a Skill Demonstration Event or the FCCLA/LifeSmarts Knowledge Bowl. Online registration opens in August 2019.

When planning your weekend at NFC, please closely review the conference and Competitive Events schedules. Some conference sessions take place simultaneously. Competitive Event participants and volunteers may not be able to attend all conference workshops. Ensure that your planned activities do not conflict with Competitive Events orientations or competitions.

2019 National Fall Conference Registration Rates	Regular <i>Ends October 15 at 5:00 PM EDT</i>	Late <i>Begins October 15 at 5:01 PM EDT</i>
Affiliated students and advisers	\$60	\$75
Non-affiliated students, parents, and guests	\$85	\$95
Skill Demonstration Events	\$25	\$25
FCCLA/LifeSmarts Knowledge Bowl	\$20	\$20
CEU Credits	\$20	\$20
Meeting Room Fee <i>Attendees not staying at one of the official conference hotels are required to pay a meeting room fee per registration. This option is not available for Competitive Events participants.</i>	\$25	\$25



September 20, 2019

- Teen Talks Presenter Applications Due

October 15, 2019

- National Fall Conference regular registration ends at 5:00 PM EDT and late registration rates are in effect. Please be advised that registration must be submitted to receive the regular rate.
- Cancellations must be submitted by 5:00 PM EDT through the FCCLA Portal to be eligible for a refund, less applicable administrative fees. No refunds will be honored for cancellations received after this deadline.
- Substitutions must be submitted by 5:00 PM EDT through the FCCLA Portal to be processed at no charge. Requests made after this date will incur a \$25 administrative fee per substitution.
- Competitive Events registration ends at 5:00 PM EDT

October 18, 2019

- National Fall Conference housing deadline

October 31, 2019

- FCCLA/LifeSmarts Knowledge Bowl Team Smarts Quiz and Online Qualification Deadline
- National Fall Conference full payment deadline. Payments received after this date will be assessed a \$25 late fee.





CONFERENCE GUIDELINES

Student Delegates

Delegates are expected to attend and participate in all sessions, workshops, and activities so they gain as much as possible from the conference. Students who disregard the rules will be subject to disciplinary action. Parents/guardians will be notified, and students may be sent home at their own expense. All conference attendees should be informed of the following:

- Behavior at all times should be such that it reflects a positive, professional image of you, your school, your state, and the national organization.
- Be on time for all sessions and remain until sessions are adjourned.
- Name badges are required for admission and must be worn when attending sessions, the Exhibits, and when shopping at the FCCLA Store.
- Any accidents, injuries, or illnesses should be reported to an adult chaperone immediately. National Staff should be informed of such incidents, and an incident form should be completed.
- If a student is found responsible for stealing or vandalism, the student and their parents/guardians will be expected to pay all damages.
- Students may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to stringent disciplinary action.
- Smoking and vaping are prohibited.
- Use of air horns or other noisemaking devices will not be permitted during general sessions or throughout the convention center or hotels.
- Be considerate of sleeping hours and the privacy of other hotel guests and FCCLA members. All students will observe the 11:30 PM in-room curfew.
- Check your room carefully before departure. Be sure all personal belongings have been removed before checking out of the hotel.

Adviser/Chaperone Responsibilities

Advisers and chaperones are responsible for the behavior and discipline of their students throughout the conference. Attendees causing a disturbance or displaying inappropriate behavior will be asked to leave the conference and their hotel.

- The National Association of Secondary School Principals (NASSP) requires one adult chaperone per every 15 high school students or 12 middle school students attending NASSP sponsored conferences. Parents/guardians may serve as chaperones and must register online, pay the required registration fee, and attend the entire conference for supervision of the student(s). Please be advised that your local school district may have specific rules that require a higher adult chaperone-to-student ratio. You should follow the rules of your school district if the requirements are higher than those set forth by NASSP sponsored conferences.
- There is a 11:30 PM in-room curfew each night for student attendees. This curfew should be enforced by advisers/chaperones and will be strictly enforced by the hotel security. This curfew is for the safety of the students and in respect of other guests staying at the hotel(s).
- Advisers/chaperones are responsible for enforcing the mandatory dress code policy. The mandatory dress code policy applies to delegates, advisers, guests, and all other attendees at the National Fall Conference. Thoroughly review and impress upon your chapter delegation the importance of adhering to the mandatory dress code policy. Emphasize that any individual not adhering to the mandatory dress code policy will not be admitted into sessions, the Exhibits, or the FCCLA store.

CONFERENCE GUIDELINES

Announcements

Only announcements that apply to the entire delegation will be made at general sessions. Advance approval by FCCLA National Staff is required.

Meals

Participants are expected to purchase meals on their own. There are many options at a variety of price points within walking distance of the hotels and convention center.

Conference Photography Release

FCCLA photographers and videographers will be taking photos and video throughout the conference for use in any manner FCCLA deems appropriate, including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the conference, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

Elevator Etiquette

- Students should be courteous to others in hotel and convention center elevators.
- Keep voices at low levels.
- Let people exit elevators before entering.
- Do not push buttons for unnecessary floors.
- Do not fill the elevators beyond posted capacities.

Hotel Safety

- Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between your room and the nearest exit.
- Do not leave your door open, and always use the dead bolt.
- Do not open your hotel door to anyone you don't know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
- Do not say your room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for the security of valuable items.
- Do not post names or identifiable information on hotel doors, hotel keys, or hotel key card packets.

Escalator Safety Tips

- Use care when stepping on and off escalators.
- Hold the handrail.
- No bare feet, and avoid wearing floppy sandals and open-toed shoes.
- Do not run up or down the steps.
- Do not walk up the "down" escalator or down the "up" escalator.
- Keep feet away from the side edges of steps.
- No carts or strollers.
- Tie all shoe laces.
- Stand to the right when riding an escalator.
- Pass a person standing on an escalator on the left (stand to the right, walk to the left).



DRESS CODE POLICY

FCCLA's Board of Directors has set forth a mandatory dress code policy for the National Fall Conference. Please review the policy prior to attending to ensure you and your students do not miss out on any sessions.

The FCCLA official dress is worn for National FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed. This also applies to the dress code guidelines for FCCLA conferences.

NATIONAL FALL CONFERENCE DRESS CODE:

General Sessions, Exhibits, Workshops

- FCCLA Red Blazer is encouraged
- Red, black, or white polos or professional white or black shirt (long or short sleeves)
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, t-shirts, athletic wear are NOT acceptable

Advisers/ Chaperones/ Guests

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

Skill Demonstration Event Participants

Skill Demonstration participants are expected to adhere to the published dress code for all general sessions, exhibits, and workshops. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a presentation, be prepared to change into clothing that meets the conference dress code.





REGISTRATION POLICIES

Conference Registration Policy

- If paying by purchase order or check, full payment must be received at National Headquarters by October 31, 2019. Invoices that have not been paid in full by October 31 will incur a \$25 late fee.
- Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up registration materials.
- Outstanding invoices must be paid in full prior to registering for the 2019 National Fall Conference.
- If you register for the conference and do not cancel prior to the deadline or are a "no-show," your chapter will be responsible for the balance due. Your chapter will not be able to register for future national conferences/meetings or affiliate until the balance has been paid in full.
- Each person attending the conference or any part of the conference must be officially registered. Each registrant will receive a computer-generated name badge that serves as an admission to all sessions and workshops.
- It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference. Therefore, all advisers/chaperones must register for the entire conference.
- Official conference badges must be worn to all conference functions. Badges will be checked at the entrance of conference activities. Replacement badges may be purchased at the FCCLA Registration Desk for \$5. All money collected will go to the FCCLA IMPACT Fund. IMPACT Funds will be used to directly support members through grants to chapters and/or the work of the National Executive Council on members' behalf.
- Children under nine years of age are discouraged from attending conference sessions. Children and family members who attend conference sessions must register for the conference and pay all event fees.

Refund Policy

- Cancellation and refund requests must be submitted online through the FCCLA Portal by October 15, 5:00 PM EDT. Telephone, email, and fax cancellations will not be accepted.
- For cancellations received by the deadline, FCCLA will refund your conference registration less a \$25 administrative fee per attendee cancellation.
- Refunds are not honored for Continuing Education Credits, or Competitive Events.
- Requests for refunds will not be honored for cancellations received after October 15, 5:00 PM EDT.
- Refunds for "no-shows" will not be honored, and the registrant and/or chapter will still be responsible for all registration fees. Please note your chapter will not be eligible to register for future FCCLA national conferences/meetings or affiliate until the balance has been paid in full.
- All refunds will be processed following the conference.

Name Changes/Substitutions

- Name changes/substitutions must be submitted online through the FCCLA Portal by October 15, 5:00 PM EDT. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until October 15, 5:00 PM EDT.
- All requests for name changes/substitutions received after October 15, 5:00 PM EDT will incur a \$25 administrative fee. No Competitive Event substitutions are permitted after October 15, 5:00 PM EDT.

Scheduling Conflicts

When planning your stay at NFC, please closely review the Competitive Events schedule and conference schedule. Some conference activities take place simultaneously. Competitive Event participants and volunteers may not be able to attend other conference workshops or sessions. Ensure that your other planned activities do not conflict with Competitive Event orientations and competitions. Skill Demonstration Events and the FCCLA/LifeSmarts Knowledge Bowl competitions should take priority over other conference activities.



HOTEL INFORMATION & POLICIES

All conference sessions will take place at the Omni Dallas and Kay Bailey Hutchison Convention Center Dallas. The Dallas Omni Hotel is connected to the Kay Bailey Hutchison Convention Center Dallas and convenient to many dining and entertainment options. Additional hotels may be added based on registration counts. In the event the additional hotel(s) is not within walking distance transportation may be provided.

Omni Dallas Hotel

555 Lamar, Dallas, Texas 75202

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$199 plus tax

Room Type: King Bed (1-2 guests); 2-Queen Beds (3-4 guests)

Shining in the heart of downtown Dallas, Omni Dallas Hotel connects via sky bridge to the Kay Bailey Hutchison Convention Center Dallas and is close to popular restaurants, shops and the Dallas Arts District. Local history and flavor are showcased throughout the guest rooms, conference spaces, and restaurants with pieces from local Dallas artists. Stunning views of downtown can be enjoyed from the heated infinity swimming pool terrace deck.



HOTEL INFORMATION & POLICIES

Housing Policy

FCCLA contracts with hotels in cities where the nationally sponsored conferences are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA state associations stay within the official meeting/conference hotel block when attending the meeting/conference.

Delegates and competitors attending the National Fall Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In any extenuating circumstance, a written waiver may be submitted via the State Adviser to National staff for consideration.

It is important that you make your hotel reservations before booking travel arrangements. All attendees occupying a guest room must be listed when making reservations online or using the official FCCLA Housing Form. National Headquarters verifies hotel housing lists, and attendees not staying within the official meeting/conference hotel block will be assessed a \$25 fee per registration and they will not be eligible to participate in Competitive Events.

Rates

Conference rates will be honored over the conference dates (November 15-17, 2019). A limited number of rooms are available before and after the conference dates. Rates and availability may vary based on extended arrivals/departures.

Reservations

- Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates. Please note: state/chapter advisers, affiliated students, and chaperones will be given priority for housing at the official conference hotels. It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference. As such, all advisers/chaperones must register for and attend the entire conference for supervision of the students.
- Travel arrangements should only be made AFTER hotel reservations have been confirmed.
- All hotel reservations must be made by October 18, 5:00 PM EDT. Requests made after October 18 at 5:00 PM EDT cannot be guaranteed the FCCLA conference rate or within the official conference hotel block.
- Hotel reservations must be made on the official 2019 NFC Housing Reservation Site or by using the official FCCLA Housing Form (only recommended if reserving more than 10 rooms). After your 2019 NFC registration is submitted, the primary chapter adviser will automatically receive an email confirmation with instructions to make hotel reservations. If you do not receive a registration confirmation within 48 hours, email meetings@fcclainc.org. Check your spam or junk mail folder, where the email confirmation may have been filtered to. Telephone reservations will not be accepted and reservations not made using the FCCLA Housing Reservation Site or official Housing Form will not be included in the 2019 NFC hotel block.

Deadlines

- All reservations must be made no later than October 18, 5:00 PM EDT.
- Requests made after October 18 at 5:00 PM EDT cannot be guaranteed at the FCCLA conference rate or within the official conference hotel block.

Payments

- All reservations must be secured by a credit card. The credit card on file will only be charged if the hotel does not receive full payment (by check or credit card) at least 10 business days prior to your arrival.
- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your NFC registration.
- Checks sent for final payment should be made payable to and mailed directly to your confirmed hotel and must be received at least 10 business days prior to arrival. Checks should not be mailed prior to October 18. The hotel will receive reservations from the Housing Bureau following the reservation deadline. Checks received at the hotels prior to October 18 will be returned to the sender.
- If paying your final balance at the hotel with a credit card not in your possession, the hotel may require you to complete a credit card authorization form prior to arrival.

HOTEL INFORMATION & POLICIES

Room Types

- Hotels have a limited inventory of double/double rooms and FCCLA secures the maximum number of double/double rooms the hotels can provide.
- Due to the high demand for double/double rooms, in most cases, double/double rooms will only be used to house triple and quad occupancy.
- The hotel will make every attempt to house rooms with three people in a double/double room.
- Rollaway beds may be requested for king rooms with two occupants for an additional charge and will be based on the hotel's available inventory.

Hotel Room Occupancy

King Bed: 1-2 guests; 2-Beds: 3-4 guests

Hotel Check-In

- Rooms will be pre-blocked by the hotel to keep groups together. The hotel will avoid placing males and females in adjoining rooms based on the reservations received. This will depend on the hotel occupancy the previous night. The hotels will make all attempts to place students and chaperones on the same floor.
- When you check-in, not all rooms may not be available. As your group's rooms become available the hotel will contact you. It is important that you allow the hotel to keep the rooms pre-blocked to keep your group together.
- Make your travel plans with check-in times in mind. Check with the hotel about special arrangements if you must arrive before check-in time or after 8:00 PM.
- Advisers should check the group into the hotel at one time and secure room assignments and keys. Have a copy of the housing confirmation and valid picture identification with you. If your state adviser secured housing reservations as a state group, this is your state adviser's responsibility.
- Outside telephone service will be restricted in rooms not leaving a credit card deposit. Pay movies, room service, and in-room internet access will be on a cash-only basis.

Hotel Check-Out

Refer to hotel for specific check-in and check-out times. Failure to vacate rooms by this time may result in a full rate being charged for that day. Advisers must assume financial responsibility for the room bill.

Special Accommodations

If you require special accommodations, please notify FCCLA at least 30 days prior to the conference at meetings@fcclainc.org and when registering for the conference.





COMPETITIVE EVENTS

All Competitive Events participants must be affiliated at the national level at the time of registration. The *2019-2020 Competitive Events Guide*, located in the FCCLA Portal, is the guide by which the 2019 events will be conducted.

For more information, contact Christine Hollingsworth, Senior Competitive Events Manager at 703-716-1301 or email starevents@fcclainc.org.

FCCLA/LifeSmarts Knowledge Bowl

The FCCLA/LifeSmarts Knowledge Bowl is a three-level, team competition that challenges student's knowledge in six content areas related to Family and Consumer Sciences and consumer education. Qualifying teams will compete for the championship. Spectators are encouraged to watch these top teams compete in a fast-paced, quiz bowl style competition. For more information on the FCCLA/LifeSmarts Knowledge Bowl, visit the FCCLA website.

FCCLA/LifeSmarts Knowledge Bowl: Level I – Part I

In order to compete, teams must be registered at LifeSmarts.org AND registered to attend the 2019 National Fall Conference. An unlimited number of teams may register with LifeSmarts but team registration for the NFC is limited to the first 40 teams. All teams competing at NFC must complete this round. If less than five members take the TeamSmarts Quiz, the team is ineligible to continue in competition. Follow the instructions at LifeSmarts.org to create your team, register students, and take the TeamSmarts Quiz. The deadline for FCCLA/LifeSmarts Knowledge Bowl Team Smarts Quiz and Online Qualification is October 31, 2019.

FCCLA/LifeSmarts Knowledge Bowl: Level I – Part II

Scores from the TeamSmarts Quiz will be combined with the scores from the Quiz Bee, which takes place onsite. The top 16 teams advance to the live competition rounds at NFC and compete in Pool Play to determine the top six teams advancing to the National Leadership Competition from NFC.

Skill Demonstration Events

These events provide opportunities for members to demonstrate college-and-career-ready skills in Family and Consumer Sciences and related occupations. Participants may choose one of the following events: Culinary Knife Skills, Fashion Sketch, FCCLA Creed Speaking & Interpretation, Impromptu Speaking, Pastry Arts Technical Decorating Skills, Speak Out for FCCLA, and Technology in Teaching and the following Challenge Testing: Consumer Math; Culinary Math; Early Childhood; Fashion Construction and Design; FCCLA Knowledge; Hospitality, Tourism, and Recreation; Interior Design; Nutrition; and Science in FCS. Complete event guidelines and eligibility requirements can be found in the 2019-2020 Competitive Events Guide, available on the FCCLA Portal. These events have limited participation and will be available on a first-come, first-served basis.

COMPETITIVE EVENTS

Competitive Events Schedule

Competitive Events activities will be held Friday and Saturday. There will be some overlap with conference events and Competitive Events. Competitive Event participants and volunteers cannot participate in everything. Competitive Event activities should take priority over other conference options for all participants. Members may only compete in one Competitive Event (Skill Demonstration Event or FCCLA/LifeSmarts Knowledge Bowl) during the National Fall Conference. Please indicate potential conflicts or special instructions for volunteer placements during registration so they can be scheduled appropriately.

The Closing General Session is not required, but participants will not receive awards if they are not present to walk across the stage or if they do not send a substitute in their place. Awards will not be given out before or after the sessions, except in extenuating circumstances, as determined by the Senior Competitive Events Manager. Participants not in official mandatory dress code will not be permitted on stage to receive their award.

Competitive Event Participant Eligibility

- To be eligible to participate in national Competitive Events, participants are required to register for the NFC and must stay in the official meeting/conference hotel block for the length of the conference. In any extenuating circumstance, a written waiver may be submitted via the State Adviser to the National staff for consideration.
- FCCLA/LifeSmarts Knowledge Bowl team members may not compete in another competitive event at the National Fall Conference.
- All Competitive Events participants must be affiliated at the national level at the time of registration and must meet event eligibility.

Volunteer Requirements

With the continued growth of Competitive Events, increased numbers of volunteers are needed. State and chapter assistance in this area is crucial if Competitive Events are to continue to succeed. Assisting with the events is a worthwhile and rewarding experience.

Though national staff does their best to assign volunteers to their top choice of event or position, this is not always possible, so please make volunteers aware that they may be needed elsewhere. Volunteers will be notified of their selection and assignment approximately two weeks prior to the National Fall Conference. If their assignment conflicts with another obligation during the meeting, they should contact National Headquarters at competitiveevents@fcclainc.org.

Local, regional, district, or state Competitive Events officers are encouraged to volunteer to assist with Competitive Events at the National Fall Conference.

Competitive Events Deadlines

We strongly encourage you to register early, as event capacity is limited. The registration deadline for NFC Competitive Events is October 15, 5:00 PM EDT.

