



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



State Association Housing Policy

This section covers housing and room reservations for your state delegation. The procedures for making room reservations for all conference participants have been established to ensure that all delegations are housed as a group.

State Association Housing Policy

All SkillsUSA state associations must conduct housing arrangements for the annual National Leadership & Skills Conference using the official online SkillsUSA Passkey Housing System.

All state-registered participants must be housed in one hotel assigned by SkillsUSA for that state, unless otherwise approved by the SkillsUSA Conference Management Team. If participants are not staying within their assigned state delegation hotel room block, their conference registration for programs and events will be in jeopardy.

It is suggested that state associations designate only one person (preferably the state association director) to handle all business relating to room reservations, billings and changes. State SkillsUSA directors, or their official designees, are responsible for verifying room assignments and making all changes.

Changes to your state delegation block of rooms can only be made through the SkillsUSA Passkey Housing System or by contacting HPN Meeting Services. Deadlines to complete reservations and make changes will be communicated to states by HPN.

HPN Meeting Services Contact

Courtney Zintz skillsusanlsc@hpnglobal.com

Phone: (480) 998-9770 Ext: 2

Hotel Registration

Advisors and state directors will click “Hotel Reservations” on the NLSC Conference Registration website to launch the SkillsUSA Passkey Housing System. In addition, directors have access to book/change reservations on the state director dashboard.

The names of each person for each room block must be provided in the registration process. State directors are responsible to confirm payment with their assigned hotel.

Helpful information links for state SkillsUSA directors related to NLSC housing:

- [2023 SkillsUSA NLSC State Director Passkey Training PowerPoint](#)
- [SkillsUSA NLSC Room List Template – Local Advisor Pay](#)
- [SkillsUSA NLSC Room List Template – State Directors Pay](#)

Please be sure to watch your email for hotel acknowledgements or messages related to NLSC Housing. If you or your state delegation has challenges receiving hotel acknowledgment emails or these important messages are going into your spam, please request that these email addresses be whitelisted: skillsusanlsc@hpnglobal.com and info@cvent.com.