



# NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



## NLSC Onsite State Check-in and Material Delivery

Once onsite in Atlanta, state directors are responsible for checking in their state delegation, making any necessary changes to the state registration list and receiving all NLSC materials for your delegation. Conference materials will be delivered directly to your hotel on Saturday, June 17 or Sunday, June 18. You will have an on-site state registration appointment at GWCC on Saturday or Sunday to receive your name badges and review/finalize your registration list.

### NLSC Material Delivery to Hotel

Your state NLSC materials will be delivered to your hotel on Saturday, June 17 or Sunday, June 18 in the morning. Your team will pass out these materials at your state meeting, typically on Monday night. Materials include (but are not limited to): badge holders, badge ribbons, conference pins, Delegate packets and if it applies to your state packets for Community Service, Models of Excellence participants and pre-ordered T-shirts ( Not all states receive all of these materials- want to make sure they do not think they are missing items mentioned here if not applicable). Please assign someone from your state to receive the materials at the hotel so this delivery doesn't conflict with your registration appointment at GWCC. You will be asked to provide the name and cellphone number of the person accepting the delivery and you will be provided with an approximate delivery time.

**Request your delivery date at the link below by June 1.** If you do not sign up for delivery by June 1, your state's materials will be kept at Registration in Hall A, Room A401 and you will have to pick them up at GWCC and carry them back to your hotel.

**This form opens April 1 and closes June 1:** [Material Delivery to Hotel](#).

### State Registration Check-in Appointment

**Check-in location: GWCC, Hall A, Room A401 — Your state will check-in and pick-up your name badges on Saturday, June 17 or Sunday, June 18. All appointments must be made in advance.** Final changes to your participant list will be made at this appointment.

**Use the link below to request your appointment.** The national registration team will review all requests and confirm the date and time by the first week of June. This form opens April 1 and closes May 16. If you do not sign up, an appointment time will be set for you: [Appointment Request](#).

- Check-in dates are Saturday, June 17 or Sunday, June 18. Each state is allotted 30 minutes for the check-in appointment.

- If you are adding new attendees, bring their completed NLSC [Registration, Personal and Liability form](#). Attendees that were not registered online cannot be registered onsite without this form. This includes Contestants, Guests, Participants, Advisors or any attendee not registered by May 16.
- Please complete the Drop/Change form (link below) if multiple changes are made. Be prepared to leave the form at registration if all changes cannot be made in your 30-minute appointment. The Registration team will contact you later for pick-up once ready.

### **Drops, Substitutions and Additions after the May 16 Deadline**

You will be able to drop, substitute names and add new participants at your registration appointment onsite. **Your state association is responsible to pay for all registrants who dropped without a substitution.**

- **Payment is due immediately** for any additional participants added at your check-in appointment.
- Badges of pre-registered attendees must be returned if swapping them out for a new attendee.

### **Drop/Change Form**

Use the Drop/Change Form to track and record multiple changes. Bring completed form to the national registration team onsite at check-in. The form can be found on the [NLSC 2023 State Director Information Hub](#).

### **Conference Registration Liability and Release Form**

This form must be completed before a new participant can be added. Ensure the emergency contact information, home address, birthdate and email are provided for all student registrations. The form can be found on the Conference Registration website and is accessible by advisors or state directors on the tab Conference > [Conference Liability and Release Form](#) or on the [NLSC 2023 State Director Information Hub](#).

### **Contestants**

This includes individual or team contests. A substitution for a contestant can be made to fill the spot for a contestant in the same contest or with another attendee. All contestants must be registered SkillsUSA members by March 1. **Verify the student is a member before submitting a student as a swap.**

### **Contests**

The addition of a contestant after the May deadline for a **new contest** in your state must be approved by Tracy Whitehead to ensure space is available on the competition floor. Email [twhitehead@skillsusa.org](mailto:twhitehead@skillsusa.org) to request approval prior to arriving onsite for the conference. Copy Patty Duncan at email [pduncan@skillsusa.org](mailto:pduncan@skillsusa.org).

### **Contestant Registration Deadline**

**All contestant changes must be completed by Tuesday, June 20 by 12 p.m.**

Registration will open at 7:30 a.m. on Tuesday morning in Registration, Hall A, Room A401 and continue until 12 noon for contestant changes.

**State directors must be present in-person to make contestant changes or a drop/change form signed by the state director must accompany the person making contestant changes.** To ensure all contestants are registered by the 12 p.m. deadline, we can only make changes to contestants during this time. Plan to arrive no later than 11:30 a.m. with the completed Drop/Change form. You may leave the Drop/Change form along with other required forms for other registrant types and we will contact you once the materials and badges are ready for pickup.

### **Badges and Badge Replacements**

- **Badges of pre-registered attendees must be returned if swapping for another attendee.** The registration team will not complete the swap without return of the badge for the person who is no longer attending NLSC.
- **Name badges must be worn at all NLSC events including on the Conference floor.** If a registrant loses their name badge, a replacement can be issued in Registration Hall for a \$15 lost badge fee (credit card only). Identification is required. The attendee must complete the lost badge form online at [bit.ly/LostBadge](https://bit.ly/LostBadge) and pay the lost badge fee.
- **Please note: A badge left at the hotel is not a lost badge.** Remind all attendees to check that they have their NLSC badge before leaving the hotel for GWCC each day.