**Tips for a Successful Conference Experience at the TASC HS Annual Conference**

**Welcome to our exciting new venue in Irving.**

**Hotel Reservations:** If you have any difficulty with reserving rooms before April 6, please call the help desk with the housing bureau: 844-876-1338. Following that date,

**Hotel Check-in**

Request the total for your bill in advance from our Housing Bureau. They should be able to give you a total with tax.

* Hotels make rooms available as guests check out and they are cleaned. All the rooms on a hall are not vacated nor cleaned at the same time. For that reason, it is difficult to put a block of rooms together on the same wing or even same floor. Hotel staff will attempt to accommodate those requests, but it will probably delay check in and may not be possible.
* Hotel rooms are rarely available prior to 3:00 pm.
* For an easier check in, we suggest the following:
	+ Leave your luggage on the bus or in the van until you know your rooms are ready. (There is limited room to store luggage in the hotel if rooms are not ready.)
	+ Have a printed list of your room assignments to give to the desk clerk. That will expedite their entering information. Have your completed tax exemption form with you as well.
* Do not put student names on doors at hotels. That is a red flag that minors are in the room.
* Do careful room checks and enforce curfew.
* Please be considerate by checking out on time. You can ask for a late checkout time to see if the hotel can accommodate you.

**Parking**

* Parking is available for cars and vans at the Convention Center. Parking is $5 per day with in and out privileges.
* Please read the information regarding bus parking on the website on the hotel reservation link carefully.
	+ There is no bus parking at the Convention Center.
	+ Not all hotels have bus parking, and some have limited bus parking.

**Conference Registration – 2020-** Advisors only should go to the third floor for registration.

* TASC will have alpha range tables available for those who pre-registered (registered and paid). On-site registration (unpaid) takes place at the TASC booth. Those who have not paid in advance will need to go to the TASC booth.
* Conference t-shirts for those who registered by the deadline may be picked up at the t-shirt booth.
* We have a welcome booth with TASC District ribbons for advisors and stars for name badges of new advisors on the first floor of the Convention Center. Please stop by.

**Day One**

We will have special sessions for students and advisors as well as activities, campaigns, and activities all afternoon on Day One. Please arrive early enough to allow your students and yourself time to participate. We recommend arriving no later than 3:30 pm.

**Programs**

We will have print programs for advisors with one extra. Everyone will have access to the Conference App.

**Meals during the Conference**

Note whether or not your hotel provides breakfast. Students are to be dressed appropriately for breakfast if it is served in the hotel. (Please ensure that each student is aware of the TASC dress code.)

* Lunch is provided as part of your registration on Day Two.
* There are restaurants that deliver. If you order a delivery, let the restaurant know where you will be in the hotel and the importance of the delivery person having your cell phone number. See the list of those restaurants on the website. The Convention Center does not allow outside food to be taken in to the Center.
* We are working on meals at the Convention Center for dinner of Day One. If we can arrange those, we will send out an email to those who have already registered.
* We are located just across the street from the Toyota Music Factory. There are many restaurants (no shopping). However, many may not have student friendly pricing. If you plan to take a group there for dinner, we recommend calling for reservations.

**Items to Purchase**

* There will be some items for sale at the conference that will interest students. Therefore, you may want to let them know they may want to have spending money for items such as t-shirts, patches, TASC stickers, etc.
* There will also be food kiosks. There is a restaurant on the second floor that will be open on Day One. Expect it to be crowded.

**Door Prizes**

We will have door prizes for both advisors and students. Most will be awarded via gamification on the mobile app.

We will post the winners by the Conference registration desk and text winners as well. Prizes are specific for students and advisors. Please be careful to enter via the correct link.

* Prizes must be picked up at the Conference Registration desk/bookstore on the third floor **before 3:30 p. m. on Day Two of the Conference.**

**Evening at Six Flags**

Beginning at 5:00 pm on Day Two TASC buys out Six Flags. Dinner will be served there as well. (Dinner tickets are handed out as you register. That determines your dinner time.) There is no Plan B in case of rain. If there is inclement weather, Six Flags will provide rain checks for entrance to the park at another time. Six Flags tickets for bus drivers, guests, etc. may be purchased at the conference. We do have two advisor hospitality areas at Six Flags.

**General Sessions**

We have a very strong program planned for you, and both the opening general session and the closing general session are integral parts of the entire program. Explain to your students this is also a business meeting. Delegations should not begin to leave a general session before it is adjourned. and excellent audience etiquette is expected. All advisors are expected to sit with and supervise their students during the general sessions, and the Advisor Hospitability Room will be closed. Please do not leave empty seats in the middle of rows. Attendees may not stand at the back of the room. Food and drink is not allowed in general sessions.

* We will conclude no later than noon on Day Three. Plan to stay for the entire session as groups leaving early are a disruption.

**No Refund Policy**

►Please note that the TASC Board of Directors has established a no refund policy if cancellations are made after the Early Bird Registration deadline. If you do need to cancel a registration by the deadline, communicate with Lori De Leon at lori@tassp.org in writing by the stated deadline. Bills will be sent for no shows.

**Dress Code Policy**

TASC requires that all students and adults participating in a TASC conference dress appropriately for a school-based activity. Unless otherwise stated, event dress is casual, but must conform to an appropriate model of decency. Remember that you have something important to communicate. Don’t let what you wear be in competition with your important message! The following dress code specifications apply to students and advisors of both genders:

**TASC Dress Code**
• Jeans/pants and t-shirts are highly encouraged as the primary dress.
• Shorts are NOT permitted at TASC conferences or workshops held during the school year. (The exception to this is the evening at Six Flags.)
• Shorts are permitted at summer programs, but must be no shorter than three inches above the TOP of the kneecap.
• Skirts/dresses are permitted at all events but must be no shorter than three inches above the TOP of the kneecap.
• All shirts and dresses must have sleeves.
• Caps or hats are not to be worn when inside a building.

**Press Release**

You can find a press release for the Conference under the Resource Tab on the website. Please give yourself credit for the good work you and your student do.

**Supervision**

All advisors are expected to ensure their students follow the dress code and curfew policy (12 midnight). All advisors are expected to chaperone during the conference during general sessions and ensure that students are in sessions throughout the conference. Students are not to be in the halls when breakouts or a general session is in progress. (We are all in this together!)

**Map and Session Assignment**

Please assign students to sessions and go over the map with them so they can find their rooms. They need a second choice in case their first choice is full.

**Convention Center Hallways**

Students should not sit in the hallways at the Convention Center. This creates a fire hazard.

**Inclement Weather**

In the case of dangerous weather, we will follow the guidelines of the Convention Center and the Fire Marshall/Police on site.

**Name Badges**

Anyone attending the conference must have a TASC name badge.

**Advisor Hospitality**

Advisor hospitality will be on the third floor of the Convention Center.,

**Advisor Sessions - Please note sessions for advisors new to the conference – See your program.**

Special sessions are planned for advisors on Day One and Day Two.

Day One: Advisor Sessions will be on the third floor of the Convention Center.

Day Two: The Business Meeting will be on the third floor of the Convention Center.

**Voting**

* TASC has moved to online voting. Voting delegates and the primary advisor will be issued distinct voter ID codes.
* Voter ID codes can be picked up at the Balloting Desk at the Convention Center.
* Only one student per school (or the advisor) will be allowed at the pick-up point for voter ID codes. That student must be identified by a Balloting Representative ribbon and must state the school name and the school’s TASC District number.
* Voter ID codes may be picked up at the following times:
	+ Noon until 7:00 pm on Day One
	+ Immediately after the close of the second general session on Day Two.
* The help desk will be open immediately after the close of the first general session on Day Two and will remain open until voting closes.
* Should there be a run-off, the Balloting Help Desk will be open from 8:30 am until 9:00 am on Day Three.