



**2021 CTSO  
Fall Leadership Rallies  
REGISTRATION PACKET**

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**October 11 – In-Person Event**

Marriott Pyramid North, Albuquerque

COST -\$25.00 per participant  
(Includes: Leadership Training and Lunch)

**October 18 - Virtual Experience**

COST: \$50.00 per chapter

### Conference Information

This conference is a statewide professional and leadership development open to all CTSO organizations: BPA, DECA, Ed Rising, FCCLA, FFA, HOSA, SkillsUSA, and TSA. The conference is an opportunity for you to join with fellow CTSO members from around the state to network, improve leadership skills, participate in hands on learning activities, sharpen your competitive knowledge, and have fun!

Registration fees include leadership training and workshops for students and advisors, lunch (in-person event only), opening session, and Keynote. **No refunds after October 1<sup>th</sup>.**

### Registration Information

Each local advisor is responsible for completing the **online** registration and submitting it with the necessary fees to the address indicated on the invoice. **Registration deadline will be October 1, 2021.** Late registration will be accepted based upon availability. **Absolutely NO on-site registrations.**

Each organization has the option of registering for the in-person event in Albuquerque (October 11), the virtual event (October 18), or BOTH. The capacity for the in-person event will be 400 participants. If you plan on attending this event, please get your registration in early as **space is limited.**

**Please READ these instructions before you begin the registration process.** Incomplete registration may cause delays and someone taking your spot at the conference.

**Registration – <http://www.registermychapter.com/flc/nm>**

1. Click Conference Registration. You will need to register as a new chapter following the instructions on the screen.

***If you have never registered **this chapter** before, please click [here](#) to add your school.***

***Please Note. If you have two schools, you will need to add the schools separately.***

2. Please note if you are registering different levels (ie. Middle School, High School or Post-Secondary), **or** different CTSO's, **or** different sections within a CTSO you will need to do a **SEPARATE** registration for each. This helps us with reporting. For example:

Goddard BPA  
Goddard FCCLA

Hobbs – SkillsUSA Engineering  
Hobbs – SkillsUSA Construction

3. Update or Enter Contact information for Advisor and School.

4. Click Add New Name. Enter name of the Chapter Advisor.
    - **VIRTUAL EVENT**
      - Select Status: **VIRTUAL CHAPTER RATE**
      - Items: Enter number of virtual participants
      - Submit
      - Double check the registration
      - Enter Check or PO number
        - Email a Copy of the PO to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **October 5, 2021**.
      - Print a copy of your invoice
      - Click CONFIRM
    - **IN-PERSON EVENT**
      - Select Status: **ADVISOR**
      - Click ADD NEW NAME to enter the name of each of your participants.
      - Select Status: **FLC PARTICIPANT (In-Person)**
      - Submit
      - Double check the registration
      - Enter Check or PO number
        - Email a Copy of the PO to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **October 5, 2021**.
      - Print a copy of your invoice
      - Click CONFIRM
    - **BOTH (TO ATTEND IN-PERSON AND VIRTUAL OPTION FOR CHAPTER)**
      - Enter the name of the Chapter Advisor
      - Select Status: **VIRTUAL CHAPTER RATE**
      - Items: Enter number of virtual participants
      - Add Name and enter the students that will be attending in-person.
      - Select Status: **FLC PARTICIPANT (In-Person)**
      - Submit
      - Double check the registration
      - Enter Check or PO number
        - Email a Copy of the PO to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **October 5, 2021**.
      - Print a copy of your invoice
      - Click CONFIRM
5. You may choose to **save and finish** the registration later. Just don't forget to log back on and finish at a later time.
  6. You **MUST** hit the **Submit** button and **Confirm** to complete your registration. Print a copy of your registration for your records. Give **TWO** copies of the invoice to your bookkeeper, one for their records and one to mail with the check. ***A copy of the INVOICE MUST BE SUBMITTED with the payment!***

Space is limited so get your registration done early!

Questions regarding Fall Leadership Rallies registration should be directed to Sarah Kinlund at 575-562-2176 or [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu).

Make checks payable to: **Eastern New Mexico University - CTLP**  
 Send payment to: Attn: Sarah Kinlund – Fall Rallies  
 1500 South Avenue K, ENMU, Station 61  
 Portales, NM 88130.

**\*\* A copy of the invoice MUST be sent with the payment**

**Housing**

A **small block** of rooms is available at the Marriott Pyramid North. You will need to supply a rooming list and form of payment (copy of PO or Credit Card) when you reserve your rooms. Please mention **CTSO Fall Conference** when you call the hotel direct. Do not book online.

### **Meals**

Lunch will be provided to all conference attendees in Albuquerque.

### **Parking**

Parking is Free. Buses will need to park in the SW corner parking lot at the Marriott. All other vehicles can park in the main parking lot.

### **Dress Code**

The dress code for the conference is **Casual**. Keep in mind that these are interactive workshops and you will be required to participate in activities. Wear comfortable shoes (closed toe shoes, **no sandals or flip-flops**, etc.). A CTSO T-shirt or Polo with nice jeans or slacks are preferred. Clothing should be appropriate for a school function, **no tank tops, strapless, shorts or other inappropriate clothing**. Although we are allowing for a casual dress code it is important to remember the professionalism of our organizations.

### **Name Badges**

For security reasons, students and advisors must have their name badges on at all times during the conference.

### **Backpacks**

For safety purposes there will be a zero backpack policy enforced during the Fall Leadership Rally. Please leave your backpacks on the school bus or at home.

### **Insurance**

An insurance policy is carried that covers each person registered for the conference. If you have an illness or injury during the conference please contact the CTLP Staff before you leave the conference.

### **Delegate/Medical Information and Covid-19 Release Forms**

All students attending the Fall Leadership Rallies must complete a Medical Information and Delegate Conduct Form as well as a Covid-19 Release form. Both forms can be found online at <http://nmctso.com/ctlp-events/>. Covid-19 forms must be turned in prior to conference attendance and can be emailed to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu). Medical forms should be with the chapter advisor during the conference.

### **Publicity**

Your chapter and career technical education in general can use good publicity. Use participation in the Fall Rallies to generate some positive publicity. Who's going? Where? When? Why? We look to you to provide advanced stories to your local newspapers and pictures or slides to local television stations. Please share with us what you have sent out to your community.

# 2021 CTSO Fall Leadership Rallies Tentative Agenda

## Student Agenda

9:00 - 9:50 am	Registration Check-in for all Participants
10:00 - 10:50 am	Opening Session
11:00 - 11:50 am	CTSO Workshop
12:00 - 12:50 pm	Lunch (provided)
1:00 - 1:50 pm	Workshop Rotation #1
2:00 - 2:50 pm	Workshop Rotation #2
3:00 - 4:00 pm	Workshop Rotation #3

## Advisor Agenda

9:00 - 9:50 am	Registration Check-in for all Participants
10:00 - 10:50 am	Opening Session
11:00 - 11:50 am	CTSO Networking
12:00 - 12:50 pm	Lunch (provided)
1:00 - 4:00 pm	Advisor Breakout