

# 2023 CTSO Fall Leadership Rallies



**October 23 – Marriott Pyramid North, Albuquerque, NM**

**October 24 – Las Cruces Convention Center, Las Cruces, NM**

**October 25 – Roswell Convention Center, Roswell, NM**

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## REGISTRATION PACKET

**COST -\$40.00 per participant**  
(Includes: Leadership Training, t-shirt and lunch)

## Conference Information

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

## 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. **The registration deadline will be October 2, 2023.** Late registration will be accepted based on availability, will be an additional \$10.00 fee. **NOTE: you will not receive a conference souvenir if you register after this date. Absolutely NO on-site registrations.**

Each school organization will be limited to the number of participants that they may bring. Each advisor will be allowed a **TOTAL OF 10 STUDENT PARTICIPANTS per CTSO.** Please register your chapter officers or top leaders in your chapter. Plan to share your learning experience with the rest of your chapter members. If registration is not full, we will open for additional members.

**Space is limited so get your registration done early!**

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

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

**NOTE:** If you registered last year, you will receive an email with your username and password. If the advisor changed at your school, please notify [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) to reset your school contact information. Please double-check your SPAM folder.

### **Existing Chapter Registration:**

- Click **Conference Registration**. Enter your username and password.
- Submit
- Review and/or update Advisor/Chapter contact information and then move to **Entering Participants.**

### **New Chapter Registrations:**

- Click Conference Registration. Using the “click here” link in the following paragraph:

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

- Follow the instructions on the screen to register
- *Please Note. If you have more than one school in your district, you will need to add them separately,* (ie. Middle School, High School or Post-Secondary),

**OR** if you have 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

- Enter the Advisor/Chapter contact information here. Please note your User Name and Password

### **Entering Participants:**

- Add Name. FIRST REGISTER YOURSELF (Advisor) and any GUESTS. You will also need to register your STATE OFFICER if you have one. Just select State Officer under the status. Add Participant names, add advisor names, and any bus driver/guest.
- T-Shirt size for EACH attendee.
- Status. For proper billing please select the correct status for each person attending the conference. See descriptions below:

Status	Description	Cost
<b>Participant</b>	Attending Fall Leadership Rally (training, lunch, t-shirt)	\$40.00
<b>State Officer</b>	CTSO State Officers ONLY	\$0.00
<b>Guests/Sponsor</b>	Bus Drivers/Guests (Includes Lunch/T-shirt)	\$25.00
<b>Advisor</b>	Attending Fall Leadership Rally (training, lunch, t-shirt)	\$40.00

- Special need. Dietary, accessibility, or other
- Click on the Submit button **after each entry** at the bottom of the page.
- *\*\*If there are any errors they will appear in **RED** at the top of your screen. Please correct any errors and Submit again. \*\**

**Advisors, please select the ITEM button next to your name and enter the TOTAL number of participants (including yourself) and the LOCATION your group will be attending.**

#### **Location #1**

Marriott Pyramid North Hotel  
5151 San Francisco Road NE  
Albuquerque, NM 87109

#### **Location #2**

Las Cruces Convention Center  
680 East University Avenue  
Las Cruces, NM 88001

#### **Location #3**

Roswell Convention Center  
912 Main Street  
Roswell, NM 88201

- You may now Add a New Name, View your Registration, or select Submit if you are finished.
- Please select payment type. Check # or PO #. Email a copy of the PO to [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **October 15, 2023**.
- You may choose to **save and finish** the registration later. Just don't forget to log back on and finish at a later time.
- 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!**

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).

Registration fees include leadership training and workshops for students and advisors, lunch, keynote, and conference souvenir. **No refunds after the October 2<sup>nd</sup> deadline, but you may substitute students.**

**Make checks payable to:**  
 Eastern New Mexico University – CTLP  
 1500 South Avenue K  
 ENMU, Station 6  
 Portales, NM 88130  
 Attn: Sarah Kinlund – Fall Rallies

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

### **Housing**

No block of rooms will be available for any of the locations. If you plan on arriving the day before, you will book your own reservations at the hotel of your choice.

### **Meals**

Lunch will be provided to all paid conference attendees.

### **Parking**

Parking is Free.

Albuquerque Location – Buses will need to park in the SW corner parking lot at the Marriott. All other vehicles can park in the main parking lot.

Las Cruces Location – Las Cruces Convention Center, 680 East University Ave., Las Cruces. Busses may drop off at the Southwest side entrance.

Roswell Convention Center – 912 Main Street, Roswell, NM 88201.

## Dress Code

The dress code for the conference is **Casual but with some restrictions**.

Acceptable: The conference t-shirt, a CTSO t-shirt or Polo with nice jeans (**no holes**) or slacks are required.

NOT Acceptable: NO tank tops, strapless shirts, crop tops, shorts, athletic wear, yoga pants, leggings, or other inappropriate clothing.

Although we are allowing for a casual dress code it is important to remember the professionalism of our organizations. Tucking their t-shirt or polo under to make a “crop top” is **NOT** acceptable. Please make sure that students are wearing their shirts correctly. 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.).

## 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 (0) 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 out 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 Conduct and Medical Information Forms

All students attending the Fall Leadership Rallies must complete a Medical Information and Delegate Conduct Form. This form can be found online at [www.nmctso.com/resources](http://www.nmctso.com/resources). Forms should be with the chapter advisor during the conference.

## 2023 CTSO Fall Leadership Rallies

### Tentative - Student Agenda

8:00 am – 9:30 am	Registration Check-in for all Participants
9:40 am – 10:30 am	Opening Session
10:40 am -11:30 am	Workshop Rotation #1
11:30 am -12:15 pm	Lunch (provided)
12:30 pm -1:20 pm	Workshop Rotation #2
1:30 pm - 2:20 pm	Workshop Rotation #3
3:30 pm – 3:20 pm	Workshop Rotation #4

### Tentative - Advisor Agenda

8:00 am – 9:30 am	Registration Check-in for all Participants
9:40 am – 10:30 am	Opening Session
10:40 am -11:30 am	Advisor Breakout
11:30 am -12:15 pm	Lunch (provided)
1:00 pm – 3:15 pm	Advisor Breakout