

FALL LEADERSHIP RALLIES

OCTOBER 2024



**ALL
IN!**

EVENT DATES

- October 21–Albuquerque, NM
 - Marriott Pyramid
- October 22–Roswell
 - Roswell Convention Center
- October 23–Las Cruces
 - Las Cruces Convention Center





2024

Conference Information

This conference is a statewide professional and leadership development conference open to the following organizations: BPA, DECA, Ed Rising, FCCLA, FFA, 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 your leadership skills, participate in hands-on learning activities, sharpen your competitive knowledge, networking 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. Late registration will be accepted based on availability, will be an additional \$10.00 fee.

NOTE: you will not receive a conference shirt 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 6 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. Please email Christine at christine.phipps@enmu.edu to be put on a waiting list.

Space is limited so get your registration done early!

\$25

per participant
(Includes:
Leadership Training,
T-shirt, & Lunch)

**Registration
Deadline:
October 5**



**Link to
Register:
tinyurl.com/NMFLC**

Registration Directions

- Print



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 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.
- CTSO – Select "Single" if you are just registering your CTSO here. Select "Multiple" if you are registering students from several CTSOs in your school. You will be asked on a per participant basis during the participant registration process what CTSO they belong too.)

The screenshot shows a web browser window with the URL registermychapter.com/ftc/mmy/SchoolInfo.asp?T=4. The page title is "2023 CTSO Fall Leadership Conference" and there is a "[Home]" link. On the left, a sidebar contains buttons for "Conference Registration", "Help", and "Log Out". The main content area is titled "Please enter the following information" and contains a registration form with the following fields:

- Advisor: First Name * (text input), Last Name * (text input)
- School Name * (text input)
- Address 1 (text input)
- Address 2 (text input)
- City (text input), State (text input), Zip (text input)
- Level * (dropdown menu, currently set to "1 - Middle School")
- CTSO * (radio buttons for "Single" and "Multiple", with "Single" selected)
- E-Mail * (dropdown menu with "Please Select" selected, showing options: BPA, DECA, EdRising, FCCLA, FFA, HOSA, SkillsUSA, STAFF, TSA)
- Confirm E-Mail * (text input, with a note "(Please type e-mail address again to confirm)")
- Phone (text input)
- Fax (text input)
- User Name * (text input)
- Password * (text input)
- Confirm Password * (text input)
- Submit (button)

At the bottom of the page, there is a footer with the text "Copyright © 2000- 2024, DLO Enterprises, Inc." and a note: "If you have questions about registration, e-mail acorn.hinkard@azmu.edu".

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 Username and Password



ENTERING PARTICIPANTS



- Add Name. **FIRST REGISTER YOURSELF (Advisor)**. 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. Each person attending MUST be registered!
- T-Shirt size for **EACH** attendee.
- Status. For proper billing please select the correct status for each person attending the conference. See descriptions below:

Participant

Attending Fall Rally
(Training, Shirt, Lunch)
\$25.00

State Officer

CTSO State
Officers ONLY
\$0.00

Guest/Sponsor

Bus Drivers/Guests
(Shirt, Lunch)
\$25.00

Advisor

Attending Fall Rally
(Training, Shirt, Lunch)
\$0.00

- Special needs. Dietary, accessibility, or other.
- Click on the Submit button after each entry at the bottom of the page.

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

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.

**If there are any errors they will appear in RED at the top of your screen. Please correct any errors and Submit again. **

- 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 by **October 15, 2024**.
- You may choose to **save and finish** the registration later. Just don't forget to log back on and finish at a later time.
- **Print a copy of your invoice for your records**. Give TWO copies of the invoice to your bookkeeper, one for their records and one to mail with the check. You MUST hit the Submit button and Confirm to complete your registration.
 - **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.

PAYMENT INFORMATION

Registration fees include leadership training and workshops for students and advisors, lunch, keynote, and conference souvenir.

No refunds after the October 5th 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.**

MORE INFORMATION

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. Rooming In Albuquerque Is available at the Marriott Pyramid for \$159 + Tax.

MEALS

Lunch will be provided for 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.).



MORE INFORMATION

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 & 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. Forms should be with the chapter advisor during the conference.



Tentative Schedule

Tentative - Student Agenda

8:00 am – 8:45 am	Registration Check-in for all Participants
9:00 am – 9:45 am	Opening Session
10:00 am – 10:50 am	Workshop Rotation #1
11:00 am – 11:45 am	Lunch (provided)
12:00 pm – 12:50 pm	Workshop Rotation #2
1:00 pm – 1:50 pm	Workshop Rotation #3
2:00 pm – 2:50 pm	Workshop Rotation #4

Tentative - Advisor Agenda

8:00 am – 8:45 am	Registration Check-in for all Participants
9:00 am – 9:45 am	Opening Session
10:00 am – 11:00 am	Advisor Breakout
11:00 am – 11:45 am	Lunch (provided)
12:00 pm – 2:50 pm	Advisor Breakout

