



## I. PLANNING INFORMATION

### Location:

[Rosen Plaza Hotel](#)  
9700 International Drive  
Orlando, Florida 32819  
1-800-627-8258

### Dates:

January 26-28, 2018

### Conference Attendees:

High school members (**sophomores, juniors and seniors only**) and postsecondary members, advisors and chaperones

### Registration Information:

**\$100.00 per person**

All chapters are required to submit a completed online registration form which is located at <http://data.fldoe.org/register/ffea> by **Friday, December 8, 2017** and full registration payment for the number of individuals registered by **Friday, December 15, 2017**. On-site registration/payment will NOT be permitted except in extreme circumstances and with advance approval from the FFEA State Coordinator.

Payment options include: purchase order (followed by a check), check, money order, or credit card (Visa, MasterCard, American Express, or Discover).

Please make the check or money order payable to the **Florida Education Foundation**. Please email all purchase orders to Cassandra Palelis at [edrecruit@fldoe.org](mailto:edrecruit@fldoe.org). School and district-issued purchase orders are accepted. All purchase orders MUST be followed by a check.

For all payments submitted, please attach a copy of the invoice you will be prompted to print during your registration process. This invoice will also be sent to the email address that you will provide during the online registration process. If you do not receive an email confirming your registration, you should contact Cassandra Palelis at 850-245-0554.

The registration fee does NOT include lodging expenses and transportation to and from the conference.

To reduce the cost of your attendance, the following meals are provided in the registration fee:

- Pizza and Pasta Dinner on Friday, January 26, 2018
- Continental Breakfast on Saturday, January 27, 2018
- All American Lunch Buffet on Saturday, January 27, 2018
- Breakfast Buffet on Sunday, January 28, 2018

The cost of one FFEA Conference T-shirt is included with each registration.

Please send registration invoice and fees to:

FFEA Conference  
Florida Department of Education  
Bureau of Education Recruitment, Development & Retention  
325 West Gaines Street, Room 124  
Tallahassee, Florida 32399-0400

### **Cancellations:**

To cancel an individual registration for the conference (not a hotel reservation), the deadline is **Friday, January 5, 2018**. Cancellations must be made in writing no later than this date in order to receive a refund. There will be no exceptions to this requirement.

### **Substitutions:**

Substitutions are permitted in the event that a registered student(s) is unable to attend the conference. The deadline for substitutions is **Friday, January 12, 2018**. Please forward the name(s) of all individuals who will attend as substitutes so that we may prepare name badges accordingly. If a registrant is unable to attend at the last minute and a substitute cannot be found by **Friday, January 12, 2018**, a request for a refund will not be honored.

## **II. LODGING INFORMATION**

### **Room Rates:**

**\$135.00 per night single/double/triple/quadruple occupancy**

The above rates may be offered for guests arriving three days before and three days after the event depending on availability.

There will be complimentary self-parking for overnight guests, buses and vans over the dates of the conference.

State taxes will not be assessed when payment is made with a school check and a copy of your district's certificate of tax exemption is provided to the hotel. Payments made by personal check or credit card are subject to taxation. **There is a 1% Orange County Convention Center District fund tax that will be applied to all room reservations regardless of tax exempt status.**

**District/School P-Cards should NOT be used to make hotel reservations unless the card can be physically presented on-site at check-in.**

**Reservations:**

Reservations must be made directly to the Rosen Plaza Hotel no later than **Friday, December 15, 2017**. Reservations can be made by calling the hotel at 1-800-627-8258 or online. Advisors will be given the link for online reservations at a later date.

All reservations must be guaranteed with a credit card. Please request the group rate for the **Florida Future Educators of America**. Any reservations requests made after **Friday, December 15, 2017**, will be accepted on a space and rate available basis.

**Cancellations:**

Should you need to cancel your hotel reservation, you must cancel your reservation five days prior to your arrival date. Reservations cancelled within five days prior to arrival will be charged by the hotel, one night's room and tax (this also includes no shows). This first night room and tax charge will not be reimbursed by the department.

**Check-In/Out:**

Guest check-in begins at 3:00 pm. Check-out is 11:00 am.

A valid credit card or cash will be required at check-in. This includes District/School P-Cards that were used to make reservations.

Any request for late check-out must be made with the front desk on the evening/night prior to checkout and, if granted, may be subject to a late checkout fee.

**Lodging Subsidy:**

**THIS IS NOT A REIMBURSEMENT.**

The department will pay the cost of one hotel room per FFEA chapter attending the conference for Friday and Saturday nights. The department will pay the cost of two hotel rooms per Outstanding Chapter Award recipients attending the conference for Friday and Saturday nights. Session attendance and conference participation is mandatory by both chapter advisors and members to have your room cost covered. The department will not pay the cost of additional night(s) stay or additional rooms. Chapters failing to meet the attendance requirement will not be entitled to receive the lodging subsidy. Department staff will monitor compliance with this requirement.

To receive the above hotel subsidy, please indicate the name under which the hotel reservation is made. **Chapter advisors are responsible for making all reservations.** Please email Cassandra Palelis at [EdRecruit@fldoe.org](mailto:EdRecruit@fldoe.org) with the confirmation number of the room that you wish to have covered by the lodging subsidy. The name under which this room is reserved should match the name on the conference registration form.

The department will pay only the room rate for the one room for Friday and Saturday nights. Other incidental guest-room expenses incurred by FFEA conference participants will not be paid by the department and will be the responsibility of the chapter.

Compliance with all district and state travel procedures is required.

### **III. DIRECTIONS TO CONFERENCE SITE**

#### **Directions from Orlando International Airport:**

Follow signs to Orlando Attractions. Take the Beachline Expressway (528 West)-Right. The last exit is International Drive (Exit # 1); make a right turn at the bottom of the exit. The Rosen Plaza Hotel is located approximately one mile on the left.

#### **Directions from Daytona Beach Area:**

Take 1-4 West. Exit at Sand Lake Road (Exit # 74A). Turn left at the light. Go to International Drive (second light) and turn right. The Rosen Plaza Hotel is located on your right, approximately one and a half miles.

#### **Directions from Tampa Area:**

Take 1-4 East. Exit Beachline Expressway (528 East). Take the International Drive Exit (Exit #1). Turn right onto International Drive. The Rosen Plaza Hotel is located on the left, approximately one mile.

#### **Directions from Miami/Ocala Areas:**

Take the Florida Turnpike to 1-4 West (Exit # 259). Go west on 1-4 and exit at Sand Lake Road (Exit #74A). Turn left at light onto Sand Lake Road. Go to International Drive (second light) turn right. The Rosen Plaza Hotel is located on the right, approximately one and a half miles.

**There are two Rosen Properties located on International Drive. The Rosen Plaza is located directly across from Pointe Orlando.**

#### **Online sources for driving directions:**

Please use the websites below to obtain driving directions from your specific location.

[www.maps.google.com](http://www.maps.google.com)

[www.mapquest.com](http://www.mapquest.com)

[www.maps.yahoo.com](http://www.maps.yahoo.com)



#### IV. ADVISOR AND STUDENT INFORMATION

##### Attendance Ratio:

Advisors and adult chaperones must accompany high school chapters and monitor students during all on-site and off-site activities. There may be no more than eight students per chaperone.

Postsecondary chapters are not required to bring chaperones and have no curfew time.

##### Students:

All high school students are required to return to their hotel rooms no later than the curfew time of 12:00 midnight. While away from the hotel, all students should be alert and remain with their group. While in the hotel rooms, all students should be quiet in order to avoid disturbing other hotel guests.

##### Insurance:

Each participant is responsible for his/her own insurance coverage. The department does not obtain insurance coverage for this event. The contact information requested through the registration form is collected solely for the event of an emergency.

## **Attire:**

**Conference attire has been revised for the 2018 Conference.**

Friday: Chapter shirt and jeans or similar attire

Saturday: Business casual attire

Examples: Dresses or skirts with a professional length, khaki pants with polo shirts or similar attire

Sunday: Conference shirt and jeans (or similar pants) are Mandatory

**All students are required to wear their conference T-shirts (provided at registration) on Sunday.**

Not permitted on any day:

- T-shirts that include profanity or promote the use of illegal substances
- Sweat pants, yoga pants and similar casual clothing
- Clothing that exposes cleavage or the midriff, including low-rise jeans
- Skirts or dresses shorter than fingertip length or shorts of any length

Those students who fail to comply will be dismissed from general and concurrent sessions.

## **Session Attendance:**

Chapter advisors and students are required to attend all conference sessions, including general and concurrent sessions and chapter caucuses. Department of Education staff will monitor session attendance. Compliance is required in order to qualify for the lodging subsidy.

## **Name Badges:**

Name badges will be distributed to FFEA chapter advisors during registration. Advisors, students, chaperones and guests will be required to wear their name badges in order to be admitted to conference sessions and meal functions.

## **For More Information:**

Please contact the Bureau of Educator Recruitment, Development and Retention at 850-245-0554 or [edrecruit@fldoe.org](mailto:edrecruit@fldoe.org).

## **V. DEADLINES**

Chapter Display Entry Form:	Friday, November 17, 2017
Inside Our Schools Video and Entry Form:	Friday, November 17, 2017
Learning Challenges Presentation and Entry Form:	Friday, November 17, 2017
Student Lesson Plan and Entry Form:	Friday, November 17, 2017
Student Speech and Entry Form:	Friday, November 17, 2017
Conference Registration:	Friday, December 8, 2017
Hotel Reservations:	Friday, December 15, 2017
State Officer Application:	Friday, December 15, 2017
Conference Registration Fees:	Friday, December 15, 2017
Conference Cancellations:	Friday, January 5, 2018
Conference Substitutions:	Friday, January 12, 2018
Hotel Cancellations:	Five days prior to arrival