



CONFERENCE GUIDE

SEPT. 18 - 22, 2021



SkillsUSA offers advanced training for students and advisors that focuses on professionalism, communication and leadership skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials.

WLTI activities will include:

- Congressional visits.
- Tours of Washington D.C., including monuments.
- Laying of a wreath at the Tomb of the Unknowns.
- Visit to the National Leadership Center.



The National Association of Secondary School Principals has placed this program on the 2021-2022 NASSP List of Approved Contests, Programs, and Activities for Students.

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SkillsUSA FRAMEWORK ESSENTIAL ELEMENTS

SkillsUSA's Washington Leadership Training Institute (WLTI) focuses on developing the following Essential Elements from the SkillsUSA Framework:

PROFESSIONALISM

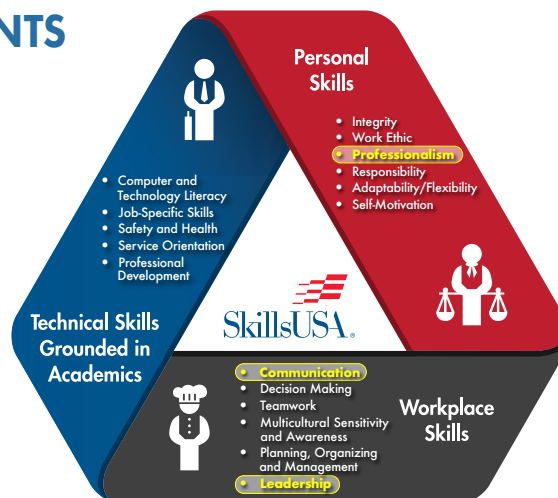
Meeting the behavioral expectations of others.

COMMUNICATION

Sending and receiving clear messages.

LEADERSHIP

Influencing the hearts, minds and actions of others.





TENTATIVE SCHEDULE

This schedule is tentative and could change at any time. All attempts will be made to make final scheduling decisions by Friday, Sept. 3. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices, safety measures and permitting.

SATURDAY, SEPT. 18, 2021

Attire: SkillsUSA business casual

- 2 p.m. - 5 p.m. Conference Registration
Plaza Ballroom Foyer
- 5:15 p.m. Doors open for Opening General Session
Plaza Ballroom
- 5:30 p.m. Opening Dinner & General Session
Plaza Ballroom
- 8:30 p.m. Students: Huddle Group Welcome
Huddle Group Rooms
- 8:45 p.m. Advisors and State Staff: Orientation Meeting
Terrace East & West Room
- 11 p.m. Curfew

SUNDAY, SEPT. 19, 2021

Attire: SkillsUSA business casual and casual for national center

- 7:30 a.m.-5 p.m. SkillsUSA Store and Educational Resources
Plaza Ballroom Foyer
- 7:45 a.m. Breakfast
Plaza Ballroom
- 8:45 a.m. General Session
Plaza Ballroom
- 10 a.m. Advisor Training
Terrace East & West Room
- 10 a.m. Student Training
Huddle Group Rooms
- 12 p.m. Lunch and Legislative Panel Discussion
Plaza Ballroom
- 1:30 p.m. Break
- 1:45 p.m. Advisor Training
Terrace East & West Room
- 1:45 p.m. Student Training
Huddle Group Rooms
- 4 p.m. Break
- 4:30 p.m. Buses depart for the National Leadership Center
Front of Hotel
- 9 p.m. Buses depart for hotel
Front of National Leadership Center
- 11 p.m. Curfew

MONDAY, SEPT. 20, 2021

Attire: SkillsUSA Conference T-Shirt

- 8 a.m. Breakfast
Plaza Ballroom
- 8:45 a.m. General Session
Plaza Ballroom
- 9:15 a.m. State Planning Session
*Rooms as assigned during the
Advisors and State Staff: Orientation Meeting*
- 10:30 a.m. Buses depart for 9/11 Pentagon Memorial*
Front of Hotel
- 11 a.m. Wreath Laying at 9/11 Pentagon Memorial*
Pentagon Memorial
- 12 p.m. Buses depart for downtown D.C.
- 12:30 p.m. D.C. Touring
*States on their own for touring, lunch and dinner
Downtown D.C.*
- 6:30 p.m. Buses depart for Twilight Tour
National Air and Space Museum
- 9:30 p.m. Buses return to hotel
Front of Hotel
- 11 p.m. Curfew

*Pending Public Opening

TUESDAY, SEPT. 21, 2021

Attire: SkillsUSA official attire

- 7:30 a.m. Buses depart hotel
*Breakfast is provided on bus
Bring photo ID for admittance into federal buildings
Front of Hotel*
- 8:15 a.m. Group Capitol Photo & SkillsUSA CTE Rally
Capitol Hill
- 9:45 a.m. Congressional Visits
*Lunch on your own
Capitol Hill*
- 2:50 p.m. Buses depart for Arlington National Cemetery
Back of Capitol
- 4:15 p.m. Wreath Laying at the Tomb of the Unknowns
Arlington National Cemetery
- 5:20 p.m. Buses depart for hotel
Front of Hotel
- 5:45 p.m. Dinner at the hotel upon return
Plaza Ballroom
- 7:00 p.m. Statesman Process
Terrace East & West Room
- 11 p.m. Curfew

WEDNESDAY, SEPT. 22, 2021

Attire: SkillsUSA business casual

- 8:30 a.m. Celebration Breakfast
Plaza Ballroom
- Please plan for flights after 12 p.m. from Reagan National Airport (DCA).



WASHINGTON LEADERSHIP TRAINING INSTITUTE EXPERIENCES

STUDENT TRAINING

Training will focus on the three key Essential Elements of the conference. As a result of participating in WLTl, students will be able to:

- Know, create, and communicate their own CTE story
- Communicate effectively using the POWER formula and other SkillsUSA resources and tools
- Demonstrate their ability to create change through the application of advocacy best practices
- Network with other students from across the country to understand the breadth of career and technical education and SkillsUSA across the nation

ADVISOR TRAINING

Training will focus on how to best advocate for your CTE program as well as how to effectively implement SkillsUSA educational resources.

Note: All advisors should bring a laptop, tablet or other digital device to access digital resources during the training.

CELEBRATION NIGHT AT SKILLSUSA LEADERSHIP CENTER

On Sunday evening, participants will enjoy a celebration dinner at the SkillsUSA National Leadership Center with an opportunity to explore the center.

NIGHTTIME MONUMENT TOUR

This will provide participants a fun evening exploring some of the most prominent monuments and memorials in Washington, D.C. A highlight of the evening will be a powerful reflection delivered by the national officers.

STATE PLANNING SESSION

To ensure your state delegation is prepared for the legislative visits, we provide intentional time and materials during the conference for state associations to meet for planning. Please use this time to ensure your team is prepared for their congressional visits where they will advocate for CTE and SkillsUSA.

TOURING AND EXPLORING D.C.

Conference participants will have time to visit monuments and museums in Washington, D.C. We suggest groups identify in advance some places to visit and things that you want to see or do. Check out this website to begin your tour planning: www.washington.org.

SKILLSUSA PERKINS POWER CTE RALLY

This high-energy event will kick off the day's activities on Capitol Hill. There will be a brief guest speaker and a limited number of rally signs available.

WREATH LAYING AT ARLINGTON NATIONAL CEMETERY

SkillsUSA will honor men and women of the armed forces by laying a wreath during the changing of the guards' ceremony at the Tomb of the Unknowns. Participants are asked to remain respectful at all times while visiting the cemetery.



CONGRESSIONAL APPOINTMENTS

A highlight of WLTI is when students and advisors go to Capitol Hill to visit senators and representatives on Tuesday, Sept. 21, 2021, from 9:45 a.m. -2:30 p.m. (Buses depart at 2:50 p.m.) Please request your congressional appointments early.

To make this process easy, SkillsUSA has placed an editable meeting request letter on the SkillsUSA advocacy web page so you can email appointment requests. To follow up, we also suggest calling the office's scheduler to confirm your appointment.

To edit and email a letter to Congress, visit SkillsUSA Advocate at advocate.skillsusa.org.



BUS INFORMATION

Bus transportation will be provided for all local conference activities. State associations will be assigned to a bus by number. Each motor coach will have a bus captain who will provide instructions, announcements and important information to participants. Further information about state bus assignments will be available once registration has closed.

* State associations with more than 50 participants will need to provide a bus list prior to the conference by Sept. 10, 2021.



REGISTRATION INFORMATION

REGISTRATION DATES

Registration opens on Aug. 2 and closes on Aug. 27 at 8 p.m. ET.

REGISTRATION FEE

The conference registration fee of \$475 applies to SkillsUSA members, advisors and chaperones and includes conference activities, local transportation, training materials, conference notebook and some meals.

Note: Payment in full by the state office is required to participate. If payment is not received in advance, then payment or proof of payment will be required upon arrival at registration.

REGISTRATION PROCESS

Access SkillsUSA Register at register.skillsusa.org. Then, choose "Washington Leadership Training Institute" as the default event.

Default Event:

Washington Leadership Training Institute

Verify Payment Details and Optional Products

Payment Details – Verify the information is current if using the system invoices for billing schools.

- Click tab; *State Director>Edit>Event Details*
- Click the blue tab, *Natl. Event>Edit* next to WLTl event.
- Review payment details and update if applicable (Information that appears here is from 2019).
- Check the box Invoice on Submit if you plan to use Register for invoicing schools. (Only a checked box will generate an invoice)
- Click the **SAVE** button.

Optional Products – Use this for optional items (state T-shirts, hotel add-on fees or other products you would like to offer)

- Click tab; *State Director>Edit>Event Details*.
- Click the blue tab, *Products*.
- Verify products added under Event for WLTl are current. Click *Edit* to update or un-check active box if not offering this year. To add a product, click the link *Add New* at bottom of screen.

Verify State Add-on Fee – All fees from previous year have been defaulted to \$0.

- On the Home page, click the State Office Icon
- Click *Edit* and locate the boxes *NLSC/ WLTl Fee Stu* and *NLSC/ WLTl Fee Pro*. Type in your state add-on fee for both students and professionals (Advisors). The fees typed here will be in addition to the national fee of \$475.
- Click the link at the bottom; **Update**.



T-shirt Size

The show T-shirt Size has been enabled for all states where the question requiring a T-shirt size will appear in the registration process. Please do not change this to an in-active status. Only attendees with T-shirt sizes will receive one at WLTl.

Adding Registrants

- Click tab; *Conference>My Registrations*
- Select *Washington Leadership Training Institute* in the Filter Event if not the default.
- Click button "Lookup Previous Regs" to quickly locate and register names that have attended past events or click "Add New Registrant" to register new attendees.

State Staff – New Registrant Type

Remember to register all state staff attending! Use the new registrant type *State Staff* to register these attendees.

Conference Liability and Release Form

- On the My Registrations screen, click button "Batch Print" for the automated forms created from the records.
- For a blank form click tab, *Conference>Conference Liability and Release Form*.

DISABILITIES AND DIETARY RESTRICTIONS

If a registrant has a disability that meets criteria of ADA or dietary restrictions, click "YES" in the box and provide a description on the registration form so SkillsUSA can provide accommodations, special assistance, alternate meals or other support as needed.

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA).	<input type="checkbox"/> YES Describe:
Check YES if participant has dietary restrictions:	<input type="checkbox"/> YES Describe:

PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 27, 2021.

Note: In the unlikely event that the in-person conference isn't possible, a virtual alternative may be offered in exchanged for the registration fee.



COVID-19 HEALTH & SAFETY WAIVER

SkillsUSA's 2021 Washington Leadership Training Institute is being offered in-person in Alexandria, Va. and the surrounding areas pursuant to local government orders permitting such gatherings at this time. SkillsUSA requires all attendees and staff to comply with safety precautions specified in the federal, state and local governments, as well as CDC guidelines. Any person disclosing or exhibiting symptoms of COVID-19, or knowingly exposed to the disease, will be refused admittance to the in-person event. Any person refusing to comply with required safety protocols will be required to leave the 2021 WLTI at their own expense. Completing registration and attending indicates your acknowledgment and acceptance to the following terms and conditions:

- I will not travel/attend if I knowingly have been exposed to anyone testing positive or presenting symptoms of COVID-19 (based on CDC Guidance).
- I will not travel/attend if I have myself tested positive or presented any of the symptoms of COVID-19 listed below. I will not enter the WLTI conference area if I am experiencing any signs or symptoms of COVID-19. I acknowledge that common symptoms of COVID-19 include:
 - Fever (temperature of 100.4 F or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- I will immediately isolate myself and leave the WLTI conference area and notify National SkillsUSA Staff if I, or someone I have been in close contact with, is exposed to COVID-19, exhibits COVID-19 symptoms, or receives a positive COVID-19 test result.
- I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at the WLTI, including adhering to CDC-guidance and applicable state and local requirements related to the wearing of face masks and maintaining appropriate social distance.
- While in attendance at the WLTI, I will make every effort to always maintain CDC-recommended hygiene procedures, including following the guidelines of frequent hand washing (or suitable hand sanitizer), avoid touching my eyes, nose, and mouth in public places and covering coughs or sneezes with a tissue or inside my elbow.

ASSUMPTION OF RISK

The COVID-19 virus continues to spread from person-to-person contact and other means, and people reportedly can spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. Therefore, if you choose to participate in the in-person WLTI, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. In exchange for being allowed to participate in the in-person WLTI, I hereby choose to accept the risk of contracting COVID-19 for myself, peers, or my family.

WAIVER OF LAWSUIT/LIABILITY

I hereby forever release and waive my right to bring suit against SkillsUSA and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in-person WLTI. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based upon claims of negligence.

Submitting WLTI registration and attending the Washington Leadership Training Institute 2021 indicates your agreement to the above COVID-19 Health & Safety Expectations.



HOTEL INFORMATION

HILTON ALEXANDRIA MARK CENTER | 5000 Seminary Road, Alexandria, VA 22311

RESERVATION DEADLINE

Hotel reservation deadline is Aug. 27, 2021.

HOTEL ROOM RATES

Rooms are subject to availability in the SkillsUSA WLTi block. Once the confirmed conference room block is full, room rates may increase.

\$161/Night*

*Hotel room rates are per room per night, plus applicable tax, which is currently 14.5%, and an occupancy tax of \$1.25.

RESERVATION PROCESS

[Click Here to Make Reservations](#)

<https://book.passkey.com/event/50180418/owner/10925932/landing>

The passkey site will allow up to 20 rooms reservations at a time. Reservation can also be made using the rooming list template found at bit.ly/wlti21rooming. Complete and return to the contact as directed in the workbook.

The cutoff date reserve room within the block is Aug. 27, 2021.

PAYMENT

If paying by credit card, please use the passkey site or contact the hotel directly using the contact below.

If paying by check, guest pre-payment by check must be received by the hotel 10 business days prior to arrival.

Any reservations without receipt of payment will be canceled.

For further assistance with reservations or payment, please contact Michael Hitti at mhitti@hiltonalexandriamc.com.

HOTEL SHUTTLE

The Hilton Alexandria Mark Center provides a complimentary shuttle from Ronald Reagan Washington National Airport to the hotel. Shuttle capacity is limited, and larger groups may want to consider other methods of transportation to the hotel. In order to ensure adequate capacity, please complete this Shuttle Request form no later than Aug. 27.

[Shuttle Request Form](#)

<http://bit.ly/WLTitransportation>



SCHOLARSHIP

ROBERT FLINT LEADERSHIP DEVELOPMENT SCHOLARSHIP

The SkillsUSA Student Leadership Development Scholarship was established with financial support from Robert L. Flint, former Caterpillar executive and SkillsUSA board president. The scholarship provides financial support for a total of four students who are recognized for having strong leadership potential and who would greatly benefit from national leadership training but do not have the sufficient resources to participate in the Washington Leadership Training Institute (WLTI).

State SkillsUSA directors should solicit the lead chapter advisor for nominations, and then choose one nominee's application to submit to the SkillsUSA headquarters. Once nomination applications are received, a panel of SkillsUSA staff and leadership trainers will evaluate the applications and select the top candidates. Each WLTI scholarship is for \$800 and is provided to cover expenses for attendees.

The deadline for applications is midnight ET on Aug. 13, 2021. Only state directors may submit applications for scholarship candidates. Each state association, including both high school and college/postsecondary in applicable states, may submit one application online here:

WLTI Scholarship Application

<https://skillsusa.wufoo.com/forms/student-leadership-development-scholarship-wlti/>



POST-CONFERENCE

CONFERENCE EVALUATIONS

Following WLTi, state directors and advisors will receive a request to complete an online conference evaluation via SkillsUSA Absorb. These evaluations are vitally important to our continuous improvement process. Please complete the survey and provide valuable feedback.

PRESS RELEASE

To highlight students' experience at WLTi and share news about the conference at the state and local levels, a customizable press release will be provided through SkillsUSA Advocate at advocate.skillsusa.org to help tell about the impact your participants made while in D.C. Please send this press release to your local news media along with a photo of your group.

WLTi GROUP PHOTO

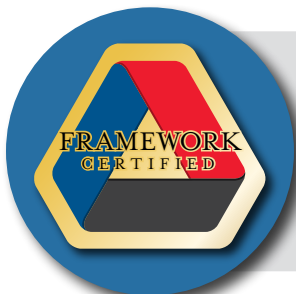
The WLTi official conference group photo, along with daily photos and videos, will be posted on the WLTi conference page at: wlti.skillsusa.org The high-resolution photos can be downloaded, printed or emailed at your convenience.





REQUIRED PRE-WORK ASSIGNMENTS FOR ALL ATTENDEES

The following pre-work assignments must be submitted by **Friday, Sept. 10, 2021**, through SkillsUSA Absorb (absorb.skillsusa.org).



SKILLSUSA FRAMEWORK CERTIFICATION

In this certification experience, you'll complete a series of learning events that can lead to you achieving the SkillsUSA Framework Certification. During your certification work, you'll learn about SkillsUSA and how it ensures the development of world-class workers, leaders, and responsible American citizens through the SkillsUSA Framework.



CTE KNOWLEDGE CERTIFICATION

In this certification experience, you'll complete a series of learning events that can lead to you achieving the SkillsUSA CTE Knowledge Certification. During your certification work, you'll learn how SkillsUSA and career and technical education are solutions to the world's skills gap.



COMMUNICATING WITH AUTHENTICITY AND INTEGRITY IN INFORMAL SITUATIONS

During this short course, you'll discover how to succeed in informal communication settings by developing your skills to listen actively, relate to your audience, demonstrate that you care about others, create mutual understanding and speak honestly. After you complete the course, you'll be prepared to engage in meaningful, authentic, integrity-filled communication while delivering messages and building relationships with others.





ADDITIONAL ASSIGNMENTS TO EARN SKILLSUSA NATIONAL STATESMAN

The SkillsUSA National Statesman Award is presented to members who demonstrate SkillsUSA knowledge and civic awareness, along with an understanding of the SkillsUSA Framework and how to articulate their personal experience in career and technical education (CTE). This award is only available to members who participate in the Washington Leadership Training Institute (WLTi).

The SkillsUSA National Statesman requirements add up to 60 possible points. To receive this award, a member must receive a minimum of 40 points. Students, advisors, and state directors seeking to achieve this award, must complete the required pre-work assignments above to be eligible. Award recipients will be honored during the WLTi Closing Banquet on Wednesday, Sept. 22, 2021.

PRE-WORK | INFORMATIONAL INTERVIEW *(Possible 20 pts)*

Understanding the local impact of CTE and Perkins funding is critical when advocating with legislative leaders. Ask your SkillsUSA advisor to identify the appropriate person at your school or campus to help in answering questions about the impact of Perkins funding. Most commonly this is a school administrator. Reach out to that person and request a 20-minute meeting or phone call to discuss the questions outlined. Schools with multiple students attending WLTi should work together. Schedule one appointment, and all attendees should be present for the interview.

Start the meeting by providing your name, training program and that you are attending the SkillsUSA Washington Leadership Training Institute, where you will learn professionalism, communication and leadership skills while advocating for career and technical education and SkillsUSA. Ask all the questions listed and take notes while the person is responding. Be sure to thank the interviewee for his or her time. After the interview, summarize all responses, and save the document to be submitted as a pre-work assignment. Before the meeting, print and review the Information Interview Questionnaire:

Informational Interview Questionnaire

bit.ly/wlti21interview

All pre-work assignments must be submitted online by Friday, Sept. 10, 2021. The pre-work assignments can be completed within the WLTi course in SkillsUSA Absorb. Once your pre-work is submitted, you will receive a confirmation within Absorb.

ON-SITE | SKILLSUSA KNOWLEDGE AND CIVIC AWARENESS TEST *(Possible 20 points)*

Knowing about SkillsUSA is critical in being a leader within our organization. As a way to assess your organization knowledge and civic awareness, you will have the opportunity to take a multiple-choice test during the conference via SkillsUSA Absorb. The test may cover the following information:

SkillsUSA Knowledge

- SkillsUSA Motto.
- SkillsUSA Theme 2021-22.
- Creed.
- SkillsUSA colors.
- Program of Work.
- SkillsUSA Framework.
- Executive director and their role.
- Board of Directors and its role.

Civic Awareness and Carl D. Perkins Act

- First Amendment rights.
- Branches of the federal government.
- Number of senators and representatives and how they are selected.
- Name of the Secretary of Education and the role of the U.S. Department of Education.
- Carl D. Perkins Vocational and Technical Education Act.

ON-SITE | INTERVIEW *(Possible 20 points)*

Preparing for congressional visits is important to ensure that all members represent SkillsUSA and CTE to the best of their abilities. During WLTi, you will have the opportunity to have a personal interview with a SkillsUSA national staff member, state association director, state advisor, SkillsUSA board member or another individual.

Interview questions will be based on the preparation you have done throughout WLTi for your congressional visits and the information learned during your training sessions. The interview will include questions about CTE, the skills gap, SkillsUSA and your personal experiences. Interviewers will evaluate members based on a rubric and provide you with a score and feedback.



FREQUENTLY ASKED QUESTIONS

What are the COVID safety precautions?

The health and safety of our members and conference participants is SkillsUSA's highest priority. We will adhere to the latest CDC guidance at the time of the conference and specific updates as we get closer to conference will be provided to participants. All participants must acknowledge and agree to the Conference Registration, Personal and Liability Release Form in addition to the WLTI COVID Waiver. There have been modifications made to the conference curriculum and engagement plan to minimize group touchpoints for participants.

Will Multicultural Sensitivity and Awareness be an Essential Element of focus this year?

The 2021 Washington Leadership Training Institute will incorporate and assess competencies of the SkillsUSA Framework Essential Elements of Leadership, Communication, and Professionalism. Among other Essential Elements, we have intentionally incorporated Multicultural Sensitivity and Awareness as it relates to advocating for Career and Technical Education in preparation to transition Multicultural Sensitivity and Awareness as an Essential Element of focus where growth will be measurable in 2022.

Is the schedule finalized?

The schedule posted in this guide is tentative and subject to change. However, we will make every attempt to make final scheduling decisions by Friday, Sept. 3. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices as well as permitting.

Are advocacy meetings being planned in-person?

At this time, the published schedule includes advocacy visits being in-person based on information provided by congressional offices with anticipated full re-openings by September. Currently, in-person visits are scheduled at the discretion of individual offices due to security measures.

What if my state decides to only make virtual meetings?

Transportation will be provided back to the hotel after the CTE Rally and meeting rooms will be available for state association use. More information will come on this after Sept. 3.

How should I plan my meetings now?

SkillsUSA Advocate (advocate.skillsusa.org) currently includes a template requesting an in-person meeting with acknowledgment that there may need to be a transition to a virtual meeting.

Will professional development be offered this year for advisors and state staff?

Yes, professional development will be offered for both advisors and state directors this year, including an emphasized focus on what your students are experiencing to ensure success during advocacy meetings.

Can three or four members room together?

This is left to the discretion of the state association, school district and participant discretion. There are no occupancy restrictions in place by the hotel.

What happens if we decide to cancel our registration and hotels, but the conference is still scheduled?

You have until Friday, Aug. 26 at 8 p.m. ET to cancel your conference registration and any hotel reservations to receive a refund. Unfortunately, refunds after this date are not possible due to expenses that will be incurred immediately upon the conclusion of the registration period.

What happens if the conference is canceled due to COVID?

The safety and health of our members and conference participants remain our top priority, so if it is unsafe to conduct the conference in an in-person manner or if mass-gatherings are limited, we will explore opportunities to continue the experience virtually or with limited capacity.



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Customer Care
844-875-4557
customercare@skillsusa.org

*In keeping with a tradition of respect for the individuality of
our members and our role in workforce development,
SkillsUSA strives to ensure inclusive participation in all of our
programs, partnerships and employment opportunities.*