



I. PLANNING INFORMATION

Location:

Rosen Centre Hotel

9840 International Drive
Orlando, Florida 32819
Phone (407) 996-9840
Fax (407) 996-2659

Dates:

February 6-8, 2015

Conference Attendees:

High school and postsecondary members, advisors and chaperones

Registration Information:

\$95.00 per person

All chapters are required to submit a completed online registration form found at <http://data.fldoe.org/register/ffea> by **Friday, December 12, 2014** and full registration payment for the number of individuals registered by **Friday, December 19, 2014**. 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 fax all purchase orders to FFEA Conference at 850-245-0543. 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 that 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 the Bureau of Educator Recruitment, Development and Retention at 850-245-0435.

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:

- Light Pizza and Pasta Dinner on Friday, February 6, 2015
- Continental Breakfast on Saturday, February 7, 2015
- All American Lunch Buffet on Saturday, February 7, 2015
- Breakfast Buffet on Sunday, February 8, 2015

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

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 9, 2015**. 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 9, 2015**. 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 9, 2015, a request for a refund will not be honored.

II. LODGING INFORMATION

Room Rates:

\$123.00 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 Centre Hotel no later than Friday, **December 12, 2014**. Reservations can be made by calling the hotel at 1-800-204-7234 or online at <https://bookings.ihotelier.com/bookings.jsp?groupID=1280713&hotelID=2018>. 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 12, 2014 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 checkout 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 Abbey.Stewart@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 Tallahassee or Gainesville:

- Take the Florida Turnpike to I-4 West exit.
- Going West on I-4 take Exit 72 (Beeline Expwy-SR528).
- Take the first exit (International Dr. and SeaWorld).
- At the bottom of the exit turn right onto International Drive.
- The Rosen Centre Hotel is about 1/4 mile on the left, just before the Convention Center.

Directions coming from Daytona Beach or Orlando Heading West on I-4:

- Going West on I-4 take Exit 72 (Beeline Expwy-SR528).
- Take the first exit (International Dr. and SeaWorld).
- At the bottom of the exit, turn right on International Drive.
- The Rosen Centre Hotel is about 1/4 mile on the left, just before the Convention Center.

Directions coming from Tampa heading East on I-4:

- Take I-4 east to Exit 72, (Beeline Expwy-SR528) (also the International Airport Exit).
- Once on State Route 528, take the first exit (International Drive SeaWorld Exit).
- Bear right on International Drive.
- The Rosen Centre Hotel is about 1/4 mile on the left.

Directions from the Airport to the Hotel:

- Take the north exit from the airport.
- Take State Route 528 West (the Beeline Expressway).
- Take the International Drive/SeaWorld exit from the Beeline.
- At the end of the exit ramp, bear right on International Drive.
- The Rosen Centre Hotel is about a 1/4 mile on the left.

Directions From Miami, Fort Lauderdale:

- Take the Florida Turnpike to I-4 West exit 259
- Take I-4 West to Exit 259, Beeline Exp-SR528.
- Take the first exit (International Dr. and SeaWorld).
- At the bottom of the exit, bear right on International Drive.
- The Rosen Centre Hotel is about 1/4 mile on the left, just before the Convention Center.

Online sources for driving directions:

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

www.maps.google.com

www.mapquest.com

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:

All students are required to wear their conference T-shirt (provided at registration) on Saturday.

On Friday and Sunday, acceptable conference attire includes dresses, skirts (no shorter than fingertips), pants or jeans, long-sleeved dress shirts, T-shirts including, but not limited to, state or chapter FFEA T-shirts, and high school or university/college T-shirts.

Not permitted:

- Shorts
- T-shirts that include profanity or promote the use of illegal substances
- Sweat suits and similar casual clothing
- Clothing that exposes cleavage or the midriff, including low-rise jeans

Those students who fail to comply will be dismissed from general and concurrent sessions. Student compliance with the dress code throughout the conference will be considered in identifying winners of the Chapter Spirit Award.

A student participating in the speech competition may opt to wear professional attire rather than the conference T-shirt on Saturday.

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 to compete in the Chapter Spirit competition and to qualify for the lodging requirement.

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 850-245-0435 or Abbey.Stewart@fldoe.org.

V. DEADLINES

Chapter PSA and Entry Form:	Friday, November 21, 2014
Chapter Display Entry Form:	Friday, November 21, 2014
Student Essay and Entry Form:	Friday, November 21, 2014
Student Speech Entry Form:	Friday, November 21, 2014
Conference Registration:	Friday, December 12, 2014
Hotel Reservations:	Friday, December 12, 2014
Conference Registration Fees:	Friday, December 19, 2014
Conference Cancellations:	Friday, January 9, 2015
Conference Substitutions:	Friday, January 9, 2015
State Officer Application:	Friday, January 9, 2015
Hotel Cancellations:	Five days prior to arrival