



**SEPT. 23-27, 2023**  
**WASHINGTON, D.C.**

**OPEN TO ALL STUDENTS**

**TEXAS CONFERENCE GUIDE**



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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.
- Evening activities.

## SKILLSUSA FRAMEWORK ESSENTIAL ELEMENTS

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

### PROFESSIONALISM

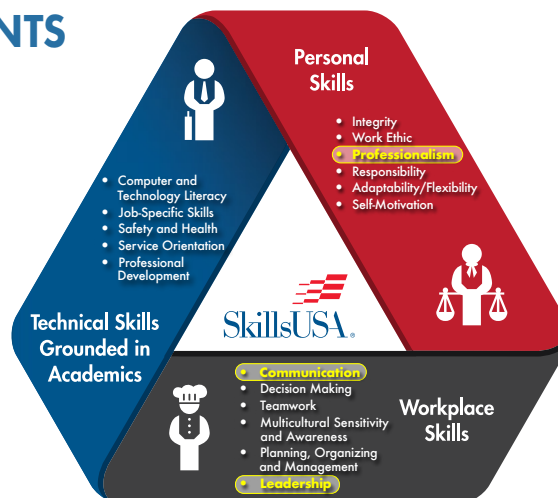
*Meeting the behavioral expectations of others.*

### 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 Sept. 1. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices, safety measures and permitting.

### Texas Tours

#### FRIDAY, SEPT. 22, 2023 - 6 Night Package

Attire: State Conference T Shirt

7am-7pm Gettysburg, Breakfast, lunch and dinner provided

#### SATURDAY, SEPT. 23, 2023 - 6 Night Package

Attire: WLTI TX Shirt-provided

7am-4pm Mount Vernon Tours, Breakfast and lunch provided

### SATURDAY, SEPT. 23, 2023

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 and 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. 24, 2023

Attire: SkillsUSA business casual (*district or state officer polos*) and casual for twilight tour

- 7:30 a.m.-4 p.m. SkillsUSA Store and Educational Resources  
*Plaza Ballroom Foyer*
- 7:45 a.m. Breakfast  
*Plaza Ballroom*
- 8:30 a.m. General Session  
*Plaza Ballroom*
- 9:30 a.m. Student Training  
*Huddle Group Rooms*
- 9:30 a.m. Advisor and State Director Training  
*Terrace East & West Room*
- 12 p.m. Lunch and Advocacy 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*

5 p.m. Dinner

6:30 p.m. Buses depart for Twilight Tour (Casual)  
*Front of Hotel*

10 p.m. Buses depart for hotel  
*From Twilight Tour*

11 p.m. Curfew

### MONDAY, SEPT. 25, 2023

Attire: SkillsUSA conference T-Shirt, provided

8 a.m. Breakfast  
*Plaza Ballroom*

8:45 a.m. General Session  
*Plaza Ballroom*

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.*

3 p.m. Buses begin departing for hotel (on rotation)  
*Air & Space Museum*

7 p.m. Last bus departs for hotel  
*Air & Space Museum*

7:30 p.m. Statesman Interview Process  
*Lower Level of Hotel*

11 p.m. Curfew





## TENTATIVE SCHEDULE (CONT.)

### TUESDAY, SEPT. 26, 2023

*Attire: SkillsUSA official attire*

- 8 a.m. Buses depart for Capitol Hill  
*Front of Hotel (Breakfast served on bus)*
- 8:45 a.m. Group Photo on Capitol Hill  
*Front of Capitol*
- 9 a.m. Congressional Visits  
*Lunch on your own  
Capitol Hill*
- 2 p.m. Buses depart for Arlington National Cemetery  
*Front of Capital Hill*
- 3:15 p.m. Wreath Laying at the Tomb of the Unknowns  
*Arlington National Cemetery*
- 4:20 p.m. Buses depart for hotel  
*Front of Hotel*
- 6:30 p.m. Celebration Dinner  
*Plaza Ballroom*
- 11 p.m. Curfew

### WEDNESDAY, SEPT. 27, 2023

*Attire: appropriate casual*

Travel home safely!





## 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 POWERR 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.

### 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](http://www.washington.org).

### 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. 26, 2023, from 9 a.m. - 2 p.m. (Buses depart at 2 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](https://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.

Texas bus information for Friday and Saturday 6 night package tours will be released after registration closes.



## REGISTRATION INFORMATION

### REGISTRATION DATES

Registration opens Aug. 1 and closes on Aug. 23 at 5:59 p.m.

### REGISTRATION FEE

The conference registration fee of \$750 is included in the package prices below and applies to SkillsUSA members, advisors and chaperones and includes conference activities, local transportation, training materials, conference notebook and some meals. Attendees should be prepared to pay for meals not included on agenda. SkillsUSA Texas offers an extended conference for those that wish to participate. The following are registration pricing, not including transportation to Washington DC

### REGISTRATION PROCESS

#### 4 NIGHT PACKAGE

All training sessions, souvenir shirt, awards, participant notebook, conference materials, bus transportation (touring Washington, National Leadership Center and Reagan airport shuttle), and seven meals at the hotel. Sat dinner, Sun breakfast, lunch, dinner, Mon breakfast, Tues breakfast, and dinner.

Arrive Sat, Sept 23rd before 4pm. Depart Wed, Sept 27 anytime. Price is per person for the conference.

Select rooming in Optional Fees in registration for each registrant, below is total cost, hotel and registration:

Single \$1,620.00	Double \$1,198.00
Triple \$1,050.00	Quad \$979.00

#### 6 NIGHT TEXAS ONLY PACKAGE

6 night package (Texas Only): All of the above plus 2 additional nights at the hotel, entry fees to Gettysburg National Park with tour guide, Mt Vernon entry tickets and tour with transportation to each. Extra meals included: Fri Breakfast, lunch and dinner, Sat breakfast and lunch. Hotel shuttle not offered for Thursday arrival. Arrive Thurs, Sept 21st after 2pm. Depart Wed, Sept 27th anytime. Price is per person for the extended stay conference.

Select in rooming in Optional Fees in registration for each registrant, below is total cost, hotel and registration :

Single \$2,325.00	Double \$1,690.00
Triple \$1,480.00	Quad \$1,380.00

### PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 24.



### T-shirt Size

The question requiring a T-shirt size will appear in the registration process. Only attendees with T-shirt sizes will receive one at WLT. Select sizing based on unisex style.

### 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.
- Under Optional Fees:
  - o Add hotel rooms for 4 or 6 nights per person
  - o If you are doing Texas Tours choose 6 night hotel room option
  - o If you are doing 6 night hotel you must add the TX Tours package=\$290
  - o Be sure to include roommates names if you are requesting specific rooming.
- If you are registering a state officer, or a student that applied for the Texas Scholarship please contact [stephanie@skillsusatx.org](mailto:stephanie@skillsusatx.org) BEFORE you submit your registration. Once you get an invoice after hitting submit any changes needed must be made through Amy or Stephanie not the national office.

### 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*.

### SPECIAL ACCOMMODATIONS 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:	<input type="text"/>
Check YES if participant has dietary restrictions:	<input type="checkbox"/> YES Describe:	<input type="text"/>





## HOTEL INFORMATION

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

### RESERVATION DEADLINE

Hotel reservation deadline is Aug. 2H

### 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. The state office will make your reservations based on registration.

**\$184/Night\***

*\*Hotel room rates are per room per night, plus applicable tax, which is currently 15.5%, and an occupancy tax of \$1.25. Tax subject to change.*

### HOTEL SHUTTLE

Limited complimentary transportation will be provided between Reagan National Airport (DCA) and the Hilton Alexandria Mark Center on Saturday, Sept. 23 and Wednesday, Sept. 27. Seats will be assigned based on a first come first serve basis. Please complete the shuttle request form below.

**Saturday, Sept. 23**

Rotating Service: 11 a.m. – 4 p.m.

**Wednesday, Sept. 27**

Rotating Service: 8:30 a.m. – 2:30 p.m.

**Shuttle Request Form**

<https://bit.ly/WLTishuttle>





## WLTI SCHOLARSHIPS

The Texas \$500 Scholarship application is due not later than Aug. 23, 2023 in order for funds to be applied to your registration invoice. See our web page for application.

<https://skillsusatx.org/events/washington-leadership-training-institute/>

Each applicant should be on their own invoice, please contact Amy or Stephanie for assistance. 903-887-4013



## POST-CONFERENCE

### CONFERENCE EVALUATIONS

Following WLTI, state directors and advisors will receive a request to complete an online conference evaluation. 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](http://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](http://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 Thursday, Sept. 21 through SkillsUSA Absorb ([absorb.skillsusa.org](https://absorb.skillsusa.org)). Participants will be uploaded into SkillsUSA Absorb on Thursday, Aug. 31. If participants have completed these modules before, they MUST be registered with the same email address to receive credit for previous activity.



### 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

**ALL STATESMAN ASSIGNMENTS MUST BE SUBMITTED BY SEPT. 21**

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 Celebration Dinner on Tuesday, Sept. 26, 2023.

### **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](https://bit.ly/wlti-interview-guide)**  
**[bit.ly/wlti-interview-guide](https://bit.ly/wlti-interview-guide)**

### **PRE-WORK | 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 pre-conference via SkillsUSA Absorb. The test may cover the following information:

#### **SkillsUSA Knowledge**

- SkillsUSA Motto
- SkillsUSA Theme 2023-24
- 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.

All pre-work assignments must be submitted online by Sept. 21. 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.



## FREQUENTLY ASKED QUESTIONS

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

The 2023 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 .

### ***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 the finalized schedule date. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices as well as permitting.

### ***How should I plan my meetings now?***

SkillsUSA Advocate ([advocate.skillsusa.org](https://advocate.skillsusa.org)) currently includes a template requesting an in-person 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 if we decide to cancel our registration and hotel rooms?***

You have until Aug. 24 at 11:59 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.



Customer Care  
844-875-4557  
[customercare@skillsusa.org](mailto: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.*

*SkillsUSA Texas*  
903-887-4013