



PARLIAMENTARY PROCEDURE



TIME	PLACE	IMPORTANT INFORMATION AND DETAILS
STAR EVENTS PARTICIPANT <u>REGISTRATION</u>		
<p>Sunday, July 10</p> <p>5:00-6:00 p.m. Registration (Registration will end promptly at 6:00 p.m.)</p>	<p>Marriott Marquis Ballroom Center</p> <p>(Space available for participants only)</p>	<p>This Registration Session is MANDATORY and requires your attendance. BE ON TIME! <u>All individual/team participant(s)</u> must attend. Any individual or complete team who does not attend or who is not registered by 6:00 p.m. will not receive the five registration points.</p> <p>You will be required to sign in. At sign in, each individual/team will receive registration materials that will inform you of your event participation time and event room location.</p> <p>If you are late or miss the participant registration, you will not receive the five registration points. There are NO exceptions! Plan your travel time carefully, and allow for AT LEAST 1 Hour Walking distance between hotels and to your event location.</p>
STAR EVENTS <u>ORIENTATION/KNOWLEDGE TEST SESSION</u>		
<p>Sunday, July 10</p> <p>Orientation / FCCLA Parliamentary Procedure Knowledge Test To immediately follow Registration (<i>will run no later than 7:00 p.m.</i>)</p>	<p>Marriott Marquis Ballroom Center</p> <p>(Space available for participants only)</p>	<p>The Lead Consultant will answer questions concerning the STAR Events participants' responsibilities, event schedule, evaluation procedures, and recognition session details. Orientation is the only time for participants to ask questions and to gain clarification on issues concerning their event. Attendance is REQUIRED. If you choose not to attend, you will not receive points for the Parliamentary Procedure Knowledge Test.</p> <p>Participants will be given 30 minutes to complete the test. Exceptions will only be made for those who specify special needs with FCCLA National Headquarters prior to the National Leadership Conference.</p>
STAR EVENTS <u>PARTICIPATION</u>		
<p>Wednesday, July 13</p> <p>8:00 a.m. – 4:00 p.m.</p>	<p>Hilton</p> <p>Competition Rooms Manhattan Redondo Palos Verdes A Palos Verdes B Huntington B Huntington C</p> <p>Planning Room Huntington A</p>	<p>Specific time and room assignments will be given during registration; look at the time schedule the individual/team receives at STAR Events Registration.</p> <p>If you are late for your event, you may miss your opportunity to compete in the event! Plan your travel time carefully, allow for AT LEAST 1 Hour Walking distance between hotels and to your event location. Arrive at least 30 minutes before your scheduled time to locate your event room and check in with the room consultant.</p> <p>Bring all required materials and submit them to the room consultant at your scheduled participation time. Check event rules for exact specifications. Be sure to hand-carry these materials with you. No allowances will be made for lost luggage, shipments, or delays in checking into hotel facilities; keep materials in your possession.</p>

STAR EVENTS **RECOGNITION** SESSION

<p>Thursday, July 14 Central and North Atlantic Regions</p> <p>Seating 7:00-7:30 a.m.</p> <p>Recognition 7:30-9:30 a.m.</p> <p>Southern Region</p> <p>Seating 9:30-10:00 a.m.</p> <p>Recognition 10:00-11:30 a.m.</p> <p>Pacific Region</p> <p>Seating 11:30-12 Noon</p> <p>Recognition 12 Noon-1:00 p.m.</p>	<p>Anaheim Convention Center Arena</p>	<p>Seating for your event will begin 30 minutes before the scheduled session time. Arrive on time so the session can begin on time! <i>Time listed is when you need to arrive.</i> The official photographer will take individual pictures off-stage following your medal presentation. You will not be allowed to stop on stage for photographs during the sessions.</p>
--	--	--

BEFORE YOU COME TO NATIONAL LEADERSHIP CONFERENCE:

Read the event rules carefully and thoroughly!

Your successful participation depends largely on following the rules and procedures for the event found in the *2010-2011 STAR Events Manual, 6th Edition*. **Some states follow alternative rules at the state level; these will not be accepted at the national competition.** Please ensure that you are following the national rules from the *2010-2011 STAR Events Manual, 6th Edition*, which you may locate on the FCCLA website, www.fcclainc.org.

Additional clarification.

Remember all events use the rubrics found in the *2010-2011 STAR Events Manual, 6th Edition*. Participants should understand the project requirements found on the rubric and apply them to their presentation and materials. If you have questions, please reference the STAR Events Q&A on the STAR Events page of the FCCLA website before contacting your state adviser.

Read guideline information carefully and thoroughly!

If you do not follow the rules, points may be deducted. See the National STAR Events Manual for information.

Reserve audiovisual equipment in advance!

National FCCLA does not supply audiovisual equipment, including easels, flipcharts, or audiovisual presentation equipment. If you need equipment, you must make arrangements through FCCLA by June 15. The order form is posted on the STAR Events page of the FCCLA website, www.fcclainc.org. You will be invoiced for any audiovisual expenses you incur. **Participants must supply their own electrical cords and extension cords.**

If shipping, send your event material(s) to the National Leadership Conference well in advance.

Materials should be mailed in plenty of time to reach Anaheim by **Saturday, July 9**, but materials should not arrive earlier than 5 days in advance of your arrival. Please note shipping policies on the STAR Events page of the FCCLA website, www.fcclainc.org, for additional information and charges. All shipments should be sent to the Hilton Anaheim, Anaheim Marriott, or Sheraton Park Anaheim and addressed as shown below. Remember to check weight and size restrictions on all shipments.

Hilton Anaheim		Anaheim Marriott		Sheraton Park Anaheim
777 Convention Way	or	700 W. Convention Way	or	1855 South Harbor Blvd.
Anaheim, CA 92802		Anaheim, CA 92802		Anaheim, CA 92802

ATTN: (RECIPIENT NAME & CHAPTER)
 REF: FCCLA NATIONAL LEADERSHIP CONFERENCE
 ARRIVING: (DATE) BOX (#) OF (#)

The handling fees are as follows for all incoming packages at the Hilton Anaheim, Anaheim Marriott, and Sheraton Park Anaheim:

Hilton Anaheim

- Letters 1 oz. or less.....\$2.00/letter
- Letters over 1 oz.\$5.00/letter
- Packages 1 lbs. to 10 lbs.....\$10.00/box
- Packages 11 lbs. to 20 lbs.....\$15.00/box
- Packages 21 lbs. to 30 lbs.....\$20.00/ box
- Packages 31 lbs. to 40 lbs.....\$30.00/box
- Packages 41 lbs. to 50 lbs.....\$40.00/box
- Packages 51 lbs. to 75 lbs.....\$50.00/box
- Packages 76 lbs. to 100 lbs.....\$75.00/box
- Packages 100 lbs. and over....\$100.00/box
- Pallet.....\$150.00/skid

Anaheim Marriott

- Letter Packs.....No Charge
- Packages & Boxes.....\$10.00/box/package
- Self-Contained Display Unit.....\$25.00/unit/case
- Pallets/Oversized Containers.....\$100.00 & up/pallet

Sheraton Park Anaheim

- Boxes up to 36"x24"x24".....\$5.00/box
- Larger Boxes/Display Cases.....\$10.00/box
- Pallets.....\$60.00/pallet

Detailed information on each hotel's shipping policy is posted in the 2011 National Leadership Conference STAR Events section.

AT NATIONAL CONFERENCE:

Familiarize yourself with the facilities.

Allow plenty of time to get to the event room. Elevators can be slow, hallways crowded, and you may take a wrong turn or two. Arrive at least 30 minutes ahead of your scheduled participation time.

Remember, the decision of the evaluators is final!

Much time and effort goes into securing a sufficient number of volunteers to manage STAR Events. The Lead Consultant in each event is carefully selected and many serve as Assistant Lead Consultants before they move into a lead position. States nominate adults and youth to serve as evaluators; we trust that they recommend qualified persons. There is an orientation for all room consultants and evaluators for each event in an attempt to ensure that rules are consistently enforced. The goal is to provide a team of two adults and one student to evaluate each presentation. They are encouraged to provide written comments. **Their decision is final!**

Take pride in your accomplishments ... and enjoy!!!

While everyone strives for a gold medal, not everyone will receive one. Regardless of the color of the medal you receive, you are a winner because you were chosen to represent your state, and that by itself, is a real honor! Take pride in what you have accomplished, give it your best, and enjoy the experience.

GENERAL INFORMATION:

In Anaheim, questions regarding STAR Events should be brought to the STAR Events Information Center. The STAR Events Information Center, located at the Conference Room 2, Hilton Anaheim, will be open Sunday, July 10 through Wednesday, July 13. Refer to your National Leadership Conference program for times of operation. Please leave all messages concerning STAR Events at this location beginning Sunday, July 10.

Should you need additional information or clarification before National Leadership Conference, please contact Michelle Lindberg, Competitive Events Intern, at mlindberg@fclclainc.org.

We look forward to having you participate in STAR Events at the 2011 National Leadership Conference of Family, Career and Community Leaders of America in Anaheim, California! Good Luck!