



# 2019 FALL LEADERSHIP CONFERENCE OVERVIEW

## CONFERENCE DATES AND LOCATION

The 2019 Fall Leadership Conference will be held October 27 & 28, 2019 at the Hyatt Regency Minneapolis. The address and phone numbers are:

Hyatt Regency Minneapolis  
1300 Nicollet Mall  
Minneapolis, MN  
612-370-1234

## REGISTRATION FEE

Registration fee for the Fall Leadership Conference is \$35.00. The registration fee includes conference materials such as t-shirt, folio, notepad & pen, speakers' fees, entertainment, tax and gratuities. **If registration is not submitted by the deadline, a late fee will apply.** Chaperones are not charged a registration fee, but please keep in mind that this is for general sessions admittance only. If you wish to access activities such as the advisor socials, you must register as an advisor.

Region Presidents' registration fee & housing are the responsibility of the local chapter. The Association pays the registration fee and housing for State Officers.

Use the online system for registering Advisor/Chaperone/Student Delegates for the conference. Registration needs to be submitted as well as housing materials are due on or before October 1, 2019. **SUBMIT REGISTRATION & HOUSING ONLINE AND SEND PAYMENT TO:**

MN HS Business Professionals of America  
21576 NE Pickerel Lake Drive  
Detroit Lakes, MN 56501

## LATE FEE POLICY

Chapters submitting registration **AFTER** the deadline date will be subject to a \$50 administrative fee. Also, if payment is not received **PRIOR** to the official start of the conference, even if attendee list was submitted on time, the late fee will apply. Please be certain that your fees are submitted in a timely manner.

## REFUND POLICY

To be accepted, cancellations must be submitted through the online registration system. The following administrative charge policy will be followed and reflected on your updated invoice on your dashboard:

- 75% refund will be made on cancellations submitted and received on or before October 15, 2019 on Fall Leadership Conference Registration. Substitutions are encouraged.
- No refund for cancellations after October 16, 2019. Substitutions are allowed. Each Chapter Advisor is responsible for making all cancellations and/or substitutes with the hotel.

This policy is as set by the Board of Directors and follows the national policy.

## HOTEL RESERVATION PROCEDURE & LODGING COSTS

Please utilize the online registration system to submit your housing needs. This process (which includes the actual conference registration) needs to be complete on or before October 1. Room fees according to room type are as follows + 14.025% tax:

Single	\$149.00
Double	\$149.00
Triple	\$179.00
Quad	\$199.00

All housing payments are made directly to the hotel, via school check, major credit card or cash. **PURCHASE ORDERS ARE NOT ACCEPTED.** Reservations are made only by submitting the housing needs via the online registration system. Cancellations after registration closes must be made directly with the hotel, not through the conference registration system.