GENERAL INFORMATION

ADVISER INDUSTRY INTENSIVE VENUE:
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903

FCCLA’s Adviser Industry Intensive is an adviser-only professional development training held at the Providence Campus of Johnson & Wales University. This training is an opportunity for chapter advisers to take a deep dive in two specific areas of their instruction including culinary education and tourism and hospitality management, as well as, enhance their chapter strategy to better prepare students for college and career success. This intensive training will reinforce National FCS standards. By participating in interactive sessions, FCCLA advisers will be able to enhance knowledge in Family and Consumer Sciences content areas, manage and prioritize student career preparation, examine current and new trends in curriculum, and engage in professional networking.

☐  Step 1. Register for the Adviser Industry Intensive
All registrations occur in the FCCLA Portal. Before you register, the items listed below must be complete:
  - Affiliation must be submitted (Status of Pending or Registered)
  - Invoices with a balance must be paid.

☐  Step 2. Reserve Hotel Room(s)
See instructions in the Hotel Information section for reserving hotel rooms.

☐  Step 3. Book Travel
Make travel arrangements after you are officially registered and hotel reservations have been made.
## SCHEDULE-AT-A-GLANCE**

<table>
<thead>
<tr>
<th>Thursday, October 1</th>
<th>Friday, October 2</th>
<th>Saturday, October 3</th>
<th>Sunday, October 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11:00 AM – 5:00 PM</strong></td>
<td><strong>7:00 AM – 8:00 AM</strong></td>
<td><strong>7:00 AM – 8:00 AM</strong></td>
<td><strong>7:00 AM – 8:00 AM</strong></td>
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<tr>
<td>Arrivals</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
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<tr>
<td><strong>5:00 PM – 6:00 PM</strong></td>
<td><strong>8:00 AM – 10:00 AM</strong></td>
<td><strong>8:00 AM – 10:00 AM</strong></td>
<td>Depart for Home</td>
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<tr>
<td>Opening Session</td>
<td>Morning Session/Presentations</td>
<td>Morning Session/Presentations</td>
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<tr>
<td><strong>6:00 PM – 6:30 PM</strong></td>
<td><strong>10:00 AM – 12:00 PM</strong></td>
<td><strong>10:00 AM – 12:00 PM</strong></td>
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</tr>
<tr>
<td>Reception</td>
<td>Breakout Sessions</td>
<td>Breakout Sessions</td>
<td></td>
</tr>
<tr>
<td><strong>6:30 PM – 8:00 PM</strong></td>
<td><strong>12:00 PM – 1:30 PM</strong></td>
<td><strong>12:00 PM – 1:30 PM</strong></td>
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<tr>
<td>Dinner</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td><strong>1:30 PM – 3:00 PM</strong></td>
<td><strong>1:30 PM – 3:00 PM</strong></td>
<td><strong>1:30 PM – 3:00 PM</strong></td>
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<tr>
<td>Afternoon Session/Presentations</td>
<td>Afternoon Session/Presentations</td>
<td>Afternoon Session/Presentations</td>
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<tr>
<td><strong>3:15 PM – 5:00 PM</strong></td>
<td><strong>3:15 PM – 5:00 PM</strong></td>
<td><strong>3:15 PM – 5:00 PM</strong></td>
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<tr>
<td>Breakout Sessions</td>
<td>Breakout Sessions</td>
<td>Breakout Sessions</td>
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<tr>
<td><strong>Dinner on Own</strong></td>
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<td><strong>6:00 PM – 10:00 PM</strong></td>
<td><strong>6:00 PM – 10:00 PM</strong></td>
<td><strong>6:00 PM – 10:00 PM</strong></td>
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</tbody>
</table>

**PLEASE NOTE: SCHEDULE IS SUBJECT TO CHANGE**
MEETING GUIDELINES

PHOTOGRAPHY RELEASE

FCCLA and/or Johnson & Wales University may have photographers and videographers taking photos and video throughout the meeting for use in any manner FCCLA deems appropriate, including, but not limited to, FCCLA publications, use on the FCCLA website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant FCCLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of FCCLA, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

DRESS CODE POLICY

Registered Attendees and Guests
• Business professional
• Attendees wearing jeans, t-shirts, shorts, and athletic will not be admitted into meeting sessions
• Business casual or casual attire is acceptable at non-meeting meals and events
REGISTRATION

Registration will take place online in the portal. All attendees must be affiliated. Registration opens April 13, 2020.

REGISTRATION RATE

$100

Registration includes:
Professional development training
Transportation to/from hotel each day
Three (3) Breakfasts
Two (2) Lunches
One (1) Dinner
Transportation to Newport, RI and back for evening entertainment
Industry Professional Networking

REGISTRATION POLICIES

- Only registered attendees may participate in meal functions, receptions, sponsored events, and tours.
- Full payment must be received at national headquarters by September 10, 2020. Invoices that have not been paid in full by September 10, 2020, will incur a $25 late fee per invoice.
- Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up registration materials.
- Outstanding balances from previous FCCLA national conferences/meetings and/or FCCLA national affiliation dues must be paid in full prior to registering for the meeting.
- If you register for the meeting and do not cancel prior to the deadline or are a “no-show,” your chapter will be responsible for the balance due. You will not be able to register for future national conferences/meetings or affiliate until the balance has been paid in full.
- Each person attending the meeting or any part of the meeting must be officially registered. Each registrant will receive a computer-generated name badge that serves as an admission to all sessions.
- All registration payments should be sent directly to:
  Family, Career and Community Leaders of America
  1910 Association Drive Reston, VA 20191
  ATTN: All Registration
CANCELLATION/REFUND POLICIES

- Cancellation and refund requests must be submitted online through the FCCLA Portal by August 28, 2020, 5:00 PM EST. Telephone, email, and fax cancellations will not be accepted.
- For cancellations received by the deadline, FCCLA will refund your registration fee, less a $25 administrative fee per attendee cancellation.
- Requests for refunds will not be honored for cancellations received after August 28, 2020, 5:00 PM EST.

- Refunds for “no-shows” will not be honored, and the FCCLA state office will still be responsible for all registration fees.
- Please note you will not be eligible to register for future FCCLA national conferences/meetings or affiliate until the balance has been paid in full.
- All refunds will be processed following the meeting.

SUBSTITUTION POLICIES

- Name changes/substitutions must be submitted online through the FCCLA Portal by August 28, 2020, 5:00 PM EST. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until August 28, 2020, 5:00 PM EST.
- All requests for name changes/substitutions received after August 28, 2020, 5:00 PM EST will incur a $25 administrative fee.

SPECIAL ACCOMMODATIONS

If you require special accommodations, please notify FCCLA at least 30 days prior to the meeting at meetings@fcclainc.org and when registering for the meeting.
HOUSING & TRAVEL

HOTEL

Information on Hotel and Rates – *Coming Soon*

Room rates will be honored over the official meeting dates. A limited number of rooms are available before and after these dates, but are not guaranteed. Rates may vary based on extended arrivals/departures and are based on hotel availability. The current tax rate is 13.0% and is subject to change. This tax will be added to the room rate each day.

ROOM RESERVATIONS

*It is important that you make your hotel reservations before booking travel arrangements.*

- After your 2020 Adviser Industry Intensive registration is submitted, you will automatically receive a confirmation with instructions to make hotel reservations.
- If you do not receive a registration confirmation email within 72 hours, email meetings@fcclainc.org. Check your spam or junk mail folder, where the email confirmation may have been filtered to.
- Only registered meeting attendees are eligible to take advantage of the FCCLA negotiated room rates within the FCCLA housing block dates.

HOUSING DEADLINES

- All hotel reservations must be made by September 10, 2020 at 5:00 PM EST. Requests made after this deadline cannot be guaranteed the FCCLA meeting rate or within the official hotel block.
- Attendees making reservations after the deadline will be responsible for finding alternative hotel arrangements and transportation to/from their hotel.
HOUSING PAYMENTS

- Checks for housing payments should not be mailed to FCCLA Headquarters or included with your meeting registration.
- If paying your final balance at the hotel with a credit card not in your possession, the hotel may require you to complete a credit card authorization form prior to arrival.
- Follow the instructions in your hotel reservation confirmation for additional information on making payments.

AIR TRAVEL INFORMATION

It is important that you make your hotel reservations before booking travel arrangements. Travel times noted are approximate and may vary significantly depending on local traffic during commuter rush hours.

T.F. Green International Airport (PVD)
2000 Post Road
Warwick, RI 02886
703-417-8000
Distance to the Campus/Hotels: 8 miles (15-20-minute drive)
For more information go to https://www.pvdairport.com/

GROUND TRANSPORTATION

Once you arrive at the airport, you will need to make arrangements for ground transportation to the hotel. Plan ahead by reviewing the options below for transportation between the area airport and the hotel location.

Taxi:
Airport Taxis are located on the outer curb after exiting the lower level of the airport. For more information, call Airport Taxi at (401) 737-2868 or get a free quote here.

TNC/Rideshare:
LYFT offers pick-up and drop-off transportation services for passengers at T.F. Green Airport. Upon your arrival at the airport, request a ride on the LYFT mobile app once you get your luggage from Baggage Claim on the lower level of the terminal. You may only be picked up in the area designated for
TNCs located on the outer arrivals roadway along the purple colored curb. Follow the purple signage located outside the Lower Level Arrivals/Baggage Claim area of the terminal.

PARKING

Hotel parking – Coming Soon
Justification Letter Template

<Date>

Dear <supervisor's name>,

I would like to attend FCCLA’s 2020 Adviser Industry Intensive, a professional development meeting hosted October 1-4, 2020 in Providence, RI. The FCCLA Adviser Industry Intensive is designed for new and seasoned Family and Consumer Sciences Education instructors looking to excel in the classroom and in FCCLA. Many of the presentations are tailored to the <Insert your primary function here i.e. marketing professional, meeting professional, finance professional, etc.> and give information on how to <insert benefits/lessons here, for example: reduce costs, increase reach, and motivate attendance by using xxx>. I am seeking support for the registration fee, travel expenses to the meeting, and living expenses during the meeting. A detailed cost breakdown is included below.

The content and insight received while attending the FCCLA Adviser Industry Intensive will help me to gain key strategies and tools to perform my job more effectively and impact student performance. The widened professional network gained through attendance is an unparalleled collaborative tool that will enhance my performance in the classroom and improve student connections. The knowledge and skills I will acquire from professional development will be applicable to current projects such as: <Insert current projects unique to your institution, mission, and objectives.>

<The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.>

The full registration fee is $100 if registered by August 28, 2020.

<You will need to insert your travel cost numbers here>

Here is the breakdown of meeting costs:
Roundtrip Airfare: <$xxxx>
Transportation: <$xxxx>
Hotel: <$xxxx>
Meals: <$xxxx>

The total costs associated with attending this meeting are: <$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the 2020 FCCLA Adviser Industry Intensive a wise investment, which will yield rich dividends for <name of your organization/school>.

Attachment: FCCLA Adviser Industry Intensive Tentative Agenda

Sincerely,
<your name here>