2020 National Leadership Conference Registration FAQ’s

Most NLC questions can be found on the FCCLA website. To review all 2020 NLC Guidelines including registration and housing policies, click here.

1. Where and when is the 2020 NLC?
This year’s conference will take place Sunday, July 5 – Thursday, July 9 in Washington, D.C. All conference sessions and most Competitive Events will take place at the Walter E. Washington Convention Center and Marriott Marquis Washington D.C. Hotel.

2. Where can I find registration rates for NLC?
For registration rates and important deadlines, click here.

3. How do I register for NLC?
Login to the FCCLA Portal or go to https://affiliation.registermychapter.com/fccla#. Once you login select ‘Meetings & Events’ then ‘2020 National Leadership Conference’. You will need to register all chaperones, parents, and others attending from your chapter as guests. Select ‘Submit Registration’ to complete the registration(s). FCCLA recommends that you register the adviser or adult chaperone first since some events may require a registered adviser/chaperone to register a student.

4. What should I do if the portal does not allow me register for the conference?
You cannot register for the conference until all invoices are paid in full. Go to the ‘Invoice History’ tab to view the unpaid invoices. From there select ‘Pay Invoices’ to pay by credit card or select ○ to view and print the invoice if paying by check. Only affiliated advisers can register themselves, affiliated students, and guests (chaperones, parents, school administrators, etc.) for the conference (status to the left of the name must say Pending or Affiliated).

5. How will I receive an invoice for my conference registration?
Once you click ‘Submit Registration’ an invoice is automatically generated. You will see a pop-up screen appear with three options: View Invoice, Pay Invoice (credit card payments), or Pay
Invoice. Later, if you choose to pay your invoice later, the invoice can be found in the ‘Invoice History’ tab in the FCCLA Portal.

6. **How do I get a copy of my Registration Summary for each attendee?**
You can get a review your Registration Summary in the FCCLA Portal. The adviser must login to the FCCLA portal, select ‘Meetings & Events’, ‘2020 National Leadership Conference’, click ☰ to the right of the registrant’s name, then click on the PDF at the bottom left. The Registration Summary lists all items each registrant has signed up for including volunteer listings and Leadership Academy schedules.

7. **Are meals included with my registration?**
Attendees are responsible for their own meals during the conference. Some tours and special events may include a meal that will be noted in the event description. A variety of restaurant options are available within walking distance of the hotels and the Walter E. Washington Convention Center at various prices. Many offer inexpensive and very affordable options for students on a budget.

8. **How do I register my student for a STAR Event?**
State advisers approve the students who qualify to compete at NLC. Once the student has been qualified by the state adviser, their information will appear on the ‘Competitive Events’ tab when registering that student. You do not have to wait to register the student for the conference. You can add the STAR Event to a registration at a later date. We would encourage you to register the student at the lower rate, then add the STAR Event after the state adviser has qualified them. You can confirm the STAR Events registration by reviewing your invoice. Only registered participants will appear on an invoice.

9. **How do I change a Leadership Academy Schedule?**
The adviser must login to the FCCLA portal, select ‘Meetings & Events’, ‘2020 National Leadership Conference’, click ☰ to the right of the student’s name. Under the Leadership Academy Schedule, you will be able to modify the registrant’s schedule. Make sure you click ‘Save Changes’. You can review a summary of the updated schedule by clicking ☰ then selecting the ‘PDF’ button.

10. **How do I edit my volunteer preferences?**
Edits are made within the FCCLA Portal. The adviser must login to the FCCLA portal, select ‘Meetings & Events’, ‘2020 National Leadership Conference’, click ☰ to the right of the attendee’s name and you will be able to change volunteering preferences. Make sure you click ‘Save Changes’. You can review a summary of the updated schedule by clicking ☰ then selecting the ‘PDF’ button.
11. How do cancel or make a substitution to a registration?
Cancellations/substitutions must be submitted in the FCCLA Portal by June 1, 5:00 PM ET to be eligible for a refund less a $50 non-refundable registration fee. No refunds will be honored for cancellations received after this deadline. The adviser must login to the FCCLA portal, select ‘Meetings & Events’, ‘2020 National Leadership Conference’, and ‘Cancel/Substitute Request’. All cancellation/substitution policies can be found in the NLC Guidelines. To review the policies, click here.

12. If I cancel a registration will I receive a refund?
Not all registration items are eligible for a refund. Please refer to the NLC Refund & Substitution Policy on the NLC Website.

13. When will I receive my refund for a registration cancellation?
After submitting a cancellation it may take up to five business days to process the request. You will receive an email once the request has been processed. The updated invoice will be available under the ‘Invoice History’ tab showing the credit memo/deduction. All refund payments will be processed after the conference.

14. Who should I notify if I require special accommodations?
If you have special needs, please indicate them when you register for the conference at least 60 days prior to NLC. FCCLA staff will contact you for additional information, if necessary. If you have any questions regarding special accommodations, please email meetings@fcclainc.org.

15. Are attendees required to stay at one of the official conference hotels?
Attendees not staying within the official meeting/conference hotel block will be assessed a $125 fee per registration. All National Officer Candidates and students participating in Competitive Events must stay in the official hotel block. The $125 fee is not an option for these registrants. This policy will not be implemented once the hotel block is completely sold out. Availability of a preferred room type will not provide an exemption from this policy.

16. I’ve heard that state delegations are no longer assigned to hotels. Is this correct?
National FCCLA no longer assigns state delegations to specific hotels. In some cases, state advisers have secured a block of rooms on behalf of their state delegation. Please note: National FCCLA and the FCCLA Housing Company cannot require attendees to stay at the hotel their state adviser has selected.
17. Can I make reservations at any of the official conference hotels?
   Attendees can select from any of the hotels within the FCCLA conference hotel block based on their preferences.

18. How do I make hotel reservations for the conference?
   Hotel reservations must be made on the official 2020 NLC Housing Reservation Site or by using the official FCCLA Housing Form (only recommended if reserving more than 10 rooms). After your 2020 NLC registration is submitted, the primary chapter adviser will automatically receive an email confirmation with instructions to make hotel reservations. If you do not receive a registration confirmation email within 48 hours, email meetings@fcclainc.org. Telephone reservations will not be accepted, and reservations not made using the FCCLA Housing Reservation Site or official Housing Form will not be included in the 2020 NLC hotel block.

19. What is the deadline for making hotel reservations?
   All reservations must be made by May 15, 5:00 PM EDT. Requests made after May 15 at 5:00 PM EDT cannot be guaranteed the FCCLA conference rate or within the official conference hotel block.

20. Do I have to pay a deposit for my hotel reservations?
   A deposit is not required to confirm your hotel reservation(s). However, a credit card is required to guarantee your reservation(s). Your room(s) will only be confirmed and on hold once a credit card number has been provided.

21. Will my credit card be charged for my hotel reservation?
   The credit card provided to guarantee the room(s) will only be charged if full payment is not received by your confirmed hotel at least 14 business days prior to your first arrival date.

22. I want to reserve a room with two beds but only king rooms are available. Can I stay at a different hotel?
   National FCCLA and the FCCLA Housing Company verify hotel guest lists on an ongoing basis. Attendees not staying within the official meeting/conference hotel block will be assessed a $125 fee per registration.

23. How many guests can stay in the hotel room?
   1 Bed: 1-2 guests
   2-Beds: 3-4 guests
   King Suite: 3-4 guests
2-Bed Suite:  4-6 guests

Please note: Two adults may be placed in a room with one king bed. Rollaway beds may be requested for single-bed rooms with two occupants for an additional cost and are based on the hotel’s available inventory.

24. When will I receive my hotel confirmation number?
You should receive your hotel acknowledgement by email within five business days. If you do not receive your hotel acknowledgement after five business days, please contact the FCCLA Housing Company at fccla@orchid.events or 833-303-4700. A final hotel confirmation email will be sent once the hotel receives the reservation from the FCCLA Housing Company in early June.

25. Where should my hotel payment be mailed to?
If paying your final balance with a check, checks should be made payable to and mailed to your confirmed hotel and must be received at least 14 business days prior to arrival. Checks should not be mailed to hotels prior to June 8. Checks received at the hotels prior to June 8 or mailed to FCCLA National Headquarters will be returned to sender. You will receive a payment form from the FCCLA Housing Company that must be included with your check payment. It will provide your total hotel charges (including tax and fees) with the hotel’s accounting department address and contact information.

26. Can guests and family members receive the NLC hotel rate if they are not registered for the conference as a guest?
Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates. Every guest staying within the FCCLA conference block must be registered for the conference. A discounted weekly registration rate is now offered for guests attending NLC. An additional discount will be offered for registered guests who volunteer to help with Competitive Events.

27. Some of the guests traveling with my chapter do not want to register for the conference. Can I make multiple reservations under my name?
National FCCLA and the FCCLA Housing Company reserves the right to cancel reservations for rooms with occupants not registered for the conference. Reservations with duplicate names listed will be canceled.

28. Will hotel rooms be available if my chapter wants to come a few days before the conference starts?
Hotel rates will be honored over the published conference dates (July 5-9). A limited number of rooms are available before and after these dates. Availability may be at a different hotel for extended arrival/departures and rates may vary. We strongly encourage you to make hotel reservations prior to making travel arrangements.
29. What is the NLC Chaperone Policy?
   It is mandatory that there is at least (1) adult chaperone for every (12) high school or (10) middle school students attending the conference. Please be advised that your local school district may have specific rules that require a higher adult chaperone to student ratio. You should follow the rules of your school district if the requirements are higher than those set forth here.

30. Are chaperones required to register for the conference?
   It is the responsibility of the adviser or designated non-member chaperone to provide supervision for their student(s) throughout the entire conference. As such, all advisers must register for the Weekly Registration or Registration Package and attend the entire conference for supervision of the students. A special registration rate is available for non-member chaperones and guests. To view conference sessions and opportunities for guests throughout the conference, click here.

31. Will transportation be provided from the hotels to the Walter E. Washington Convention Center?
   The official conference hotels are all within walking distance of the Walter E. Washington Convention Center and Marriot Marquis Washington, D.C. Hotel. Additional hotels may be added based on registration counts. In the event the additional hotel(s) is not within walking distance transportation will be provided.

**Competitive Events Questions:** for all questions regarding Competitive Events call 703-476-4900 ext. 301 or email competitiveevents@fcclainc.org.

**General Questions:** for general conference related questions contact FCCLA National Headquarters at 703-476-4900 or email meetings@fcclainc.org.