



2023 National Fall Conference

Birmingham, AL • November 10-12, 2023

Most of your questions can be answered on the National Fall Conference (NFC) website found [here](#).

WHERE IS THE 2023 NATIONAL FALL CONFERENCE BEING HELD?

The 2023 National Fall Conference is being held on November 10-12 in Birmingham, AL at the Birmingham-Jefferson Convention Complex.

WHAT ARE THE REGISTRATION RATES?

The 2023 NFC registration rates are listed below and can be found on the national [NFC website](#).

ARE MEALS INCLUDED IN THE REGISTRATION RATES?

Meals are not included in the rates and are the attendee's responsibility. Affordable restaurant options are located near the hotel.

WHEN ARE THE GENERAL SESSIONS?

Check the [2023 NFC website](#) for the Schedule of Events for a complete listing of session times.

HOW DO I REGISTER FOR THE CONFERENCE?

Login to the FCCLA Portal through the Chapter Login button on the FCCLA National website or go to <https://affiliation.registermychapter.com/fccla#>. Once you are logged-in, select the 'Meetings & Events' tab. Then select the 2023 National Fall Conference and click the 'Register Students' or 'Register Advisers' button to start registering attendees from your chapter for the conference. You will need to register all chaperones, parents, and others attending from your chapter as guests using the 'Register Guests' button. You must click 'Submit Registration' and 'Create Invoice' to create an invoice and be officially be registered for the conference. You must register your student as a Guest if he/she is not yet affiliated.

WHY IS THE SYSTEM PREVENTING ME OR MY STUDENT FROM REGISTERING FOR THE CONFERENCE?

You cannot register for the conference until all prior year's unpaid invoices (affiliation or past conferences) are paid in full. Go to the 'Invoice(s)' tab to view your unpaid invoices. From here you can select the red 'Pay Invoices' button to pay by credit card or select the eyeball icon to view, download, and print invoice if paying by check.



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All students and chapter advisers need to be on an invoice for this year's affiliation to be able to take advantage of the discounted rate. They must have "Pending" next to their name to be available to register for the conference. However, you can still register for the conference if you are not yet affiliated, you can register as a Guest and pay the guest rate.

WHY DOES NOTHING APPEAR IN THE BADGE TITLE FIELD?

If the badge title dropdown options do not appear, please make sure you have filled out the classification field first. After selecting the attendee's classification, the badge title options will appear.

HOW WILL I RECEIVE AN INVOICE FOR MY CONFERENCE REGISTRATION?

Once you click '**Submit Registration**' and '**Create Invoice**', an invoice is automatically generated and can be found in the '**Invoice(s)**' Tab in the FCCLA Portal. Select download to save it to your computer and print.

HOW DO I ADD ITEMS TO MY REGISTRATION?

To add an item to your registration, log into the FCCLA Portal and select '**Meetings & Events**' and then '**2023 National Fall Conference**'. Select the plus sign located under the words '**Add Items**'. Click through the registration process until you get to your desired page. After selecting the item, click all the way through and then select '**Finish**'. Next, submit the item using the '**Submit Registration**' and '**Create Invoice**' button. You have successfully added the item after the invoice is created. Please note that the item will appear as another line under the original registration, so you will see the registrant's name again on your Meetings & Events page.

HOW DO I MAKE HOTEL RESERVATIONS?

Instructions for making hotel reservations will be emailed in the Registration Confirmation Email to the primary chapter adviser once your chapter has registered for the conference. It may take 24-48 hours to receive the email after you have registered. If you have not received your registration confirmation email within 24-48 hours, check your spam/junk folder. If you are still unable to locate the email, please call 703-476-4900 or email meetings@fcclainc.org.

DO WE HAVE TO STAY AT THE OFFICIAL CONFERENCE HOTEL?

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. Attendees not staying within the official meeting/conference hotel block will be assessed a \$125 fee per registration. 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.



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All National Fall Conference attendees must register to attend the entire conference and stay within the official conference hotel block for the length of the conference. It is strongly recommended that you do not make travel arrangements before booking your hotel room(s). Hotel reservations should be made as soon as you are registered to ensure you receive the FCCLA conference rate. Requests made after the reservation deadline cannot be guaranteed within the FCCLA block or at the conference rate. The FCCLA hotel rate and room availability is not guaranteed for extended dates before/after the official conference dates.

CAN I RECEIVE THE CONFERENCE RATE AT THE HOTEL IF I AM NOT A REGISTERED ATTENDEE?

Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates. To accommodate FCCLA members and for the safety of all attendees, every guest staying within the FCCLA conference block must be registered for the conference.

Please note: state/chapter advisers, affiliated students, and chaperones will be given priority for housing. It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire meeting. As such, all advisers/chaperones must register for the conference and attend the entire meeting for supervision of the students.

HOW MANY PEOPLE ARE ALLOWED PER HOTEL ROOM?

A standard King room can accommodate up to two people. A standard two-bedded room can accommodate up to four people. Rollaway beds can be requested through the hotel for a king room only based on the hotel's inventory. It is extremely important that you make sure all attendee's names are listed on the reservation.

DO I HAVE TO PAY A DEPOSIT FOR MY HOTEL RESERVATION?

A deposit is not required to confirm your hotel reservation(s). However, a credit card is required to guarantee hotel reservations. The credit card will only be charged upon arrival at the check-in desk. If you are paying the final bill with a check, the hotel must receive payment for the total balance at least 10 business days prior to your first arrival date. If paying the final bill with a credit card not in your possession, you will need to request a secure credit card authorization link by emailing meetings@fclclainc.org. Please note: you must have a confirmation number for your hotel reservation before you can submit this form.

HOW DO I CANCEL A CONFERENCE REGISTRATION?

Cancellations are submitted and processed completely within the FCCLA Portal. The adviser must login to the FCCLA portal, select the '**Meetings & Events**' tab, then select the '**2023 National Fall Conference**', next select the '**Cancel/Substitute Request button**'. From here select the attendee and items you wish to cancel.



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WHEN WILL I RECEIVE MY REFUND FOR MY CANCELLATION?

Once you submit a cancellation within the FCCLA Portal, it will take up to three business days to process the request. You will receive an email once the request has been processed with the updated invoice showing the credit memo/deduction (even if \$0).

- Cancellation and refund requests must be submitted online through the FCCLA portal by October 11, 2023. Telephone, email, and fax cancellations will not be accepted.
- For cancellations received by the deadline, FCCLA will refund your conference registration less a \$25 administrative fee per attendee cancellation.
- Requests for refunds will not be honored for cancellations received after October 11, 2023.
- Refunds for "no-shows" will not be honored, and the registrant and/or chapter will still be responsible for all registration fees. Please note your chapter 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 conference.

HOW DO I MAKE A NAME CHANGE/SUBSTITUTION?

Substitutions are submitted and processed completely in the FCCLA Portal. The adviser must login to the system, select the **'Meetings & Events'** tab, then select the **'2023 National Fall Conference'**, next select the **'Cancel/Substitute Request'** button. From here select the attendee and items you wish to substitute.

- Name changes/substitutions must be submitted online through the FCCLA portal by October 11, 2023. Telephone, email, and fax changes will not be accepted.
- FCCLA will process the name change/substitution without penalty until October 11, 2023.
- All requests for name changes/substitutions received after October 11, 2023 will incur a \$25 administrative fee.

WHAT IS THE CHAPERONE POLICY?

It is mandatory that there is (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. It will be the responsibility of the chapter adviser to register additional chaperones if necessary. Adults who will be serving as chaperones must be registered for the conference to properly supervise students.

WILL TRANSPORTATION BE PROVIDED?

Transportation will not be provided. All events take place in the convention center.



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WHO SHOULD I NOTIFY IF I REQUIRE SPECIAL ACCOMODATIONS?

If you require special accommodations, please notify FCCLA at least 30 days prior to the conference at meetings@fcclainc.org AND when you are registering for the conference.

WHAT IS THE DRESS CODE FOR THIS CONFERENCE?

Participants should follow the approved FCCLA meeting dress code for participation. See the national website [here](#) for specific dress code requirements. Blazers are encouraged but not required.

HOW DO I REGISTER FOR SKILL DEMONSTRATION EVENTS?

Skill Demonstration Events and FCCLA/LifeSmarts Knowledge Bowl are a part of the registration process under the **'Meetings & Events'** tab within the Portal.

WILL THE SKILL DEMONSTRATION EVENT WINNERS BE RECOGNIZED AT NFC?

Awards are given to the 1st, 2nd, and 3rd place winners in each event during the Closing General Session at the conference. If the winners are present at the National Fall Conference, they are able to go on stage to accept their award. If they are not present, then awards will be mailed to their respective chapter.

All Skill Demonstration Events or Knowledge Bowl Questions, please call 703-476-4900 ext 301 or email competitiveevents@fcclainc.org.

All other questions, please call 703-476-4900 or email meetings@fcclainc.org.