



**Delaware Delegation Packet  
National TSA Conference  
National Harbor, Maryland  
June 28 - July 2, 2019**

**Instructions** - Copy all Authorization Forms as a single PDF with the Sign-off sheet serving as the front cover with the DETSA Travel and Contact Information Form and the State Advisor Approved DETSA Contest Form sent as separate attachment. Send the Sign-Off sheet; Authorization Forms; DETSA Travel and Contact Information Form and the State Advisor Approved DETSA Contest Form to **Lindsey Klemash** at [lklemash@detsa.org](mailto:lklemash@detsa.org) by no later than **May 31, 2019**. You will find the following planning information and materials in this packet. Should you have any questions, contact Mike Fitzgerald at [mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us)

1. **Packet Contents** - Cover Sheet
2. **Delaware TSA Advisor Sign-Off Sheet** –*You will need to certify to DDOE that you have all of the required forms in your possession for the national conference. - **Due May 31, 2019** - You must retain an original copy of the following 2 (two) forms for each participant:*
  - Delaware TSA Advisor Sign-Off Sheet
  - National TSA, Inc. [\(Parent\) Authorization Form](#)
  - See Spreadsheet - State Advisor Approved DETSA Contest Form
  - See Spreadsheet - DETSA Travel, Contact and Shirt Size Information Form
3. **National TSA, Inc. [\(Parent\) Authorization Form](#) – 2019** – Double sided; 1 copy per participant
4. **Code of Ethics** – Review the National [Code of Ethics](#) with each participant
5. **Dress Code** – Review the [National TSA Dress Code](#) with each participant
6. **Delaware Delegation TSA Conference Schedule- at- a- Glance** – Planning Draft
7. [Registration](#) – National TSA website
8. [Conference Hotels](#) – National TSA website
9. [Parking](#) – National TSA website
10. [Fees and Information](#) – National TSA website
11. [Important Information for Parents](#) – National TSA website
12. [Special Needs Form](#) – National TSA website
13. **Additional Planning Detail** - Additional detail for national participation are located [here](#)



### TSA Advisor Sign-Off Sheet

**I certify** that the following forms are complete. I will have an original for each person attending the National TSA Conference. I certify that I have shared all files for each person attending with the State Advisor of Delaware TSA.

- **1.0 Delaware TSA Advisor Sign-Off Sheet**
- **2.0 National Technology Student Association, Inc. (Parent) Authorization Form – 2019 (for each participant)**

- Delaware TSA Advisor Sign-Off Sheet \_\_\_\_\_ *(Advisor initial)*
- National TSA, Inc. (Parent) Authorization Form for each participant - 2019 \_\_\_\_\_ *(Advisor initial)*
- State Advisor Approved DETSA contest form **confirmed** with state advisor \_\_\_\_\_ *(Advisor initial)*
- DETSA Travel and Contact information form completed and submitted \_\_\_\_\_ *(Advisor initial)*
- All participants have reviewed the Code of Conduct & Dress Code \_\_\_\_\_ *(Advisor initial)*
- All participants have reviewed DE Delegation TSA Conf Schedule-at a- Glance \_\_\_\_\_ *(Advisor initial)*

\_\_\_\_\_  
**TSA Advisor (print name)**

\_\_\_\_\_  
**School Name**

\_\_\_\_\_  
**TSA Advisor (signature)**

\_\_\_\_\_  
**Date**

***Sign and email all forms to Lindsey Klemash at [lklemash@detsa.org](mailto:lklemash@detsa.org) by May 31, 2019***

# 2019 National TSA Conference

## Technology Student Association, Inc.

### (Parent) Authorization Form



## Consent, Release, Hold Harmless and Authorization to Reproduce Physical Likeness

This form is required of all minors and adults who attend the national TSA conference. Copies of this completed form are to be retained and brought to the conference by minor's parents, chapter advisors and/or state advisors. It is the responsibility of the chapter advisor to make sure there is a completed form for each participant and to give a copy to their state advisor prior to the conference if requested by the state advisor. National TSA reserves the right to request a completed copy of this form at any time from the chapter advisor or state advisor. Do not send this form to the national TSA office.

As used below, TSA shall mean the (National) Technology Student Association, Inc. and its officers, directors, employees, assigns, and agents (including any third party designated and approved by TSA) at any time, including, without limitation, individuals or entities involved in print, publication, television, broadcast, or video media. As used below, "Participant" shall mean any individual, student, advisor, teacher, or volunteer involved in a TSA activity. The participation in any TSA program, meeting or conference (collectively, the "Event"), agrees to the following:

I hereby grant to TSA the right to photograph and/or videotape me (my child) during my participation in an Event. I further grant to TSA, forever and throughout the world, the right to use these photographs and videotapes of my likeness, voice and sounds during my participation, and to reuse or license the right to such photographs and videotapes of my participation, and my name, likeness and biography, as TSA may desire, in all media and in all forms and for all purposes, including without limitation, advertising and other promotions for TSA, without further compensation to me or any limitation whatsoever. In granting this license, I understand that TSA is not under any obligation to exercise any of their rights, licenses and privileges herein granted. Each such photograph and videotape shall be a work for hire and TSA shall be deemed the owner of any copyright and/or trademark rights therein (and all applications, registrations and renewals resulting there from). If, however, the work is deemed not to be a work made for hire by a court of competent jurisdiction, then this Consent and Release to Produce Physical Likeness ("Release") shall constitute an irrevocable assignment by the Participant of the worldwide copyright in the work to TSA. It is a TSA policy not to print a minor's picture accompanied by his/her name unless TSA has obtained specific permission from his/her parent or guardian.

The undersigned being fully cognizant of the risks in participating in an Event, hereby assumes the risks of bodily injury (including, without limitation, death) and property damage, inherent in such participation. Exception to the extent due to the gross negligence or willful misconduct of TSA, to the fullest extent permitted by applicable laws, I hereby waive any claims or causes of action which I may now or forever have against TSA arising out of my participation, and I will indemnify and hold harmless TSA against any and all claims resulting from such participation.

I hereby release TSA and its respective successors, affiliates, licensees and assigns from all claims, demands, liabilities, damages, costs and expenses (including, without limitation, attorney's and other professional fees and expenses) that I may now or ever have against TSA arising in connection with my participation in the Event and TSA's exercise of rights hereby granted, including, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort. In the event I should sustain injuries or illness while involved in an Event, I hereby authorize TSA to administer, or cause to be administered, such first aid or other treatment and medications I may bring as may be necessary under the circumstances, to include treatment by a physician or hospital of TSA's choice.

This Release shall be binding upon my heirs, personal representatives and assigns, and me and shall be governed by and construed under the laws of the Commonwealth of Virginia without regard to conflicts of laws principles. Venue for any legal action arising out of or in connection with this Release shall be in Fairfax County, Virginia. This release constitutes the entire agreement among the parties hereto with respect to the subject matter of this Release and supersedes any and all previous agreements among the parties, whether written or oral, with respect to such subject matter. I understand that this form involves a release of legal rights. A parent or guardian agrees to all of these terms on behalf of a minor.

# 2019 National TSA Conference

## Technology Student Association, Inc.

### (Parent) Authorization Form



Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Age: \_\_\_\_\_

Allergies: \_\_\_\_\_

Current Medication: \_\_\_\_\_

History of heart condition, diabetes, asthma, etc: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Physician's Telephone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Parent/Guardian's Home Phone: \_\_\_\_\_

Parent/Guardian's Cell Phone: \_\_\_\_\_

Parent/Guardian's Email: \_\_\_\_\_



# 2019 National TSA Conference

June 28–July 2, 2019 • Gaylord National Resort • National Harbor, MD

“Model the Way”



## National TSA Conference Code of Ethics

### Student Attendees

1. “Delegate” shall mean anyone (voting or non-voting) attending the national conference. This includes all student members, advisors, alumni, parents, guests, etc.
2. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible. Delegates must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface.
3. Delegates shall keep their advisors informed of their activities and/or whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates not staying at the official conference hotel shall be off the hotel grounds by curfew or immediately following the last scheduled event.
7. Only by permission of chapter advisors will chapter member dates be permitted between TSA delegates.
8. No alcoholic beverages, narcotics, firearms or weapons, in any form, shall be possessed by delegates at any time, under any circumstances.
9. Smoking or gambling in public will not be permitted since a delegate in TSA attire is officially representing a state and/or national association of TSA.
10. No delegates shall leave the conference hotels (except for authorized events) unless permission has been received from chapter/state advisors.
11. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered.
12. Identification badges must be worn on the chest at all times by all delegates.
13. Both state and chapter advisors will be responsible for their delegates’ conduct.
14. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual delegates may be sent home immediately at his or her own expense. Curfews will be enforced (all delegates will be in assigned rooms by the announced times).
15. Casual wear will be acceptable only during specific social functions as designated.
16. No helium balloons are permitted at the conference.
17. The TSA, Inc. Executive Committee reserves the right to dismiss any person from the conference for inappropriate actions.

# 2019 National TSA Conference

June 28–July 2, 2019 • Gaylord National Resort • National Harbor, MD

“Model the Way”



## National TSA Conference Code of Ethics (continued)

### Advisors

1. Advisors shall conduct periodic meetings with their student delegates and voting delegates for the purpose of reviewing the many conference activities of which they may take advantage, obtaining progress reports, emphasizing time schedules, sharing successes, and overall, to ensure that the students are taking full advantage of the conference and its activities.
2. Advisors shall keep an agenda of their own schedule and give it to their students along with contact information, so that the advisor may be reached during the conference at any time.
3. Each advisor shall be responsible for ensuring that all delegates adhere to all conduct practices and procedures as published in this book.
4. The rules, as stated in this Code of Ethics and in the Dress Code are called to your attention for review and apply to advisors and parents as well as students.

### Safety and Security

The safety and security of TSA members who attend the conference is of the utmost concern to the governing body of TSA. On site there are numerous security guards provided by the hotel and TSA who work closely with local law enforcement. In addition, daily advisor update meetings provide information on how to report any security issues that may arise. As a necessary precaution TSA enforces the following procedures:

- ALL participants must register for the conference.
- Identification (name badges) must be worn on the chest at all times by all participants during the conference.
- Curfew is at 10pm. After that time an adult must accompany any student member/s when outside of assigned rooms.
- The conference is not “open to the public.”

Please be advised that personal items brought to the conference for use at the conference are the sole responsibility of the attendee who chooses to bring the items. If a participant chooses to bring items of value, s/he is responsible for their safekeeping at all times. This includes any item of monetary or personal value, including items used in competitive events. TSA accepts no responsibility for replacement of lost, misplaced or stolen items and will not replace such items. This policy applies to all attendees and includes the conference management team and event coordinators.



**Dress Code** – Review the [National TSA Dress Code](#) with each participant

## COMPETITION ATTIRE

- Shirt or blouse: official TSA shirt (royal blue)
- Pants or skirt: gray
- Socks: black or dark blue (males only)
- Shoes: black dress shoes (unacceptable: athletic shoes, army boots, combat, or work boots)
- Sandals: females only may wear black open-toe shoes or sandals

*Required for middle school or high school level Chapter Team only, but may be worn for other competitions if preferred by contestant:*

- Blazer: navy blue with official TSA patch
- Tie: scarlet red imprinted with official TSA logo (males only)



## GENERAL SESSION ATTIRE

- Shirt or blouse: button-up shirt with a turned down collar or a polo/golf shirt; however, the official TSA shirt (royal blue) is preferred
- Dress skirt or pants: (unacceptable: jeans, baggy pants, exterior pocket pants, shorts)
- Socks: black or dark blue (males only)
- Shoes: dress shoes or dress boots (unacceptable: athletic shoes, combat, or work boots); females only may wear open-toe shoes or sandals



## CASUAL ATTIRE

- Same as general session attire, OR appropriate t-shirts, shorts, or jeans.



**Registrants must wear conference identification badges at all times.**





## Delaware Delegation TSA Conference Schedule- at- a- Glance – Planning Draft

**Instructions:** Students and State Officers are expected to attend state delegation meetings; contests; and special interest sessions. Chapter Advisors are expected to attend advisor update meetings and state delegation meetings. Please note that this document is for planning. Times and locations may change in official program guide. Planned times and locations for [HS contests is here](#) and [MS contests is here](#).

### KEY

Members & Advisors  
National TSA Officer Candidate  
Alumni/Graduating Seniors  
State Officer Team  
Voting Delegates  
Chapter Advisors  
State President  
State Advisor

#### THURSDAY, June 27, 2019

5:00 PM — 6:00 PM TSA, Inc. Board of Directors/National TSA Officers Dinner  
6:00 PM — 9:00 PM TSA, Inc. Board of Directors Meeting

Chesapeake 3  
Chesapeake 6

#### FRIDAY, June 28, 2019

12:00 PM — 8:00 PM Conference Registration Packet Pick Up  
2:00 PM — 3:00 PM CRC Managers Meeting  
3:00 PM — 4:00 PM National TSA Officer Candidates Meeting  
4:00 PM — 5:00 PM Advisor Update Meeting  
5:00 PM — 6:00 PM Mandatory Competitive Event Coordinators Meeting  
6:00 PM — 9:00 PM Competitive Events Check-In (for selected events)  
7:00 PM — 9:00 PM Competitive Events Check-In (for selected events)  
8:00 PM — 8:30 PM Required sign-up for presentation times  
7:00 PM — 8:00 PM \*TEAMS  
6:00 PM — 9:00 PM State Delegation Meetings  
10:00 PM - Curfew

Potomac Ballroom Foyer  
Chesapeake A  
Potomac Ballroom A  
Cherry Blossom Ballroom  
National Harbor 10  
Various Locations  
Various Locations  
Various Locations  
Cherry Blossom Ballroom  
Various Locations  
Curfew

#### SATURDAY, June 29, 2019

7:15 AM — 8:45 AM State Flag Representatives Meeting  
8:00 AM — 9:00 AM \*TEAMS Coaches Meeting  
8:00 AM — 8:00 PM \*TEAMS Competition  
9:00 AM — 11:00 AM Opening General Session (General Session I)  
11:00 AM — 11:30 AM TSA Pin Exchange  
9:00 AM — 5:00 PM Information Desk Open  
11:30 AM — 12:30 PM Advisor Update Meeting  
11:30 AM — 7:00 PM Competitive Events (selected events submit 7-8 AM)  
11:30 AM — 6:00 PM Special Interest Sessions  
12:00 PM — 2:00 PM State Advisor Forum  
1:00 PM — 2:00 PM State Presidents Meeting  
3:00 PM — 5:00 PM Submit Middle School Display Events  
4:00 PM — 6:00 PM Submit High School Display Events  
4:00 PM — 5:00 PM Alumni/ Graduating Senior Reception  
5:00 PM — 6:00 PM TSA Region 1-5 Meeting (State Officers only)  
6:00 PM — 9:00 PM State Delegation Meetings  
10:00 PM - Curfew

Potomac Ballroom A  
Woodrow Wilson Ballroom  
TBA  
Potomac Ballroom  
Cherry Blossom Foyer  
Potomac Registration Desk A  
Cherry Blossom Ballroom  
Various Locations  
Various Locations  
Chesapeake 2  
National Harbor 6  
Prince George's Exhibit Hall D  
Prince George's Exhibit Hall D  
Eastern Shore 2  
See Program Guide  
Various Locations  
Curfew





## Delaware Delegation TSA Conference Schedule- at- a- Glance – Planning Draft

**Instructions:** Students and State Officers are expected to attend state delegation meetings; contests; and special interest sessions. Chapter Advisors are expected to attend advisor update meetings and state delegation meetings. Please note that this document is for planning. Times and locations may change in official program guide. Planned times and locations for [HS contests is here](#) and [MS contests is here](#).

### KEY

Members & Advisors

Voting Delegates

Chapter Advisors

### SUNDAY, June 30, 2019

8:00 AM — 1:00 PM \*TEAMS Competition – Semifinals

9:00 AM — 5:00 PM Information Desk Open

9:00 AM — 11:00 AM Recognition Assembly (General Session II)

11:00 AM — 11:30 AM TSA Pin Exchange

11:00 AM — 7:00 PM Competitive Events

11:00 AM — 6:00 PM Special Interest Sessions

11:30 AM — 12:30 PM Advisor Update Meeting

11:30 AM — 7:00 PM Competitive Events (selected events submit 7-8 AM)

1:00 PM — 5:00 PM TSA Meet and Greet

6:00 PM — 9:00 PM State Delegation Meetings

10:00 PM - Curfew

TBA

Potomac Registration Desk A

Potomac Ballroom

Cherry Blossom Foyer

Various Locations

Various Locations

Cherry Blossom Ballroom

Various Locations

Potomac & Maryland Foyers

Various Locations

Curfew

### MONDAY, July 1, 2019

7:00 AM — 7:30 AM Voting Delegate Seating

9:00 AM — 11:00 AM Annual Business Meeting (General Session III)

9:00 AM — 5:00 PM Information Desk Open

9:00 AM — 7:00 PM Competitive Events

11:00 AM — 6:00 PM Special Interest Sessions

11:30 AM — 12:30 PM Advisor Update Meeting

12:30 PM — 2:30 PM TSA, Inc. Corporate Board Annual Meeting

1:00 PM — 1:45 PM CRC/Students Forum

1:45 PM — 2:30 PM CRC/Advisors Forum

2:30 PM — 3:30 PM TSA, Inc. Board of Directors Meeting (new board)

7:00 PM — 8:30 PM \*TEAMS – Awards Ceremony

10:00 PM - Curfew

Potomac Ballroom A

Potomac Ballroom

Potomac Registration Desk A

Various Locations

Various Locations

Cherry Blossom Ballroom

National Harbor 4

Chesapeake G

Chesapeake G

National Harbor 5

Potomac Ballroom

Curfew

### TUESDAY, July 2, 2019

8:00 AM — 11:00 AM Awards Ceremony (General Session IV)

11:00 AM — 12:00 PM National TSA Officers Meeting (new officers)

Potomac Ballroom

Chesapeake 3

\*Tests of Engineering Aptitude, Mathematics, and Science (TEAMS)



### **State & National TSA - Important Deadlines and Dates**

- **May 1** - TSA Membership Awards Deadline; All National TSA Awards/Recognitions/Scholarships deadline, State delegation meeting room request deadline
- **May 6** - National TSA Officer Candidate applications due to National TSA
- **May 30** - Conference refund requests due
- **May 31** - All **Delaware Delegation forms** must be completed and sent to DDOE as a single PDF form.
- **May 31** - All **Travel information** must be completed and sent to DDOE as a single PDF file.
- **May 31** - All requests or arrangements for events that require **State Advisor Approval** must be completed and sent to DDOE.
- **June 3** - Competitive event registration ends, [Special Needs Form](#) due
- **June 4** - Non-competitive registration remains open at onsite rates (credit card only); State advisor approval for restricted competitions open
- **June 4** - TSA hotel reservation rate deadline (pending availability of rooms)
- **June 6** - State advisor approval for restricted competitions closes
- **June 28 – July 2** - National TSA Conference – Washington DC (National Harbor, MD)