



NATIONAL LEADERSHIP & SKILLS CONFERENCE

Presented By  Aerotek®

SkillsUSA Oklahoma

STATE ASSOCIATION CONFERENCE GUIDE



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State Director Message

Dear Advisors,

Congratulations! Your students have worked hard this year and are prepared to attend the 2025 SkillsUSA National Leadership & Skills Conference (NLSC) in Atlanta. On behalf of our state association, thank you for your dedication as an advisor to help fulfill the SkillsUSA mission of empowering members to become skilled professionals, career-ready leaders and responsible community members.

On June 23-27, 2025 we will enjoy an incredible national conference week in Atlanta. I know you and your students will make us proud. The NLSC offers an opportunity for every student and teacher. Competitors in the SkillsUSA Championships will represent our state as the best in their skill areas. Our State Delegates will conduct the business of the organization and make decisions for the future of SkillsUSA as they grow their skills as outlined within the SkillsUSA Framework. Our advisors will grow their classroom toolboxes by observing the national competitions, networking with industry partners and attending professional development. All attendees can interact with our industry supporters through the competitions and the TECHSPO trade show and other events. Total attendance is expected to exceed 18,000 students, teachers and partners.

This guide outlines the 2025 SkillsUSA NLSC in detail. It is essential that you take the time to effectively prepare both yourself and your students by reviewing this information very carefully. Students will succeed when they are informed in advance and feel well-prepared for this incredible opportunity.

Please review this document and reach out with any questions to me or to the SkillsUSA Customer Care Team at 844-875-4557. We look forward to being with you in Atlanta for the 2025 NLSC!

Sincerely,

Kendra Alcala
SkillsUSA Oklahoma State Advisor

State Delegation Information

- Registration for NLSC SkillsUSA Oklahoma will be \$310.00 per delegate and includes:

- Admission to general sessions at State Farm Arena
 - Access to the SkillsUSA Championships
 - SkillsUSA TECHSPO
 - SkillsUSA Academy of Excellence
 - SkillsUSA University
 - Champions Festival
 - National conference t-shirt and official NLSC conference pin
 - SkillsUSA Oklahoma state delegation t-shirt
 - SkillsUSA Oklahoma state delegation conference pins
 - Monday night State Delegation meeting
- Dates and deadlines to remember
 - May 2, 2025 - Registration & hotel reservation system opens
 - May 9, 2025 - Registration &
 - May 16th, 2025 – All hotel reservations due **(Payment to hotel due 14 days prior to arrival)**
 - May 22, 2025- Online testing window opens
 - May 22, 2025- Deadline to submit accommodation requests for NLSC
 - May 30, 2025- Technology Center NLSC registration due in full to SkillsUSA Oklahoma
 - June 5, 2025- Online testing window closes
 - June 5, 2025- All online submissions to competitor portal due
 - Payment to hotel due
- Who to contact
 - General questions: CustomerCare@SkillsUSA.org or 877-875-4557
 - Housing reservation questions: SkillsUSANLSC@HPNGlobal.com or 480-998-9770 Ext: 2
 - Accessibility questions: accessibility@skillsusa.org
- State Welcome Meeting
 On Monday, June 23rd at 8:30pm we kick off NLSC with a key gathering to connect with our state delegation meeting and set the stage for an exciting week ahead. This meeting provides essential conference information.

Condensed Conference Agenda

Monday, June 23

1 p.m. - 6 p.m.	SkillsUSA Store Grand Opening
8:30 p.m.	State Delegation Meeting at Hilton Atlanta Hotel

Tuesday, June 24

7:30 a.m. - 5 p.m.	SkillsUSA Store
8 a.m. - 5:30 p.m.	SkillsUSA Championships
8 a.m. - 5:30 p.m.	SkillsUSA TECHSPO
10 a.m. - 4:30 p.m.	Academy of Excellence
10:30 a.m. - 3:30 p.m.	SkillsUSA University
7 p.m.	Opening Session

Wednesday, June 25

7:30 a.m. - 5 p.m.	SkillsUSA Store
7:30 a.m. - 5:30 p.m.	SkillsUSA Championships

8 a.m. - 5:30 p.m.
10 a.m. - 4:30 p.m.
10:30 a.m. - 3:30 p.m.

SkillsUSA TECHSPO
Academy of Excellence
SkillsUSA University

Thursday, June 26

7:30 a.m. - 2 p.m.
7:30 a.m. - 5 p.m.
8 a.m. - 5 p.m.
10 a.m. - 4:30 p.m.
10:30 a.m. - 3:30 p.m.
6 p.m. - 9:30 p.m.

SkillsUSA Store
SkillsUSA Championships
SkillsUSA TECHSPO
Academy of Excellence
SkillsUSA University
Champions' Festival

Friday, June 27

9 a.m. - 12 p.m.
4 p.m.

Community Service Project
Awards Session

Conference Preparation

NLSC Microsite

SkillsUSA has a microsite specifically to help you prepare for your trip to Atlanta. Take on NLSC like a pro and learn more about attraction & airline discounts, conference programs, safety and security, and more!

[NLSC MICROSITE](#)

NLSC Town Hall Meetings

SkillsUSA Advisors! Whether this is your first trip to the SkillsUSA NLSC, or you are a veteran of the conference, we invite you to the NLSC Town Hall. In the session we will review the NLSC schedule, what to expect, traveling tips, and best practices from experienced advisors. This Town Hall will solidify your preparations for Atlanta.

Wednesday, June 11, 2025

4 p.m. ET

[Join Zoom Meeting](#)

Meeting ID: 831 0738 4113

Passcode: 7GxWtR

[ADD TO MY CALENDAR](#)

Road to Atlanta Email Campaign

After NLSC conference registration closes, please check your email for our SkillsUSA Road to Atlanta email series that will be delivered to your inbox. Be sure your email is correct when registering for the conference. The information shared by email will help you and your students prepare for the conference with details about exciting conference programs and events, how to download the NLSC app, maps to navigate the area and much more. Additionally, there will be a post-conference survey to share your feedback.

Support Letter Templates

Below are templates of letters intended to help garner support from your school's administration. These letters are designed specifically for attending NLSC 2025. They aim to facilitate the process of securing approval and assistance to participate in the event.

[Advisor Support Letter Template](#)
[Student Support Letter Template](#)

Advisor Best Practices

Conference week will really fly by but try to take in as much as possible. This conference provides something for everyone. Best practices: Meet as many people as you can. You will meet fellow advisors who have great ideas; you will meet industry personnel who can advise you. You will meet national staff who are prepared to help you become the best SkillsUSA advisor you can be. And it all starts with a simple hello!

Set yourself and your students up for success by following these best practices: [Advisor Best Practices](#)

Pre-NLSC & Post-NLSC Student Reflection Questions

As SkillsUSA advisors work to equip their student members for a successful 2025 National Leadership & Skills Conference (NLSC), you are encouraged to take the time to ensure a quality learning experience. Provide these reflection questions to guide your students as they prepare for the NLSC and consider why they are attending and what they can gain from the experience. [Student Reflection Questions](#)

Hotel Courtesies

SkillsUSA has a nationwide reputation for upholding high standards. This good reputation allows each of us to take pride in our organization. The following is a list of hotel courtesies and suggestions for students and advisors: [Hotel Courtesies](#)

Conference Experience

Welcome to Atlanta!

Atlanta, dubbed as an urban oasis nestled within a forest of towering buildings, boasts expansive green spaces and a multicultural atmosphere, earning it a spot on the Best in Travel list. Serving as both a historical railroad terminus and a modern transportation hub, notably through the world's busiest airport, Hartsfield-Jackson Atlanta International Airport, the city seamlessly blends its rich past with a global outlook. Downtown's highlights include Centennial Olympic Park and its surrounding attractions, while sports enthusiasts can catch major league action at venues like Mercedes-Benz Stadium and State Farm Arena. Atlanta stands as a beacon of Southern charm, creativity, and sophistication, inspiring all who encounter its boundless possibilities. The majority of NLSC functions are hosted at the Georgia World Congress Center and State Farm Arena.

[DISCOVER ATLANTA](#)

[CONFERENCE VENUES](#)

Transportation

Airline Information and Discounts

Hartsfield-Jackson Atlanta international airport provides nonstop service to more than 150 domestic destinations. In 2023 it was celebrated as the world's most efficient airport by the Air Transportation Research Society. Learn more about navigating the Atlanta airport [click here](#).

Delta Airlines

Delta Air Lines offers discounts for NLSC attendees. Go to bit.ly/nlsc_delta25 to book your flights. You may also call Delta Meeting Network at 1-800-328-1111* Monday–Friday, 7 a.m. to 5:30 p.m. (Central time) and refer to Meeting Event Code **NY3LG**.

**There is no service fee for reservations booked and ticketed via the reservation 800 number.*

Southwest Airlines

Southwest Airlines offers discounts for NLSC attendees. Go to bit.ly/SkillsUSA-SWA to book your flight.

United Airlines

United Airlines offers discounts for NLSC attendees. Go to bit.ly/nlsc-united25 to book your flights. You may also call the United Meetings Reservation Desk at (800) 426-1122* Monday–Friday, 7:00 a.m. – 9:00 p.m. (Central time) and Saturday–Sunday, 7 a.m. – 5 p.m. (Central time) and refer to discount code **ZQE5976839**.

**Booking fees are waived for NLSC reservations.*

Airport Transportation Information

DART Airport Hotel Shuttle

SkillsUSA has partnered with Dart Airport Transfers to offer a discounted rate for airport to hotel shuttle and private car services for SkillsUSA attendees. You will receive a discounted rate when you book online using promo code, “SKILLS25.” Visit the custom booking portal by clicking [Pick Me Up Dart](#). Please be sure to book in advance.

Airport Shuttle Service

Adults: \$30.00 each way (\$5.00 off)

Students: \$25.00 each way (\$5.00 off)

Airport Shuttle Operating Hours:

Arrival Shuttle Service – 9 a.m. – 9 p.m.

Departure Shuttle Service – 5 a.m. – 5 p.m.

For large group inquiries (30 or more passengers) or groups arriving outside of normal shuttle hours, complete a [Pick Me Up Dart Quick Quote Request Form](#) and provide details on your transportation needs and the Dart Airport Shuttles team will get back to you within 48 hours.

MARTA Atlanta’s Rapid Transit

Riding MARTA, Atlanta’s rapid transit system, from the airport to your downtown hotel is easy. Participants will go to the Domestic Terminal, between the North and South baggage claims. Take the Red and Gold lines to the downtown convention district and depart at the station nearest your hotel.

Tips for taking MARTA to and from Hartsfield-Jackson International Airport:

- MARTA’s Airport Station is *inside* the Domestic Terminal. Travel to the Domestic Terminal, between the North and South baggage claims. Here is the domestic terminal directory:

bit.ly/MARTA-TermMap

- **Take the Red or Gold lines.** They travel directly to and from the Airport Station.
- **Plan ahead (or on the go).** Use the [MARTA On the Go](https://itsmarta.com/marta-on-the-go.aspx) (*itsmarta.com/marta-on-the-go.aspx*) or [trip planner](https://itsmarta.com/planatrip.aspx) (*itsmarta.com/planatrip.aspx*) app to get directions and see real-time train schedules.
- **MARTA's fare system uses Breeze Cards.** Purchase cards at www.BreezeCard.com ahead of time, at the Breeze Vending Machines in any MARTA rail stations or in person at the Marta Ridestore in the Airport or Five Points stations.
 - A reloadable Breeze Card is \$2 and then \$2.50 for a one-way trip.
 - A Breeze ticket is \$1 plus the \$2.50 fare for a one-way trip.

**MARTA
VIDEO**

Atlanta & GWCC Parking Information

Atlanta Parking

Public parking is available throughout Downtown Atlanta. Visit the [Downtown Atlanta Public Parking Map](#) for more information.

GWCC Car Parking

The Georgia World Congress Center (GWCC) offers convenient on-campus parking with two surface lots (Blue & Yellow) and three parking decks (Red, Orange & Green) for visitors, attendees, and staff for on-site events. There are thousands of parking spaces to make visiting the GWCC convenient. Look at the [GWCC Campus and Area Maps](#) for parking location details.

Daily Parking at the Red, Orange & Green Deck and Yellow & Blue Lot

- \$10 pre-purchase
- \$15 day of

Multi-day parking passes available:

- 3 days parking pass – Tuesday – Thursday
- 5 days parking pass – Monday – Friday
- 7 days parking pass – Friday – Friday

Pre-purchase parking at this link: bit.ly/GWCC-Parking

Navigate to the SkillsUSA National Leadership & Skills Conference event and click 'Reserve Parking'. Note if you are renting a vehicle and do not have the license plate number, type in 123456 to bypass this field.

**Parking services has agreed to make special accommodations for our group and allow in and out privileges. Please show your printed or electronic receipt or parking pass when reentering the parking deck.*

GWCC Bus and Trailer Parking

The Georgia World Congress Center (GWCC) operates an on-site, 540,000-square-foot Marshalling Yard on Ivan Allen Jr. Blvd. adjacent to the Yellow Lot. The GWCC Marshalling Yard sits just seconds away from the GWCC loading docks and is patrolled 24 hours a day by GWCCA Public Safety officers to ensure safe access to and from the facility during the show.

Daily parking at the Marshalling Yard is \$30 when pre-purchased.

Pre-purchase parking at this link: bit.ly/GWCC-Parking.

Navigate to the SkillsUSA National Leadership & Skills Conference event and click 'Reserve Parking'.

Safety and Security Information

NLSC Safety Tips



Download the NLSC 2025 App

The conference app contains important information about where and when events occur. It will also help you navigate the NLSC venues.



Always Remember Your Badge

NLSC venues use a secure badge system for all attendees. You will not be permitted to enter without your badge! Replacement badges area available in the registration hall.



Follow the Designated Walking Paths

SkillsUSA has outlined specific walking paths through Atlanta. These provide the safest path to and from the Georgia World Congress Center. You can find the walking paths in the NLSC 2025 app!



Use the Buddy System

Choose one other member in your chapter to be your "buddy" during NLSC. Do not go anywhere without your buddy! Make sure your advisor knows who your buddy is as well!



Be Observant At Your Hotel

Do not answer the door of your hotel without verifying who it is, and make sure to close the door securely once you enter the room. Always use the main entrance, especially if you're returning late at night!



Use the Atlanta Ambassadors

If you get separated from your group, need an escort, or simply have a question about where to go, give them a call or look for an Atlanta Ambassador! They are in red and blue uniforms and will be riding segways or bikes. They are trained in medical assistance and know every inch of downtown!



Know the Emergency Numbers

Emergency Assistance: 911
Police: (404) 614-6544
Fire: (404) 546-7000
Ambassadors: (404) 215-9600

Atlanta Attraction Discounts



Atlanta Restaurants



General Sessions

**The session run-of-shows are tentative and subject to change as session schedules are finalized.*

Opening Session | Tuesday, June 24 at 7 p.m. | Doors: 6 p.m. | Pre-Session: 6:25 p.m.

SkillsUSA Official attire or career competition attire is recommended. Business professional attire acceptable.

The Opening General Session is the kick-off event for NLSC. This experience engages attendees with high-energy, participatory and recognition components that set the tone for the week-long conference



Business icon Daymond John will inspire SkillsUSA members at the 2025 NLSC with his story of achieving the American Dream. Known for Shark Tank and founding FUBU, John empowers others to pursue success through resilience and innovation. SkillsUSA attendees will gain practical tools to fuel their own career journeys.

**KEYNOTE SPEAKER
PROMO VIDEO**

Awards Session | Friday, June 27 at 4 p.m. | Doors: 3 p.m. | Pre-Session: 3:25 p.m.

SkillsUSA official attire or career competition attire. Winners not wearing approved attire will not be allowed on stage and will receive their medallion off-stage.

The culminating experience of NLSC is the Awards Session which serves to recap the entire conference experience. This high-energy session will recognize the accomplishments of the attendees including the SkillsUSA Championships, Models of Excellence chapters, National Officer Election Process and more. Attendees will leave the conference inspired to achieve greatness in their own leadership roles within the organization and with a spirit of celebration for self and others.



New This Year, our come-and-go session format, featuring a published awards order, allows awards session attendees to arrive and depart based on the estimated time that their competition(s) will be awarded on stage. Attendees can access full instructions and the awards session schedule live in the NLSC 2025 conference app.

**AWARDS SESSION
SCHEDULE**

SkillsUSA Championships

The SkillsUSA Championships program assesses and recognizes career and technical education students. It engages students by testing their skills against standards for entry-level workers in the skilled trades through authentic skill demonstrations. Students are evaluated by expert representatives of business, industry and organized labor. Visit the link below to view the SkillsUSA Competitor Checklist, which includes information about SkillsUSA Technical Standards, Online Submission Requirements, Online Testing, and Competition Updates.

COMPETITOR CHECKLIST

Competition Updates

A [competition update](#) covers anything that is not listed in the official SkillsUSA Championships Technical Standards and that a competitor and/or advisor needs to be aware of and bring and/or complete for the national competition. Updates are posted frequently leading up to NLSC. Please check back regularly!

Online Test(s)

SkillsUSA Championships national competitors will receive login credentials to access their online test(s) by May 21, 2025. National competitors will need to identify a proctor and complete the online proctor agreement prior to taking their online test(s). The online testing window is May 22 – June 5, 2025. All required online test(s) must be completed by 5 p.m. ET on Thursday, June 5, 2025.

Online Submission Requirements

SkillsUSA Championships national competitors must complete their online submission(s) by June 5, 2025, at 5 p.m. ET. The upload(s) will be completed via SkillsUSA's secure platform which will open in late May 2025. Check the current SkillsUSA Technical Standards for your competition to learn about any required national pre-conference online submissions.

Competition Material Shipping Resources

[Competition Materials Shipping Instructions](#)

[Competitions Materials Move-In/Move-Out Instructions](#)

SkillsUSA Winners List and Winners Photos

SkillsUSA will announce winners on Friday night at the Awards Session, provide lists of winners to SkillsUSA state directors and then post winners on the SkillsUSA website immediately after NLSC. In addition, detailed scores will be posted on the SkillsUSA website by August 1 and these can be located using your contestant number and birthdate.

SkillsUSA will post winners' photos on the website after the national conference. These downloadable photos are taken backstage of all medalists as they go to collect their prizes.

Credentialing Opportunities

There will be several opportunities at NLSC 2025 for both advisors and students to sit for a quality credential exam from Autodesk, iCEV, ACT, NC3, etc. Space is limited, so registration will be on a first come, first served basis.

CREDENTIAL OPPORTUNITIES

National Courtesy Corp

The National Courtesy Corps is an elite group of high school students, college/postsecondary students, advisors and chaperones who are selected to represent their state delegation while assisting the national organization in conducting the NLSC. Courtesy Corps members work with and build a network of industry and educational experts while developing Framework skills, building friendships and having fun.

NATIONAL COURTESY CORPS

National Education Team

The National Education Team (NET) assists the national technical committees in conducting and managing the SkillsUSA Championships and communicates to advisors the industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships. NET members may also be called upon throughout the year for their insights and expertise.

NATIONAL EDUCATION TEAM

SkillsUSA Delegates

SkillsUSA is a student-led organization, where student members are charged with the responsibility of governing the affairs associated with the organization bylaws. The SkillsUSA Delegate Program engages state-identified delegates to represent their respective state association in introducing, debating, modifying and voting upon delegate items that may include organization bylaws, and the SkillsUSA national elections. Delegates receive training to develop their responsibility and decision-making skills while building their peer network throughout the delegate processes.

SkillsUSA DELEGATES

SkillsUSA Academy of Excellence

The SkillsUSA Academy of Excellence offers NLSC educator attendees including advisors, teachers, administrators and counselors an opportunity for professional development training. SkillsUSA will offer up to 30 sessions over three days on topics such as:

Chapter Management

- Educational Psychology
- SkillsUSA Framework
- SkillsUSA Chapter Excellence Program
- Classroom Management

- Work-based learning

Targeted Audiences

- New or Experienced Teachers
- New or Experienced SkillsUSA Advisors
- School Administrators
- School Counsel

Academy of Excellence is an opportunity to:

- Gain and assess tangible skills in the represented areas that are specific to your role in education
- Become a confident and knowledgeable SkillsUSA advisor
- Enhance your classroom instruction or build your instructional style
- Network with other educators in your CTE field
- Gain access to additional SkillsUSA educational resources
- Learn how to apply to the Chapter Excellence Program and become a Model of Excellence
- Receive a certificate of completion
- Win prizes by participating in the daily Power Hour quizzes

No Fee: Registration is included in your NLSC registration for all educators.

Check the NLSC 2025 App for session dates, times and locations.

**ACADEMY OF
EXCELLENCE**

SkillsUSA University

SkillsUSA University offers all registered NLSC attendees a chance to learn directly from industry expert practitioners and gain field-specific skills to incorporate into their classroom instruction. Students are welcome to attend.

If you are a CTE educator or student, SkillsUSA University is an opportunity to:

- Gain technical skills through direct instruction provided by an industry expert
- Network with others in your field
- Enhance your classroom instruction or educational experience
- Get access to additional field-specific resources
- Receive a certificate of completion for the session
- Participate in lunch and learn opportunities for casual networking within the cluster
- Bring your students for networking with career experts and exposure to the most in-demand skills in the field

If you are an industry expert, SkillsUSA University is an opportunity to:

- Share your expertise and network with other professionals in the field
- Help foster career readiness by helping to develop job-specific skills in CTE classrooms
- Gain experience as a presenter at the SkillsUSA national conference
- Promote your brand (presenters should not focus on sales of a product, however the product and brand can be utilized to preview a skill)

Check the NLSC 2025 App for session dates, times and locations.

SkillsUSA UNIVERSITY

Community Service Project

On Friday, June 27 at NLSC, SkillsUSA students will apply their skills and provide service to the Atlanta community by participating in the SkillsUSA “Build Skills – Do Good – Complete the Cycle” community service project. The student participants will assemble bikes to be presented to local children.

The day of service will begin with a kickoff rally for attendees and business partners at 9 a.m. in the Georgia World Congress Center. From 9:30 a.m. to 12 p.m., students will work in teams to apply their skills and carefully construct two children’s bicycles. This will be a fantastic ending to conference week as 400 students, advisors and partners work to give back to the Atlanta community.

Students and advisors who want to register for the Community Service Project will do so in SkillsUSA Register. Under “Add-On Events,” users will click the “Yes” button next to the question “Participate in Community Service Project on Friday?”



Add-On Events

Also Attending: <Not Attending Pre-Conference> [More Info](#)

Pre-Conference Attendee ONLY

Participate in Community Service Project on Friday? YES

IMPORTANT! The Community Service Project conflicts with Delegate and some post check [THIS list to see if your contest has a conflicting debrief](#) that would prevent you Community Service Project.

SkillsUSA TECHSPO

As a CTE destination, SkillsUSA TECHSPO showcases the latest technology and its application by our future workforce, teachers, and experts. Over 200 exhibitors at SkillsUSA TECHSPO are placed alongside national career competitions and leadership sessions that are shaping and celebrating our nation’s career-ready students. Across three exhibition floors, interactive experiences inspire participants while industry connections are forged to enhance classrooms and develop the country’s talent pipeline.



Registration Information

Scholarships

Numerous college/post-secondary scholarships are available to active members of SkillsUSA through SkillsUSA and our partners. Financial assistance to attend national SkillsUSA events is also offered. SkillsUSA student eligibility varies by scholarship. Members can view detailed information about available scholarships and apply for scholarships by at the link below:



Advisor Registration Instructions

- Register competitors, student participants, parents or anyone attending who wants access to the Opening Session and the Awards Session, access to the SkillsUSA Conference floor including competitions and exhibits and educational workshops or other events.
- Log-on to the Conference Registration site using your advisor log-on credentials to register attendees for the National Leadership and Skills Conference (NLSC): www.skillsusa-register.org/Login.aspx. Only the advisor or school personnel should be registering attendees. Below is a short description of the registrant types.

Registrant Types

- **Contestant:** All students competing in a career competition should register in this category. This includes interview competitors for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety and Outstanding Chapter
- **Advisor:** SkillsUSA advisors or educators attending conference.
 - **National Education Team and Courtesy Corp Volunteers:** Register using the volunteer link. An invitation with this link will be sent by the national SkillsUSA Championships team. Do not register these volunteers with your state association as the fee will not be waived if registered with your school attendees.
- **Administrator:** Principal, Assistant Principal, Counselor, Chancellor, Dean, President, Vice President, Director, Department Head, CTE Director or any other administrator.
- **Participant:** Chapter members, state officers and delegates. Students who are models for Esthetics or Nail Care and who are back-ups to competitors should also register in this category. Students registering as a participant must be a SkillsUSA member.
- **Models of Excellence: By Invitation Only:** Participants who have been notified by the SkillsUSA national office that have achieved the highest honor of the Chapter Excellence Program should register in this category. These registrants must be SkillsUSA members by March 1 and will be interviewed as Models of Excellence at NLSC.
- **Guest:** Chaperones, family members, non-member students and professionals and other attendees not listed above who wish to attend the entire conference and State Farm Arena sessions.
- **Children:** Tickets for entertainment venues, or any event not mentioned in the children's registration descriptions below **are not** part of the child's registration. These admissions can be purchased separately onsite.
 - **Child — Free registration (age 10 and under)** Registration includes access to conference floor at Georgia World Congress Center only. Admission to the Champions Festival and general sessions at State Farm Arena are not included. Purchase the Child Session Pass to include admission to the general sessions and Champions Festival.

- **Child Session Pass – Paid Registration (ages 10 and under)** Registration includes access to conference floor at Georgia World Congress Center, Champions Festival, and admission to the general sessions at State Farm Arena.

Children ages three and under may sit on an adult’s lap at the State Farm Arena general sessions at no charge. A separate seat is not reserved. Purchase a Child Session Pass to reserve a seat for children aged three and under.

Register for Conference

Competitors must be registered SkillsUSA members by the state deadline or no later than the national deadline of March 1 to compete at nationals and the school membership invoices must be paid before competitors can register.

- Log on to the registration site and click the tab Conference>My Registrations.
- Select the event; SkillsUSA National Leadership & Skills Conference in the drop-down event menu.
- Participants previously registered for past state conferences may be copied to NLSC: Click the button Look Up Previous Regs at the bottom of the screen to locate registrations from a previous conference and quickly register for NLSC. *NOTE: This feature will only work if all membership invoices are paid in full for your school. You must ensure all data and registrant type are carried over to the NLSC record accurately.*
- Click the Add Registrant button at the top of the screen to manually register new attendees. Follow the prompts. Be sure to select registered members from the drop-down name list. **Only manually type names of attendees who are not members at the school.**

Individual Registration Records

- Complete all the information in each individual registration record. It is critical to provide accurate birth dates for competitors, onsite emergency contacts for all participants, and complete the Americans with Disability Act (ADA), Education and Dietary accommodations section if applicable.
- If applicable, in the Add-On Events section Community Service (advisors and students).
- **ADA/Education/Dietary Accommodations-** If the attendee needs accommodation, the advisor should check the boxes that apply in each section. **Only check the boxes or add information in the Details screen if an accommodation is needed.** Otherwise, please skip this section. A blank hard copy of the Conference Registration and Liability form can be printed and handed out to attendees to collect the accommodation information. See information on the form below.
- Once names are added and individual registration records are completed click the **Submit Registration** button to validate your registration information and to issue an invoice if your state is using the invoicing in the system. **NOTE:** Once a name is added to the site, they are considered registered regardless of whether the Submit Registration button was clicked. **Be sure to advise your state director before the registration deadline of anyone who is no longer attending.**

Conference Registration Liability and Release Form

- The Advisor is responsible for providing the Code of Conduct to students and other attendees they register. Provide the hard copy registration and liability form and return to the individual registration record to check the box in the attestation section next to I agree. See bullet below on how to access and print a blank fillable NLSC form that can be given to attendees.

- Once the name is registered, click the FORM link displayed to the left of the name *for a copy of the completed online Code of Conduct and Liability form for individual attendees.*
- A **blank fillable NLSC form** can be printed ahead of time and given to the participant to fill out or have a parent sign. The ADA/Education/ Dietary questions will be part of the online form. Click the tab Conference > NLSC Conference Liability and Release Form. The form should then be returned to the advisor or designated school person to enter the data.

Home Address

You must provide a home address for competitors. Competitor awards and corporate gifts may be mailed to home addresses.

Emergency Contact

Emergency contact information is required for all participants.

Name Badges

Name badges must be worn to be admitted to all NLSC functions. Please remind your students to remember to have their badge before leaving the hotel to avoid a return trip back to the hotel. Please attach collectable pins to lanyards and not directly on the badge holder. All information displayed on the badge must be visible.

Cancellation and Refund Policy

Schools are responsible for paying for all registrants that cancel after the registration deadline. Cancellations made after the deadline are not eligible for a refund/credit.

Accessibility

SkillsUSA strives to ensure inclusive participation in all of our programs, including NLSC. As we prepare for NLSC in Atlanta, please review the information below about accommodations, and information about our key conference venues.

Contact SkillsUSA Accessibility Team

- **Accommodations Request Form:** All attendees may request accommodations through the Accommodations Request Form.
- **Registration System:** Students and some attendees may request accommodations via the online NLSC registration system.
- **In Person:** Connect with a SkillsUSA associate at the Accessibility Help Desk, located at the NLSC Registration area for help.

ACCESSIBILITY

Hotel Booking Information

Hotels will be booked using the Passkey system through HPN Global. HPN’s professional housing team will partner with you to streamline and automate the reservation booking process for SkillsUSA NLSC.

1. Launch the Passkey dashboard to book hotel rooms from SkillsUSA Register (register.skillsusa.org). Click the tab Conference>My Registrations. Select the NLSC event and click the button “Hotel Reservations.”



2. Select check-in and check-out dates Enter the number of rooms you need Enter the average number of guests per room Click “Search.” Click “Select.” next to your assigned hotel.

A screenshot of the hotel booking search form. It features four input fields: 'Check-in' with the date 'Mon, Jun 20, 2022', 'Check-out' with the date 'Sat, Jun 25, 2022', 'Rooms' with the value '4', and 'Guests per room' with the value '3'. A red 'Search' button is located to the right of the 'Guests per room' field. Below the form, there is a link that says 'View all hotels'.



- Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms. Booking Contact Information – as the lead of the group reservation, this is where you put your information. Be sure to use your school’s address versus your personal address and include your school’s name. The information provided on this page will be used to populate all the rooms in the reservation.

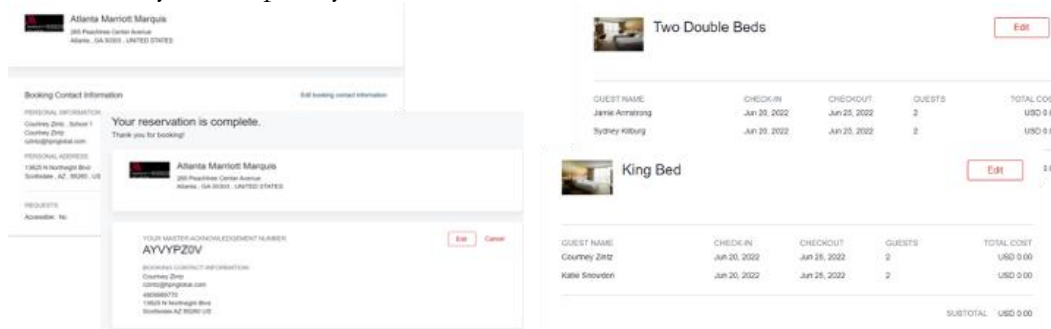
- Now we are at the section where you will complete your rooming list. It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name. During this step, please leave your email address next to each student’s name. This ensures that all reservation information is only sent to you.

Clicking on the ***ellipsis icon next to a guest entry will give you the option to:

- View and edit the guest details such as length of stay, and other personal information
- Remove the room from the reservation

			Show room policies		
Check-in	Checkout	Guests	First Name	Last Name	Email
King Bed					
1	6/20/22	6/25/22	2	Courtney Zintz	czzintz@hnglobal.com
				Patty Duncan	ksnowdon@hnglobal.com
2	6/20/22	6/25/22	2	Katie Snowdon	ksnowdon@hnglobal.com
				Casey Krueer	ksnowdon@hnglobal.com
Two Double Beds					
1	6/20/22	6/25/22	2	Jamie Armstrong	ksnowdon@hnglobal.com
				Melinda Lloyd	ksnowdon@hnglobal.com
2	6/20/22	6/25/22	2	Sydney Kilburg	ksnowdon@hnglobal.com
				Lisa Estelar	ksnowdon@hnglobal.com

- Review all the reservation details and make any last-minute changes to them. Accept the terms and conditions by checking the box next to them. A master acknowledgement will arrive in your email moments after you complete your reservations.



Keep In Mind (Helpful Hints)

- When a reservation is created through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation(s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize Passkey via your desktop versus mobile app.
- Have all attendee names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.

Technical Support

Passkey Technical Support: SkillsUSANLSC@HPNGlobal.com | (480) 998-9770 Ext: 2

Mark your calendars for NLSC 2026



SAVE THE DATE FOR
2026
JUNE 1-5, 2026

**Learn More about SkillsUSA's
2026 Conference Dates**

NLSC 2026 FAQ