



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2024

SkillsUSA State Association Housing Policy

This document covers housing and room reservations for your state delegation during NLSC. The procedures for making room reservations for all conference participants were established to ensure that all delegations are housed as a group.

State Association Housing Policy

All SkillsUSA state associations must conduct housing arrangements for the National Leadership & Skills Conference using the online SkillsUSA Passkey Housing System.

All state-registered participants must be housed in the hotel assigned by SkillsUSA for their state, unless otherwise approved by the SkillsUSA Office of Conference, Meeting and Event Management. If participants are not staying within their assigned state delegation room block, their NLSC registration for programs and events is in jeopardy.

State associations designate only one person (preferably the state association director) to handle all business relating to hotel reservations, billings and changes. State SkillsUSA directors, or their official designees, are responsible for verifying room assignments and making all changes.

Changes to your state delegation block of rooms can only be made through the SkillsUSA Passkey Housing System or by contacting HPN Meeting Services.

HPN Meeting Services Contact

Courtney Zintz skillsusanlsc@hpnglobal.com

Phone: (480) 998-9770 Ext: 2

Hotel Registration

To launch the SkillsUSA Passkey Housing System, advisors and state directors will click "Hotel Reservations" on the NLSC Conference Registration website. In addition, directors have access to book or change reservations on the state director dashboard.

The name of each person for each room block must be provided during the registration process. State directors are responsible for confirming payment with their assigned hotel.



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Helpful information links for state SkillsUSA directors related to NLSC housing:

- [SkillsUSA NLSC Room List Template – Local Advisor Pay](#)
- [SkillsUSA NLSC Room List Template – State Directors Pay](#)

Please be sure to watch your email carefully for hotel acknowledgements or messages related to NLSC Housing. If you or your state delegation has challenges receiving hotel acknowledgments or other important emails or they are going into your spam, please make sure these two email addresses are whitelisted:
skillsusanlsc@hpnglobal.com and info@cvent.com.