

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens.

2022

State Leadership & Skills Conference

Call to Conference

Updated: January 31, 2022



STATEDIRECTOR@SKILLSUSAIOWA.ORG



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Table of Contents

Revision History	3
Checklist	4
Important Dates	5
Advisor SLSC Town Hall Zoom Session	5
General Information	6
Registration	6
Registration Dates	6
Information for Registration	6
Registration Eligibility	7
Registration Instructions	7
Conference Hotel & Lodging	9
Special Accommodations	9
Payments	10
Checks	10
Late Fee	10
Scratch Fee	10
Registration Additions, Contest Drop, and Refunds	10
Chaperone Ratios and Requirements	10
Americans with Disabilities Act (ADA)	10
Event Preparation	11
Required Student Forms	11
Required Advisor Forms	11
Local Chapter Delegates	11
State Officer Candidates and Campaigns	12
Elections and Voting	12
Competitive Events	12
Technical Standards	12
Technical Assessment	13
Resume	13
Professional Development Test	13
Available Contests	13
Equipment & Materials	15
Clothing Requirement	15
2022 State Leadership & Skills Conference	2

Quotas	16
Judges	16
COVID Health and Safety	16
Conference Activities	16
Friday Lunch	16
Tentative Schedule	17
TECHSPO (Business and Career Fair)	17
Tentative Schedule	17
Thursday, April 7	17
Friday, April 8	17
Post-Conference Information	17
Scores and Results	17
National Leadership & Skills Conference	18
Policies	19
Online Integrity Policy	19
Required Forms	20
Comprehensive Consent Form	20
Advisor Assurance Form	20

Revision History

Created: January 31, 2022

Checklist

A recommended checklist for local advisors as they prepare for the State Leadership and Skills Conference.

- Review the State Leadership and Skills Conference guide
- Print the State Leadership and Skills Conference guide for future reference
- Set chapter deadlines for registration and payment
- Submit school paperwork information (request for travel, sub request, etc.)
- Provide members with necessary conference information, including registration cost and dates
- Share Technical Standards from Absorb with students
- Send a letter to parents with event details
- Discuss dress code requirements with members
- Register all attendees (members, advisors, and guests) for the conference by the state deadline
- Collect member payment before registration deadline
- Print invoice – check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper or business office for payment
- Mail conference payment to SkillsUSA Iowa
- Follow the important dates checklist for the State Leadership & Skills Conference
- Review State Leadership & Skills Conference tentative agenda with attendees
- Ensure all forms are completed before the State Leadership & Skills Conference
- Follow SkillsUSA Iowa on social media for important event updates
 - Instagram: skillsusaiowa
 - Twitter: @SkillsUSAIowa
 - Facebook: SkillsUSAIowa
- Develop a group chat (Text message, GroupMe, or Remind) with attendees for event communications
- Discuss National Leadership & Skills Conference information with members, so they are prepared if they qualify

Important Dates

A recommended list of important dates and actions needed for the State Leadership & Skills Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

Deadline	Topic	Notes
Feb 1, 2022	Registration Opens	register.skillsusa.org
Feb 15, 2022	Advisor SLSC Town Hall Zoom Session	3:30 pm
Mar 1, 2022	Conference Registration Deadline	11:59 pm deadline
Mar 1, 2022	Paid SkillsUSA Membership Deadline	11:59 pm deadline
Mar 14, 2022	Professional Development Test, Technical Assessment, Resume Submission Opens	
Mar 15, 2022	Drops, Cancellations, and Refunds Request	11:59 pm deadline
Mar 25, 2022	State Officer Candidate Deadline	11:59 pm deadline
Apr 1, 2022	Payment Receipt Deadline	
Apr 1, 2022	Professional Development Test, Technical Assessment, Resume Submission Deadline	
Apr 1, 2022	Pre-Conference Forms Deadline	11:59 pm deadline
Apr 7-8, 2022	State Leadership & Skills Conference	DMACC - Ankeny

Advisor SLSC Town Hall Zoom Session

SkillsUSA Iowa will host a town hall zoom session for local chapter advisers. The session will assist advisers with questions relating to the registration process, competitive events, changes for the 2022 State Leadership & Skills Conference and other general questions.

[February 15, 2022 at 3:30 pm](#)

General Information

The SkillsUSA Iowa State Leadership & Skills Conference is designed as an educational conference that includes competitive events, leadership development activities, career awareness programs, business meetings, and general sessions.

Event	Details
Date	April 7-8, 2022
Registration	<p><u>High School Student Members - \$55.00</u> May compete in two contests</p> <p><u>Post-Secondary Student Members - \$55.00</u> May compete in two contests</p> <p><u>Professional Members (advisors and alumni) - \$55.00</u></p> <p><u>Advisors of New Chapters - Complimentary</u> Special rate for advisors who activated a new (not reactivated) chapter in 2021-22 who wish to explore SLSC this year before expanding opportunities to students to attend. If you are a new chapter that wishes to attend and bring student competitors, normal registration rates apply.</p>
Lodging	Holiday Inn Express & Suites Ankeny 2402 SE Tones Dr, Ankeny, IA 50021
Location	DMACC Ankeny Campus 2006 S Ankeny Blvd, Ankeny, IA 50023

Registration

Conference registration is open from February 1, 2022 through March 1, 2022 at 11:59 pm in SkillsUSA Register. Registration can be assessed at register.skillsusa.org by using your advisor email address.

Registration Dates

Registration Opens: February 1, 2022
 Registration Deadline: March 1, 2022
 Drop Request Deadline: March 15, 2022
 Payment Deadline: April 1, 2022

Information for Registration

Attendee Name, Address, Phone, Date of Birth, and Email
 Attendee Grade (members only)
 Contests (members only)

Registration Eligibility

Chapter advisors, parents, alumni, local administrators, teacher educators or other interested individuals are eligible to attend the State Leadership & Skills Conference. Every event attendee at the State Leadership & Skills Conference MUST be registered and paid by the registration deadline.

In order to be eligible to register for the State Leadership & Skills Conference, members must be registered and paid with SkillsUSA National at register.skillsusa.org. Members will auto-populate in the chapter list of eligible attendees.

Registration Instructions

Step 1: SkillsUSA Membership Registration (If membership registration is complete and paid, advance to Step 2)

- Go to www.skillsusa.org and click JOIN at the top of the page. Use your email address and password to login, or click Reset My Password if you don't recall your login information.
- Register the local advisor(s) and members as members of SkillsUSA. Membership registration instructions are [available here](#), start at step 7, for membership registration.
- PRO TIP: Make sure you complete all fields for the membership, including date of birth, email, and address so members can access contest scores and receive prizes from the SkillsUSA Iowa office.
- SkillsUSA's customer care is available to assist with the process by calling (844-875-4557) or emailing customercare@skillsusa.org.
- Membership dues are paid directly to the SkillsUSA National office. Membership dues for Iowa are:
 - Student (Middle, High, PS) - \$8 National + \$8 State = \$16 Total
 - Professional (Middle, High, PS) - \$20 Nationals + \$13 State - \$33 Total

Step 2: State Leadership and Skills Conference Registration

- Prefer a video over step-by-step instructions? [Click here to view the registration video on YouTube.](#)
- Click on 'Main' and select 'Home Page'.
- Click on 'Conference' on the home screen.
- Click on 'Add Registrant' to register all attendees. Make sure to change the registration type to see members, advisors, and other registration types click 'Save and Continue'
- Complete all registration fields. It's important that the date of birth, address, and email are properly entered to get conference communications and access contest scores.

- **PRO TIP:** When entering a student (contestant) name for registration, you must enter it spelled correctly and exactly as they want it to appear on their registration materials, certificates, and awards ceremony. Names are pulled from the registration site directly into all communication. Correctly entered names will look like **John Doe**. Do not enter a name as john doe or JOHN DOE.
- Registration requires a student's home address, per the national conference requirement. If no address is entered into the system, it will automatically default to the student's school address. If the student qualifies for the national conference, any certificates they receive there would be mailed to the advisor at the school, who will need to forward these items to the student during the summer.
- All registrants must have a unique email address. Communication regarding contests may be sent directly to both students and advisors. Entering the advisor email for all students is not permissible and will result in an error during registration.
- **Contests:** Students may enter in one (1) contest per category, click "Add Contest" to select an additional contest for the competitor.
- **Fees / Options:** Please enter in arrival and departure times along with hotel nights. SkillsUSA Iowa uses this data for conference planning purposes including food counts and hotel rooms.
- **Add Optional State Fee Items:** Click 'add' to enter in hotel fees for each attendee. Total hotel room cost is \$128.00. This is \$128 per attendee for single occupancy, \$64 per attendee for double occupancy, \$43 per attendee for triple occupancy, and \$32 per attendee for quad occupancy. For more information about the SkillsUSA Iowa lodging information, please see the lodging section.
- **IMPORTANT:** You are still required to assign hotel rooms to all attendees in Step 3: Hotel Registration.
- SkillsUSA's customer care is available to assist with the process by calling (844-875-4557) or emailing customercare@skillsusa.org.

Step 3: Hotel Registration

- Click on 'Hotel Reservation' at the top of the registration page to assign hotel rooms to attendees.
- To assign hotel rooms to all participants, drag the participant name from the right side to the "Hotels & Rooms" section in an open hotel room.
- Continue the above step until no participants are on the right side under "Participants".
- Click the "View Hotel PDF" to save a report of your chapter sleeping rooms for your records.
- Once completed, click 'Return to Conference'.
- Once all participants are registered and assigned hotel rooms online, click "Submit Registration" and print the invoice (invoice is also emailed). Conference

registration payment is paid directly to SkillsUSA Iowa. Please send a check and copy of the invoice to SkillsUSA Iowa, P. O. Box 481, Ankeny, IA 50021.

- SkillsUSA’s customer care is available to assist with the process by calling (844-875-4557) or emailing customercare@skillsusa.org.

Conference Hotel & Lodging

The official conference hotel, Holiday Inn Express Hotel & Suites - Ankeny, is designated as the primary location for overnight guests. A room block has been reserved to ensure convenient access to the conference.

SkillsUSA Iowa has negotiated a conference rate of \$128.00/room/night. All rooms sleep four individuals in two queen beds. Below is a breakdown of the occupancy rates per attendee. State and local taxes have been included in the advertised rates.

# of Attendees	Per Attendee	Total Room Cost
1	\$128.00	\$128.00
2	\$64.00	\$128.00
3	\$43	\$128.00
4	\$32	\$128.00

Iowa Administrative Code 80.45A requires all lodging facilities in Iowa to complete human trafficking training to accept public funds. The Iowa Office to Combat Human Trafficking certifies lodging facilities that have completed the required training. To find out more about certified lodging facilities, please visit stopthiowa.org.

HOLIDAY INN EXPRESS HOTEL & SUITES

2402 Se Tones Dr
 Ankeny, IA 50021
hiexankeny@msn.com
 (515) 965-2400
 Certified Date: 12/28/2021

Special Accommodations

For members that require special accommodations, complete this portion in the registration system for each member/attendee. Example reasons that students may need special accommodations would include wheelchair access, interpreter services, food allergies, or IEP determined accommodations for competitive events.

Payments

SkillsUSA Iowa's W-9 is available on the SkillsUSA Iowa website on the Resources page. Most business offices request a copy of the W-9 before processing check payments.

Checks

Checks should be made out to SkillsUSA Iowa and mailed to:

SkillsUSA Iowa

P. O. Box 481

Ankeny, IA 50021

Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by April 1.

Scratch Fee

SkillsUSA Iowa invests in materials and support to operate industry-aligned contests for students. Many of these materials are purchased immediately at the close of registration and cannot be recouped. Any drop or no show after March 15, 2022 will be assessed a \$25 scratch fee.

Registration Additions, Contest Drop, and Refunds

All cancellations must be in writing to the State Director at statedirector@skillsusaiowa.org. A full refund for registration cancellation if email is received by March 15, 2022 at midnight. No refund for registration cancellation if email is received after March 15, 2022 at midnight. Any drop or no show after March 15, 2022 will be assessed a \$25 scratch fee.

Chaperone Ratios and Requirements

A ratio of one adult for every ten (10) members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending SkillsUSA Iowa conferences and events, advisors are expected to provide adequate supervision for their student members. All advisors, chaperones, and guests must follow the SkillsUSA Iowa code of conduct. Advisors are expected to attend all sessions.

Americans with Disabilities Act (ADA)

SkillsUSA Iowa will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations on an individual student's registration. A representative from SkillsUSA Iowa will reach out to confirm your accommodation request after the close of registration.

Event Preparation

Required Student Forms

All student attendees must complete a Comprehensive Consent Form signed by both the student member and parent/guardian (if under the age of 18). This form is comprehensive to include:

- Personal Liability & Medical Release Statement
- Photography & Sound Release Statement
- Family Educational Rights and Privacy Act (FERPA) Statement
- Code of Conduct
- COVID Waiver of Liability

These completed forms should be maintained by the school and are not required to be turned into SkillsUSA. Forms may be found on the SkillsUSA Iowa SLSC website at www.skillsusaiaowa.org/slsc and are at the end of this document.

Required Advisor Forms

Advisors must complete an Advisor Assurance Form to be signed by both the advisor(s) and school administration acknowledging all Comprehensive Consent Forms have been collected and all expectations of SkillsUSA Iowa will be followed. Forms may be found on the SkillsUSA Iowa SLSC website at www.skillsusaiaowa.org/slsc and are at the end of this document.

Local Chapter Delegates

The number of voting delegates representing each local SkillsUSA chapter during official business sessions and delegate assemblies shall be determined in accordance with the following guidelines:

Number of Members in Local Chapter	Number of Voting Delegates
0-10 members	2 voting delegates
11-20 members	3 voting delegates
21-30 members	4 voting delegates
31-40 members	5 voting delegates
41-50 members	6 voting delegates

51-60 members	7 voting delegates
61-70 members	8 voting delegates
71-80 members	9 voting delegates
81-90 members	10 voting delegates
More than 90 members	Number of voting delegates increases proportionately

Voting delegates are indicated through the registration process and will receive electronic communications relating to their official duties.

State Officer Candidates and Campaigns

The deadline to complete the state officer application is March 25, 2022. The state officer application is online and can be found on the SkillsUSA Iowa website. All candidates will be required to complete an exam by the date outlined on the state officer application. Applicants will be notified on April 1, 2022, if they have met the qualifications for candidacy.

Elections and Voting

Voting delegates and advisors will receive email communications on the election and voting process that will take place during the State Leadership & Skills Conference. Delegates and advisors should discuss the officer candidates with local chapter members before casting an electronic vote.

Competitive Events

For the 2022 State Leadership & Skills Conference, the Competitive Events Program will include the SkillsUSA Championships. Competitive Events include testing, prejudged materials, and in-person presentations or demonstrations.

A brief description of all contests may be found at <https://www.skillsusa.org/competitions/skillsusa-championships/contest-descriptions/>.

Technical Standards

For a full detailed list of guidelines and policies relating to competitive events, advisors and members should review the SkillsUSA Technical Standards by logging in Absorb, the SkillsUSA Learning Management System at absorb.skillsusa.org. After logging in, select

Professional Member Benefits, then 2021-2022 Professional Member Benefits Package, then 21-22 Technical Standards.

Technical Standards describe the scope of the contest, including a list of all areas a student **may** be tested on or required to perform in a presentation or demonstration.

Technical Assessment

Technical Assessments are given to determine the amount of related technical information each student has acquired specifically to related study in their CTE program. Please refer to Technical Standards for more information on events with a Technical Assessment.

Resume

All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a point penalty determined by the contest chair.

Professional Development Test

All competitors must complete a 50-question Professional Development Test. This test includes questions centered around the SkillsUSA Framework including **Professional Skills** like integrity, work ethic, professionalism, responsibility, adaptability/flexibility, and self-motivation, **Workplace Skills** like communications, decision Making, teamwork, multicultural sensitivity and awareness, planning, organizing and management, and leadership, and **Technical Skills Grounded in Academics** like computer and technology literacy, job-specific skills, safety and health, service orientation, and professional development. An additional section includes questions on the SkillsUSA organization.

Available Contests

Contest Name	Day of Contest	Individual or Team	Limit Per School
Action Skills	Thursday	Individual	3
Additive Manufacturing	Friday	Team of 2	3
Architectural Drafting	Friday	Individual	3
Automated Manufacturing Technology	Friday	Team of 3	3
Automotive Refinishing Technology	Friday	Individual	1
Automotive Service Technology	Friday	Individual	3

Cabinetmaking	Friday	Individual	3
Career Pathways	Friday	Team of 3	3
Carpentry	Thursday - Friday	Individual	3
Chapter Business Procedure	Thursday	Team of 6	3
Chapter Display	Thursday	Team of 3	3
CNC Milling Specialist	Friday	Individual	3
CNC Technician	Friday	Individual	3
CNC Turning Specialist	Friday	Individual	3
Collision Repair Technology	Friday	Individual	1
Community Action Project	Thursday	Team of 2	3
Community Service	Thursday	Team of 3	3
Crime Scene Investigation	Friday	Team of 3	3
Criminal Justice	Friday	Individual	3
Customer Service	Friday	Individual	3
Diesel Equipment Technology	Friday	Individual	3
Electrical Construction Wiring	Thursday - Friday	Individual	3
Electronics Technology	Friday	Individual	3
Employment Application Process	Thursday	Individual	3
Engineering/Technology Design	Friday	Team of 3	3
Extemporaneous Speaking	Thursday	Individual	3
Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)	Friday	Individual	3
Job Interview	Thursday	Individual	3
Job Skill Demonstration Open	Thursday	Individual	3
Job Skills Demonstration A	Thursday	Individual	3
Masonry	Thursday - Friday	Individual	3

Motorcycle Service Technology	Friday	Individual	3
Opening and Closing Ceremonies	Thursday	Team of 7	3
Outstanding Chapter	Thursday	Team of 3	3
Pin Design (State Conference) *	Thursday	Individual	3
Plumbing	TBD	Individual	3
Prepared Speech	Thursday	Individual	3
Principles of Engineering/Technology	Friday	Individual	3
Promotional Bulletin Board	Thursday	Team of 3	3
Quiz Bowl	Thursday	Team of 5	3
Related Technical Math	Friday	Individual	3
Robotics and Automation Technology	Friday	Team of 2	3
Robotics: Urban Search and Rescue	Friday	Team of 2	3
Screen Printing Technology	Friday	Individual	3
Sheet Metal	Friday	Individual	3
TeamWorks	Thursday - Friday	Team of 4	3
Technical Drafting	Friday	Individual	3
T-Shirt Design (State Conference)	Thursday	Individual	3
Welding	Friday	Individual	6
Welding Fabrication (\$100 additional fee per team)	Thursday	Team of 3	3
Welding Sculpture	Friday	Individual	3

Equipment & Materials

Contests may require materials that will be supplied by the technical committee (team that manages that contest) and those that must be supplied by the contestant. Equipment and material requirements are outlined in the SkillsUSA Technical Standards by logging in Absorb, the SkillsUSA Learning Management System at absorb.skillsusa.org.

Clothing Requirement

Contests may require specific clothing for the safety of competing members. Clothing requirements are outlined in the SkillsUSA Technical Standards by logging in Absorb, the

SkillsUSA Learning Management System at absorb.skillsusa.org. **Note:** SkillsUSA Iowa does not enforce rules regarding branded, official SkillsUSA clothing. School name and/or logo is strictly prohibited on any clothing during competitions. Students who qualify for nationals will be required to follow the official SkillsUSA attire at the National Leadership and Skills Conference.

Quotas

The State Leadership & Skills Conference has quotas or limitations on the number of competitive events a member may enter and compete in. Members are limited to a maximum of two (2) competitive events in total.

Judges

SkillsUSA Iowa relies on volunteers to run and support many activities and programs within SkillsUSA Iowa. If you know of an individual who would be interested in volunteering to serve as a judge, please email statedirector@skillsusaiowa.org

COVID Health and Safety

The State Leadership & Skills Conference will be the same great event, reimagined with safety and security in mind for all attendees. SkillsUSA Iowa has developed a COVID Healthy and Safety team to add new features and provide an amazing on-site experience. Some of the new items that will enhance the conference include:

- Additional sanitization stations throughout the conference venue and competitive event spaces.
- Contactless experiences including conference programs, maps, and networking interactions.
- On-Site Signage to provide guidance, assistance, and additional information at the conference.
- Face masks are highly recommended for all attendees.

Conference Activities

Friday Lunch

A luncheon will be provided for Members, Advisors, Judges, and Facilitators on Friday. This is an open luncheon without a program; all may attend when they can. Meal tickets will be provided in the conference registration packet.

Tentative Schedule

The schedule is tentative and is subject to change prior to the conference. The official conference schedule is located on the SkillsUSA Iowa State Leadership & Skills Conference webpage. Please note: This schedule does not include activities, events, and deadlines that happen prior to, or after the conference.

TECHSPO (Business and Career Fair)

The Business and Career Fair held during the State Leadership & Skills Conference provides colleges and universities, military partners, business and industry, and fundraising partners the opportunity to network with event attendees. The Business and Career Fair booths will be available to all attendees.

The Business and Career Fair is available on Friday, April 8, 2022, from 11:00AM - 4:00PM. A complete list of the Business and Career Fair booths is listed in the official conference program platform.

Tentative Schedule

Thursday, April 7

- 8:00AM - Welding Fabrication Contest Starts
- 11:00 - 12:00PM - Conference Registration
- 12:00PM - All Thursday Contests Start
- 5:00PM - Opening Session

Friday, April 8

- 8:00AM - All Friday Contests Start
- 9:00AM - TECHSPO
- 6:00PM - Awards Session

Post-Conference Information

Scores and Results

The Official Results of the State Leadership & Skills Conference will be certified and posted on www.skillsusaiowa.org after the 2022 State Leadership & Skills Conference. Results including rating sheets, individual and team scores, and performance standards will be accessible electronically after the event. Electronic communications will be sent to advisors on how to access these reports.

National Leadership & Skills Conference

Competitors who participated in contests and who placed 1st (gold) of the state will be invited to advance in the contest for the National Leadership & Skills Conference.

Competitors are only eligible to compete in one national competition at the National Leadership & Skills Conference. If placing 1st (gold) in more than one contest, the competitor must determine which event they'll compete in.

SkillsUSA Iowa allows "bump ups" in all contests. In the event that a 1st (gold) winner declines the invitation to compete, SkillsUSA Iowa will reach out to the 2nd (silver) place winner and extend an invitation to compete at the National Leadership & Skills Conference. Invitations will be extended to winners starting in 2nd (silver) place and stopping at 3rd (bronze) place until an entry has been accepted to advance to the National Leadership & Skills Conference.

Policies

Online Integrity Policy

SkillsUSA Iowa is committed to providing a safe, productive, and welcoming environment for all meeting participants and SkillsUSA Iowa staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, SkillsUSA Iowa staff members, service providers, and all others are expected to abide by this Online Integrity Policy. This Policy applies to all SkillsUSA Iowa meeting-related events, including those sponsored by organizations other than SkillsUSA Iowa but held in conjunction with SkillsUSA Iowa events, on public or private platforms.

SkillsUSA Iowa has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, SkillsUSA Iowa asks that you inform either a local advisor, Kent Seufferer, State Director (statedirector@skillsusaiowa.org), or Chris Dzurick, CTSO Consultant (chris.dzurick@iowa.gov) so that appropriate action can be taken.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, SkillsUSA Iowa staff member, service provider, or other meeting guest.
 - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, SkillsUSA Iowa staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by SkillsUSA Iowa throughout any virtual or in-person event. All participants must comply with the instructions of the moderator and any SkillsUSA Iowa event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. SkillsUSA Iowa reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the virtual space.

SkillsUSA Iowa reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior, and SkillsUSA Iowa reserves the right to prohibit attendance at any future event, virtually or in person.

Required Forms

Comprehensive Consent Form

The comprehensive consent form is signed confirming that the attendee agrees to the following release forms:

- Personal Liability and Medical Release Form
- Photograph and/or Sound Release Form
- Code of Conduct Form
- COVID Waiver of Liability Release Form
- Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement

These forms are to be retained by the school and not turned into the SkillsUSA Iowa State Office.

Advisor Assurance Form

The advisor assurance form is to be signed by the advisor of the SkillsUSA local chapter and a school administrator acknowledging all conference participants have completed the comprehensive consent form.