

Perkins V Regional Implementation Meetings Meeting and Registration FAQ

What is the purpose of this meeting?

Advance CTE, in partnership with the Association for Career and Technical Education (ACTE), American Association of Community Colleges (AACC) and the National Alliance for Partnerships in Equity (NAPE), is hosting a series of four regional meetings to help state leaders best leverage the newly reauthorized Strengthening Career and Technical Education for the 21st Century Act (Perkins V) to advance learner access to and success through high-quality Career Technical Education (CTE) programs and programs of study.

Participants will:

- Gain a deep understanding of the benefits and challenges of Perkins V by learning from national experts about the law and the leadership levers within it;
- Engage with peers from within and across states to share promising practices and brainstorm strategies around data and accountability, programs of study, state-to-local implementation, and advancing equity in CTE; and
- Leave with a clear data-driven strategy, timeline and process for developing a new Perkins V state plan that advances their statewide vision for CTE.

How is this meeting different from the 2018 Advance CTE Fall Meeting?

The Advance CTE Fall Meeting and the regional meetings are designed to be complementary. At the Fall Meeting, attendees will learn about the core tenets of Perkins V and begin to skim the surface of the state's role in implementation. During the regional meetings, you and your state team will have the opportunity to build a strategy to create a thoughtful, impactful implementation process that will continue to advance learner access to and success through high-quality CTE programs of study. This meeting will be a blend of general sessions, breakouts and independent state team time led by the State Director.

By design, we are hosting regional meetings that are aligned largely to our Board regions in hopes of promoting cross-state and regional collaboration.

How long is the meeting?

This meeting will run as follows (*subject to change):

Day 1:

11 a.m.-1 p.m.: State Director-Only Luncheon (State CTE Directors only; no other state staff)

1:30 p.m.- 5:30 p.m.: General programming

6 - 7 p.m. : Networking reception

Day 2:

8:30 a.m. - 5 p.m. : General programming and state team time

Day 3:

8:30 a.m. – Noon: General programming and state team time

What meals will be provided?

The following meals and breaks will be provided (*subject to change):

Day 1:

Lunch - State Directors only

Mid-afternoon - Coffee and snack break

Reception - Light hors d'oeuvres

Day 2:

Breakfast / Lunch / Coffee breaks

Day 3:

Breakfast / Coffee break

You are responsible for all meal costs outside those provided during the meeting.

How much does registration cost?

As part of Advance CTE's ongoing commitment to support visionary state leadership and strong CTE systems and underscoring our strong belief that states should bring together diverse and comprehensive state teams to these meetings, we will cover the cost of up to **five** state team members, including and chosen by the State Director, to attend this meeting. This benefit is offered only to states that are currently members of Advance CTE. The State CTE Director is required to participate in the meeting to be eligible for this benefit. If your state/territory is not a member, you will need to pay a registration fee for each individual who attends.

Your state may bring more than five individuals, but will need to pay a \$400 registration fee for each person beyond five. States will receive one single invoice listing all individuals who are registered for the meeting.

Who should attend this meeting?

We encourage each state to bring a diverse team of leaders who will write, guide or impact your state plan. Each team will be chosen and led by you, the State CTE Director. We are not allowing individual registrations to this meeting – only one team per state. It is important to begin this planning process by having the right perspectives and leaders at the table. We encourage you to ensure you have representation from secondary and postsecondary CTE state agencies, special populations and equity, data analysts, local leaders (or leadership organizations), other state-specific influencers (e.g. GEPAs, state board leaders, etc.).

To be clear, this meeting is not intended to be a place to bring together all of your stakeholders; instead this is a meeting to bring together those who will be your core team of leaders, decision makers and influencers who will leading the writing and administration of the state plan development and implementation.

We're happy to brainstorm possibilities with you. Please contact Andrea Zimmermann, Senior Associate for Member Engagement, at azimmermann@careertech.org or by phone: 301-588-9630.

Am I responsible for my own hotel and transportation costs?

Yes, you must reserve and pay for your own hotel and transportation costs. Advance CTE has secured a limited block of rooms at a discounted price at the meeting hotel. **We ask that all attendees, other than those who live locally, please reserve within this room block to help us meet our contractual obligations.**

How do I register my state team for the meeting?

The State Director will register their members at the same time using our group registration form. Once registration is launched, you will receive the link to this webpage.

Once on the registration page, please select the meeting your state has been assigned in order to access your region's unique registration form. This page is only accessible by State Directors and requires you to sign into the Advance CTE website using your login credentials.

Once on the registration page, follow these directions:

- Select the number of individuals, including yourself, who you intend to register.
- Insert your information as the State Director on the first page if it doesn't auto-populate.
- Click "Continue" and on the pages that follow, you will be able to enter the registration information for the rest of your team.
- Once you have finished adding information about your state team, review the information and then click "Continue."

You will also receive an email confirming the information submitted for your state team. All individuals who you register also will receive a confirmation email from perkinsmeetings@careertech.org where they can view their registration details and a link to the regional meeting webpage, which will contain additional information regarding lodging, the agenda and other key details.

What information do I need to collect for each registrant?

Please collect the following information:

- First/Last Name
- Email address of the participant
- Job title
- Employer
- Dietary/special needs
- Indicate whether they will attend the reception on the evening of Day 1

Can I switch meetings to attend with a different region?

We ask that states attend the meeting to which they have been assigned. Your state's assignment to this meeting is aligned largely to Advance CTE's regional structure and is designed to promote regional collaboration, a key element in Advance CTE's strategic plan. Unless an extreme circumstance warrants it, we are unable to accommodate switching to another meeting date. Please contact Andrea Zimmermann at azimmermann@careertech.org if your state would like to request an exception.

What if I need to replace someone who I have registered?

Substitutions must be received by email at perkinsmeetings@careertech.org. The cut-off date will depend on which meeting you attend and can be found in your meeting registration confirmation email. Substitutions are not accepted after the assigned date nor on-site. State Directors must send an email to perkinsmeetings@careertech.org to provide the full name, job title, employer, and dietary or special needs for any individuals who will be substituted.

What if someone has to cancel?

Cancellations must be received by email at perkinsmeetings@careertech.org. The cut-off date will depend on which meeting you attend and can be found in your meeting registration confirmation email. This applies to all individuals who are registered to attend the meeting, including individuals whose registrations are covered by Advance CTE. After that date, the state will be responsible for paying the registration fees for all individuals on the state team that cancel after the assigned date. If an individual cancels before the designated date, the state will be fully reimbursed for any registration for which it paid minus a \$25 administrative processing fee.