

## 2019 Perkins V 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, American Association of Community Colleges and the National Alliance for Partners in Equity – are hosting a second round Perkins V Implementation Meetings to support state leaders in the development and refinement of their state plans under the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V). These meetings are made possible thanks to the generous support of the Bill & Melinda Gates Foundation and Joyce Foundation.

### Participants will:

- Collaborate with peers from other states to share ideas and solutions on major strategies within their Perkins V state plans, with a focus on quality, equity, data, systems alignment and career advisement;
- Work with their state team to review and strengthen their Perkins V plans based on input from national experts, peers and in-state stakeholder engagement; and
- Leave with clear next steps for strengthening their Perkins V state plans to advance a statewide vision for CTE that is innovative, bold and prioritizes quality and equity.

### How is this meeting different from Advance CTE’s regular meetings?

Advance CTE’s regular meetings are a place for individuals to learn about the latest issues facing the CTE field. The Perkins Implementation Meetings are designed for states to attend as a team and work collaboratively with other states to tackle common challenges related specifically to Perkins V state planning. This meeting will primarily consist of cross-state feedback sessions for your Perkins V plans, state-led breakout sessions, and independent team time led by the State Director.

### How long is the meeting?

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

#### Day 1:

11 a.m. -1 p.m. Luncheon for State CTE Directors only  
1 - 3 p.m. Opening programming and state team time  
3 - 5 p.m. Cross-state Feedback Session #1  
5 - 7 p.m. Reception

#### Day 2

8 a.m. - 12 p.m. Kickoff, Cross-state Feedback Session #2  
12 - 1 p.m. Lunch  
1 - 3 p.m. State-led Breakout Sessions  
3 - 5 p.m. State Team Time

#### Day 3

8 a.m. - 10 a.m. Kickoff and Cross-State Feedback Session #3  
10 - 11:30 a.m. State Team Time

11:30 a.m. - 12 p.m.      Wrap Up and Next Steps

### **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 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 or may become a member to obtain this benefit.

Your state may bring more than five individuals, but will need to pay a \$415 registration fee for each person beyond five. When registering, the State Director should indicate how these extra team members should be billed – to the state CTE office or to the individual. The State Director will receive an invoice reflecting all individuals that are complimentary as well as those being paid for by their office.

### **Who should attend this meeting?**

We encourage each state to bring a diverse team of leaders who are part of the team that is writing, guiding or influencing your Perkins V state plan. During this meeting, your team will present on core elements of your Perkins V state plan and receive feedback from other state leaders and national partners. We encourage you to ensure you have representation from secondary and postsecondary CTE state agencies, special populations and equity, data analysts, and other state-specific influencers, as appropriate. Each team will be chosen and led by you, the State Director. Individual registrations are not allowed for this meeting.

Unlike our 2018 regional meetings, this year's meetings are designed for input and cross-state feedback, rather than collective learning about the broad strokes of the Perkins V law. These meetings are also not the place to bring together all of your stakeholders; instead this is a space where you can bring together those who are your core team of leaders, decision makers and influencers who are leading the writing and administration of your state plan development and implementation.

We're happy to brainstorm possibilities with you. Please contact Andrea Zimmermann, Senior Associate for Member Engagement and Leadership Development, at [azimmermann@careertech.org](mailto: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 meeting landing page, follow the link to the registration page. 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.
- Answer our topical questions to help us identify potential leaders of our state-led breakout sessions.
- Add 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. For each team member beyond your five complimentary registrations, you will have the option to direct Advance CTE to bill either the state CTE office or the individual for their registration fee. *NOTE: If you request individual billing for a registrant and they do not pay within 60 days after the meeting, the invoice will be re-directed to the state CTE office for payment.*
- Once you have finished adding information about your state team, review the information you have provided 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](mailto:perkinsmeetings@careertech.org) where they can view their registration details and a link to the 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 needs and accessibility accommodations

- Indicate whether they will attend the reception on the evening of Day 1

### **Can I switch meetings other than the one I have been assigned?**

Advance CTE offered states a one-week window between May 15 and May 22 to switch from their assigned meeting. Once beyond that window, we are unable to accommodate other changes unless warranted by an extreme circumstance Please contact Andrea Zimmermann at [azimmermann@careertech.org](mailto:azimmermann@careertech.org) if you must request an exception.

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

Substitutions must be received by email at [perkinsmeetings@careertech.org](mailto: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](mailto:perkinsmeetings@careertech.org) to provide the full name, job title, employer, and dietary and accommodation needs for any individuals to be substituted.

### **What if someone has to cancel?**

Cancellations must be received by email at [perkinsmeetings@careertech.org](mailto: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 \$75 administrative processing fee.