



2024 Florida Future Educators of America (FFEA) State Conference

I. PLANNING INFORMATION

Location:

[Rosen Plaza Hotel](#)
9700 International Drive
Orlando, Florida 32819
1-800-627-8258

Dates:

February 2 – 4, 2024

Conference Attendees:

High school members (**sophomores, juniors and seniors only**) and postsecondary members, advisors and chaperones

Registration Information:

\$165.00 per person

All chapters are required to submit a completed online registration form, which is located at [2024 FFEA State Conference Registration](#) by **Friday, December 8, 2023, at 11:59 p.m. EST**, and full registration payment for the number of individuals registered by **Friday, December 15, 2023, at 11:59 p.m. EST**. On-site registration/payment will NOT be permitted except in extreme circumstances and with advance approval from the FFEA State Coordinator.

Payment options include: check or credit card (Visa, MasterCard or Discover). If paying by check, please attach a copy of the invoice along with all check payments submitted. The invoice will be emailed to you after the completion of the registration process. Please make the checks payable to the **Florida Education Foundation** and mail to:

Attn: Ashley Monroe
Florida Department of Education
325 West Gaines Street, Suite 124
Tallahassee, FL 32399

The registration fee does NOT include lodging expenses and transportation to and from the conference. Please note, the following meals are provided in the registration fee:

- Dinner buffet on Friday, February 2, 2024
- Continental breakfast on Saturday, February 3, 2024
- Lunch buffet on Saturday, February 3, 2024
- Breakfast buffet on Sunday, February 4, 2024

The cost of one FFEA Conference T-shirt is included with each registration.

If you have questions regarding registration, please contact edrecruit@fldoe.org.

Cancellations:

To cancel an individual registration for the conference (not a hotel reservation), the deadline is **Friday, January 5, 2024, at 11:59 p.m. EST**. Cancellations must be made in writing via e-mail to edrecruit@fldoe.org no later than this date in order to receive a refund. Please note: Refunds may be subject to a nominal fee.

Substitutions:

Substitutions are permitted in the event that a registered student(s) is unable to attend the conference. The deadline for substitutions is **Friday, January 5, 2024, at 11:59 p.m. EST**. Please forward the name(s) of all individuals who will attend as substitutes so that we may prepare name badges accordingly. If a registrant is unable to attend at the last minute and a substitute cannot be found by **Friday, January 5, 2024 at 11:59 p.m. EST**, a request for a refund will not be honored.

II. LODGING INFORMATION

Room Rates:

\$148.00 per night

The above rates may be offered for guests arriving three days before and three days after the event, depending on availability. There will be discounted self-parking for overnight guests at \$12.00 per vehicle during the dates of the conference.

State taxes will not be assessed when payment is made with a school check and a copy of your district's certificate of tax exemption is provided to the hotel. Payments made by personal check or credit card are subject to taxation. **There is a 1% Orange County Convention Center District fund tax that will be applied to all room reservations regardless of tax exempt status.**

District/School P-Cards should NOT be used to make hotel reservations unless the card can be physically presented on-site at check-in.

Reservations:

Reservations must be made directly to the Rosen Plaza Hotel no later than **Thursday, January 11, 2024, at 11:59 p.m. EST.** Reservations can be made by calling the hotel at 1-800-627-8258 or online. Advisors, the link for online reservations is [2024 FFEA State Conference Hotel Reservations](#). All reservations must be guaranteed with a credit card. Please request the group rate for the **Florida Future Educators of America**. This rate will be honored, subject to hotel availability. Any reservation requests made after **Thursday, January 11, 2024, at 11:59 p.m. EST** will be accepted subject to availability.

Cancellations:

Should you need to cancel your hotel reservation, you must cancel your reservation five days prior to your arrival date. Reservations cancelled within five days prior to arrival will be charged by the hotel, one night's room and tax (this also includes no shows). This first night's room and tax charge will not be reimbursed by the Department.

Check-In/Out:

Guest check-in begins at **3:00 p.m. EST.** Check-out is **11:00 a.m. EST.**

A valid credit card or cash will be required at check-in. This includes District/School P-Cards that were used to make reservations.

Any request for late check-out must be made with the front desk on the evening/night prior to checkout and, if granted, may be subject to a late checkout fee.

Lodging Subsidy:

THIS IS NOT A REIMBURSEMENT.

The Department will pay the cost of one hotel room per FFEA chapter attending the conference for Friday and Saturday nights. The Department will pay the cost of a total of an additional room per Outstanding Chapter Award recipients attending the conference for Friday and Saturday nights. Session attendance and conference participation is mandatory by both chapter advisors and members to have your room cost covered. The Department will not pay the cost of additional night(s) stay or additional rooms. Chapters failing to meet the attendance requirement will not be entitled to receive the lodging subsidy. Department staff will monitor compliance with this requirement.

To receive the above hotel subsidy, please indicate the name under which the hotel reservation is

made. **Chapter advisors are responsible for making all reservations.** Please email the FFEA State Coordinator at edrecruit@fldoe.org with the confirmation number of the room that you wish to have covered by the lodging subsidy. The name under which this room is reserved should match the name on the conference registration form.

The Department will pay only the room rate for the one room for Friday and Saturday nights. Other incidental guest-room expenses incurred by FFEA conference participants will not be paid by the Department and will be the responsibility of the chapter.

Compliance with all district and state travel procedures are required.

III. DIRECTIONS TO CONFERENCE SITE

Directions from Orlando International Airport:

Follow signs to Orlando Attractions. Take the Beachline Expressway (528 West)-Right. The last exit is International Drive (Exit #1); make a right turn at the bottom of the exit. The Rosen Plaza Hotel is located on your left, approximately one mile.

Directions from Daytona Beach Area:

Take I-4 West. Exit at Sand Lake Road (Exit #74A). Turn left at the light. Go to International Drive (second light) and turn right. The Rosen Plaza Hotel is located on your right, approximately one and a half miles.

Directions from Tampa Area:

Take I-4 East. Exit Beachline Expressway (528 East). Take the International Drive Exit (Exit #1). Turn right onto International Drive. The Rosen Plaza Hotel is located on the left, approximately one mile.

Directions from Miami/Ocala Areas:

Take the Florida Turnpike to I-4 West (Exit #259). Go west on I-4 and exit at Sand Lake Road (Exit #74A). Turn left at light onto Sand Lake Road. Go to International Drive (second light) turn right. The Rosen Plaza Hotel is located on the right, approximately one and a half miles.

There are two Rosen Properties located on International Drive. The Rosen Plaza is located directly across from Pointe Orlando.

Online sources for driving directions:

Please use the websites below to obtain driving directions from your specific location.

www.mapquest.com

www.maps.yahoo.com



IV. ADVISOR AND STUDENT INFORMATION

Attendance Ratio:

Advisors and adult chaperones must accompany high school chapters and monitor students during all on-site and off-site activities. There may be no more than eight students per chaperone.

Postsecondary chapters are not required to bring chaperones and have no curfew time.

Students:

All high school students are required to return to their hotel rooms no later than the curfew time of 12:00 midnight. While away from the hotel, all students should be alert and remain with their group. While in the hotel rooms, all students should be quiet in order to avoid disturbing other hotel guests.

Insurance:

Each participant is responsible for his or her own insurance coverage. The Department does not obtain insurance coverage for this event. The contact information requested through the registration form is collected solely for the event of an emergency.

Recommended Attire:

Friday: Chapter shirt and jeans or similar attire

Saturday: Business casual attire

Sunday: Conference shirt and jeans (or similar pants) are recommended

All students are requested to wear their conference T-shirts (provided at registration) on Sunday.

Session Attendance:

Chapter advisors and students are required to attend all conference sessions, including general and concurrent sessions and chapter caucuses. Department staff will monitor session attendance. Compliance is required in order to qualify for the lodging subsidy.

Name Badges:

Name badges will be distributed to FFEA chapter advisors during registration. Advisors, students, chaperones and guests will be required to wear their name badges in order to be admitted to conference sessions and meal functions.

For More Information:

Please contact the Bureau of Educator Recruitment, Development and Retention at 850-245-9614 or edrecruit@fldoe.org.

V. DEADLINES

Conference Registration:	Friday, December 8, 2023
Chapter Display Entry Form:	Friday, December 8, 2023
Inside Our Schools Video and Entry Form:	Friday, December 8, 2023
Education Research and Entry Form:	Friday, December 8, 2023
Student Lesson Plan and Entry Form:	Friday, December 8, 2023
Public Speaking Competition and Entry Form:	Friday, December 8, 2023
State Officer Application:	Friday, December 8, 2023
Hotel Reservations:	Thursday, January 11, 2024
Conference Registration Fees:	Friday, December 15, 2023
Conference Cancellations:	Friday, January 5, 2024
Conference Substitutions:	Friday, January 5, 2024
Hotel Cancellations:	Five days prior to arrival

*All deadlines are effective at 11:59 p.m. EST.

***Please note: Both high school and postsecondary competition entries will be scored within the same category based on the attached rubrics. The top five winners overall from each competition will be announced during the closing session on Sunday.**