

## Advance CTE 2022 Spring State Leadership Retreat

### Frequently Asked Questions

This document addresses frequently asked questions about [Advance CTE's Spring State Leadership Retreat](#). Please email [meetings@careertech.org](mailto:meetings@careertech.org) with additional questions.

#### **Who is invited to register for the Spring State Leadership Retreat (Retreat)?**

The Spring State Leadership Retreat is invite only. Each state may register one State CTE Director and a second state representative for the Retreat. Each attendee must register individually.

The second registrant, after the State Director, should be a state leader whose work intersects with CTE systems and who already or should regularly collaborate with your team. The second registrant will participate in all Retreat activities, and Advance CTE staff will strive to connect all registrants who serve in similar roles.

The second registrant may be, among other titles, the Deputy State CTE Director; the State Directors counterpart from workforce development, secondary education, postsecondary education or agencies serving special populations; or a key education advisor from the Governor's Office or other executive branch agency involved in CTE policymaking.

Please contact us if you need guidance on selecting your second state representative by emailing [meetings@careertech.org](mailto:meetings@careertech.org).

#### **Who can attend if the State Director cannot attend?**

If a State CTE Director is unable to attend the Retreat, the State Director must contact [meetings@careertech.org](mailto:meetings@careertech.org) for approval of their designee.

#### **Are more than two attendees allowed from my state?**

On a case-by-case basis and as space allows, Advance CTE may approve more than two attendees per state. Email [meetings@careertech.org](mailto:meetings@careertech.org) as soon as possible to make this request and our team will call you to discuss options.

### **Why is registration limited to two people per state?**

Attendance is limited to two attendees per state to respond to Advance CTE member needs. The Retreat is designed with those needs in mind through spaces that allow attendees to gain meaningful cross-state connections, deeper knowledge sharing and leadership development tailored to state executive roles.

### **How can other members of my state team connect with Advance CTE if they will not be attending the Retreat?**

Advance CTE will host a three-part virtual meeting in June that is open to all Advance CTE members, state CTE leaders and our CTE stakeholders and national partners.

The series will offer the same high-quality content you expect of an Advance CTE meeting with more time to reflect and connect with fellow state CTE leaders. Three three-hour sessions will be held throughout June dedicated to topics that will equip, empower and elevate your work to realize CTE without limits for each learner.

Retreat attendees will receive complimentary access to the June Meeting Series as part of their registration.

### **What is the format of the Retreat?**

The Retreat is centered on the unique leadership development needs of State Directors and key partners in their work. Through interactive discussions, collaborative activities and networking sessions, Advance CTE strives to strengthen connections, deepen knowledge and support leadership development for each attendee.

Additional details can be found in the agenda that can be found on the [event web page](#).

### **How do I register for the Retreat?**

Each attendee must complete the event registration form, which is also available on [Advance CTE's Retreat event page](#). An invoice will be produced within three business days of registration.

The registration deadline for the Spring State Leadership Retreat is April 8, 2022.

### **Are attendees required to be vaccinated against COVID-19 for the Retreat?**

Yes, attendees are required to be [fully vaccinated](#) against COVID-19. Fully vaccinated means a person has received their primary series of COVID-19 vaccines. If an attendee has a medical and/or religious exemption from receiving the coronavirus vaccine, they must take a PCR test within 72 hours of the event start and provide a negative result prior to or upon arrival at the event.

### **What documents can be provided as proof of vaccination?**

Attendees must provide a photo of their vaccination card or a copy of their vaccination record from a public health agency in their state. Advance CTE's [coronavirus protocols](#) provide additional details on the process for providing proof of vaccination.

Attendees can provide proof of vaccination through the [event registration form](#) or the [proof of vaccination form](#).

### **What is the registration fee for the Retreat?**

The Spring State Leadership Retreat registration is \$650 for Advance CTE members and \$775 for non-members. The registration fee includes complimentary registration to Advance CTE's Virtual June Meeting Series, which is valued at \$125.

### **What is the location of the Retreat?**

The Spring State Leadership Retreat will be held at [BWI Airport Marriott](#) in Linthicum, Maryland. Please [click here](#) to make a reservation. Reservations must be made by April 18, 2022.

### **Is the Spring State Leadership Retreat permanently replacing Advance CTE's annual Spring and Fall Meeting?**

No, the Spring State Leadership Retreat is not permanently replacing Advance CTE's traditional Spring and Fall Meeting. The Retreat is being held in response to the identified priorities and unique needs of State CTE Directors and state leaders.

Advance CTE hopes to return to a regular cadence of two, in-person meetings annually, with a 2022 Fall Meeting that is open to all Advance CTE members and stakeholders.

## **What measures does Advance CTE have in place for the Retreat to mitigate against coronavirus?**

Advance CTE's [Coronavirus Wellness and Mitigation Protocols](#) outlines the requirements attendee must agree to in order to register for and attend the Retreat.

## **Are there circumstances where refunds will be issued, including if an attendee contracts COVID-19 prior to the Retreat?**

All cancellations must be submitted by email to [meetings@careertech.org](mailto:meetings@careertech.org). To receive a full refund of registration costs, a cancellation request must be received by close of business April 8, 2022. Cancellations received starting April 9, 2022, will result in no refund. If a registration has been canceled after April 9 and the registration fee has not been paid, the registrant is still responsible for paying the registration fee. Meeting no-shows will be charged the confirmed registration rate and will not receive a refund. Advance CTE is not responsible for issues related to conflicts or inability to attend, including due to illness. No refunds will be given due to these occurrences, once the cancellation window has closed. In the event that Advance CTE cancels the meeting, a full refund will be given back in the form of the original payment within 30 days.

## **What are the guidelines for cancellation of the Retreat?**

The health and safety of attendees is our top priority. Advance CTE will consider rates of infection and hospitalization, access to testing and public health actions taken by local, state or federal government leaders in determining cancellation of the event.

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