

Colorado TSA State Conference 2025

Call to Conference

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If you need this document in an alternate format for accessibility purposes, please contact the State Advisor.

Message from the President



Hello Colorado TSA!

It's finally that time again!

As we embark on a new year in TSA, I want to take a moment to express my heartfelt gratitude to all our advisors for your passion and dedication to our organization. On behalf of every student, I can confidently say that we would be lost without your unwavering support. You are not only our role models but also the glue that holds us together. Thank you from the bottom of our hearts.

Looking ahead, I am awaiting the 2025 State Conference and hope to see you and your students there!

Let's make this a year to remember!

Hana Lee

State President

General Conference Information

Each year, Colorado Technology Student Association holds an annual statewide conference which brings student members together with business and industry professionals, post- secondary institutions, and community leaders in a competitive showcase that recognizes both technical skill and leadership development. The conference includes competitive events, professional development, officer elections, social events, and a recognition ceremony, serving as the culmination of statewide designing, dreaming, and hard work.

Theme

The statewide theme for the conference is "Tune into Technology". Some competitive events have themes specific to that event.

Dates and Deadlines

Please note that these dates and deadlines below are tentative and subject to change. Any changes to dates and/or deadlines will be highlighted on this document.

Date	Item
Dec 2, 2024	\$100 Late Chapter Affiliation Fee Starts
Dec 4, 2024	Conference Registration and Hotel Registration Opens
Jan 10, 2025	 Conference Registration Deadline Late registrations or changes to registration requested after January 10, 2025 deadline will incur a \$100 fee and may not be guaranteed. Chapter Certification Form Due (see Required Forms for link)
Jan 12, 2025	First Presubmission Window Opens How to submit Events at a Glance Only paid registrants may participate in the Preconference round. If payment is not received by January 17, 2025 deadline, students will be disqualified in the Preconference round.
Jan 17, 2025	 Final Conference Payment Deadline No registration refunds are available after the registration deadline. A 10% late fee will be added to the invoice if proof of payment is not received by January 17, 2025. Presubmission invited Semi-Finalists announced
Jan 20, 2025	Rooming List Due to Hotel
January 29, 2025	Chapter Tax Exempt Packets Due to Hotel Awards Application Deadline
February 13 - 15, 2025	Colorado State Conference

Event Changes and Substitutions

Changes to your registration can be made as many times as you would like until it closes on January 10. Simply log back on, edit, and resubmit. Late registrations or changes to registration requested after January 10, 2025 deadline will incur a \$100 fee and may not be guaranteed.

This includes, but is not limited to:

- · adding events to students
- editing teams
- substituting new students for those who are already registered and unable to attend.

If you wish to remove a student from an event or your roster after the January 10 deadline, there will not be a charge for notifying the State Advisor, however no refunds will be granted. Notifying us of no-shows is helpful to our planning.

Payment Invoice

Upon submission of registration, you will receive an email confirmation that will serve as an invoice.

Paying by Check

Please make checks payable to Colorado TSA and mail to 9101 E Lowry Blvd, Denver, CO 80230.

Paying by Credit Card

- Credit card must be selected as the payment option in the registration system
- A 4% fee will be added to all credit card payments

Call for Support

Judges, Exhibitors and Presenters Sign - up: https://www.coloradotsa.org/get-involved

Judging is a great way to support Colorado TSA and see the incredible student projects up close. No expertise needed—rubrics and judging sheets are provided. Advisors, don't hesitate to invite parents or local industry to join as judges.

Conference Checklist

Please confer with your administrators for any school district or school specific procedures.
☐ Advertise the conference to your chapter members
☐ Share this letter of justification with your administration
□ Book with the hotel
□ Submit school district field trip paperwork
□ Determine the cost to attend with your chapter
☐ Set up money collection with your school's bookkeeper
□ Set chapter deadlines for registration and payment
□ Put together permission slips with the <u>Code of Conduct</u> and <u>Multiple Release Form</u>
□ Collect member payment before the registration deadline
☐ Fill out the Chapter Certification Form with an administrator's signature and email to admin @coloradotsa.org OR
upload during registration.
□ Select your two (2) voting delegates to participate in the state officer election
☐ Gather necessary information in order to fill out accommodations request
Register all members, advisors, and support staff by the registration deadline
☐ Print the emailed invoice and check, double- check, and triple - check for accuracy
□ Submit invoice to your school's bookkeeper for payment
□ Pay instantly via credit card or mail check payment to Colorado TSA by the payment deadline
☐ Review the tentative agenda with attending members
☐ Host a chapter meeting with parents to discuss expectations and responsibilities
☐ Ensure each attendee has signed a multiple release form and it is kept with the Chapter Advisor
☐ Have all members follow and like @Colorado TSA on social media (Instagram, Twitter, Facebook, LinkedIn, X)
☐ Discuss National TSA Conference with members, so they are prepared to attend if they qualify

Best Practices from Experienced Advisors

Please confer with your administrators to ensure compliance with school district and school policies:

- Hold a parent meeting prior to the conference to lay out expectations and consequences.
- Create a behavioral contract for members and parents to sign
- Collect parent phone numbers and emergency contacts just in case
- Collect a deposit from those who commit to attend, especially if members are still fundraising
- Think quality over quantity, meaning 2- 3 competitive events per student is a good sweet spot
- Make sure students have a combination of different types of events team/ individual and preconference/on- site
- Help students determine their own individual schedules so they feel prepared
- Determine your schedule as an advisor and communicate the schedule to attendees
- Set up a group chat (e.g. GroupMe or Remind) with all attendees to communicate quickly
- Hold a daily chapter meeting to check in with students and provide updates
- Make sure students have plenty to do require general session and workshop attendance
- Make sure the students can access an advisor at all times

Important Details

Registration

Link Coming soon

Eligibility

Only affiliated chapters and members will be able to register for competitive events at the State Conference. ALL ATTENDEES including members, advisors, and support staff who are actively participating in conference activities are REQUIRED to register. Badges will be checked. Anyone without a badge cannot attend the opening or closing ceremonies. This event is only open to students, advisors, and conference staff. If your school administration would like to attend please contact the State Advisor for special arrangements.

Cost

Attendee Type	Cost
Students	\$100
Advisors and Chaperones	\$100
Accessibility Support Staff (Interpreter, paraprofessional, etc. to provide accommodations)	\$0
Non-competing chapter members and advisors- 1 day pass	\$20

Information Needed to Register

- Username and Password = National TSA Affiliation Username (Chapter ID #) and Password.
- Judges System Student Password
 - You will set this yourself and it will be the same for every student in your chapter
 - o It allows students to log in to the judge's system and upload their own projects
- Competitive Event Selections for Student Participants and their email addresses
 - MAX EVENTS 5 PER MEMBER
 - Please Note: You will need to select a Team Captain for team events. The Team Captain will be the student designated to upload the materials into the judge's system on behalf of their team.
- Two Voting Delegates and their email addresses

Special Accommodations

Indicate in the registration system any members that may require special accommodations during competitions. Examples of reasons students may need special accommodations include wheelchair access, interpreter services, or IEP determined accommodations.

Inclement Weather Plan for TSA Colorado State Conference

- When inclement weather results in a need for a two-hour delay, all events will start two hours later than posted start times. Workshops and Activities scheduled for the PM will be canceled.
- Prompts will be released digitally.

Required Forms

Please read through the required forms below. Some may need to be reviewed with attendees whereas others need to be signed, completed, and turned in to the appropriate party.

Code of Conduct

• Should be reviewed and accepted by each attendee prior to the conference.

Multiple Release Form

- Must be completed by ALL attendees.
- Copies to be kept with the Chapter Advisor at all times.

Chapter Certification Form

- This form is required to participate in conference activity including, but not limited to, general sessions, breakout sessions, and competitive events.
- Chapters may not participate in the State Conference until the Chapter Certification Form is signed by chapter advisor and a school and administrator and is submitted upon conference registration deadline.

Spectator Events - MS/HS

Flight - MS Debating Technological Issues- HS

Junior Solar Sprint- MS

Drone Challenge HS

Dragster - MS

Dragster Design- HS

Mechanical Engineering- MS Extemporaneous Speech - HS

Problem Solving - MS

Flight Endurance - HS

Structural Engineering - MS Senior Solar Sprint- HS

Technology Bowl - HS

Technology Problem Solving- HS

Themes and Problems

National: https://tsaweb.org/competitions/themes-and-problems?mspage=1&hspage=1#dl0#dl1#dl0#dl1

State Only: 2025 State Only Event Rubrics

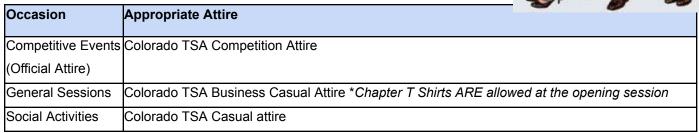
Dress Code

Chapter advisors and chaperones are responsible for seeing that all TSA members wear TSA competition, opening ceremony, or casual attire as occasions may require. All conference attendees, including students, advisors,

chaperones, guests, and accessibility support staff, must be registered for the conference and comply with the following dress code policy. All conference attendees are required to always wear their official conference identification name badges.

Official TSA attire may be purchased online via the TSA Store:

https://tsastore.mybrightsites.com



^{*} Please note that white button - down shirt is an exception made at the Colorado TSA State Conference only. This exception will not be made while competing at the National TSA Conference.

Colorado TSA Competition Attire

- Shirt: official royal blue TSA shirt, blue button- down shirt, or white button- down shirt
- Pants or skirt: gray (unacceptable: jeans, exterior pocket pants, shorts, ill-fitting attire)
- Shoes: black dress shoes worn with dark socks or hosiery (optional); open- toe shoes or sandals are acceptable (unacceptable: athletic shoes, flip flops, military boots, or work boots)

Colorado TSA Business Casual Attire

- Shirt: official royal blue TSA shirt, blue button- down shirt, white button- down shirt, or a polo/ golf shirt (unacceptable: t- shirts, halter tops, tank tops)
- Dress, skirt, or pants: gray, black, or khaki (unacceptable: jeans, exterior pocket pants, shorts, ill- fitting attire)
- Shoes: dress shoes worn with dark socks or hosiery (optional); open- toe shoes or sandals are acceptable (unacceptable: athletic shoes, flip- flops, military boots, or work boots)

Chapter Team Attire

Required for Chapter Team competitors only, but may be worn for other competitions:

- Blazer: navy blue with official TSA patch
- Tie: official TSA tie (required for males; optional for females)

Colorado TSA Casual Attire

- Shirt: Conference shirt, TSA shirt, or school spirit shirt (unacceptable: halter tops, tank tops)
- Pants: jeans or khakis (unacceptable: ripped jeans, leggings, shorts, ill-fitting attire).

Lodging Requirement

For safety, security, liability, and cost reasons, conference attendees **must stay at the hotel blocks acquired by Colorado TSA for the duration of the conference**.

Address	Marriott DTC 4900 S Syracuse St, Denver, CO 80237
Room Rates (1- 4 people per room, per night)	Marriott: Regular 2 Queens Room Rate \$145 Suite Rates \$145 Exec King
	 If you'd like a suite, please request this through the hotel. Regular rooms will have 2 Queens. King Rooms will have either a King Bed only or a King bed with a pull out sofa. If you need your King Room to sleep more than two- be sure to request the King with a pull out sofa under special requests.
Reservations	Marriott: Download and fill out the Rooming <u>List</u> . Email to <u>Courtney.Mucha@marriott.com</u>
Tax Exempt Forms	Fill out <u>Packet</u> Email to <u>Courtney.Mucha@marriott.com</u>
Payment	 Hotel payments are due directly to the hotel. Please contact the Marriott for information regarding requirements for pre-payment and tax exemption. You will need to place a credit card on file for incidentals. The Marriott will charge \$50/night for incidentals, which will be released upon check out if no incidentals occur.
Parking	Colorado TSA has taken on the cost of parking. All gates will be open for the duration of the conference. Buses will park in the North lot.
Internet	Complimentary premium Wi-Fi in all guestrooms
Curfew	Please note that the hotel curfew is at 10 PM. Chapter advisors are responsible for ensuring that all students adhere to this curfew and are in their rooms by 10pm.

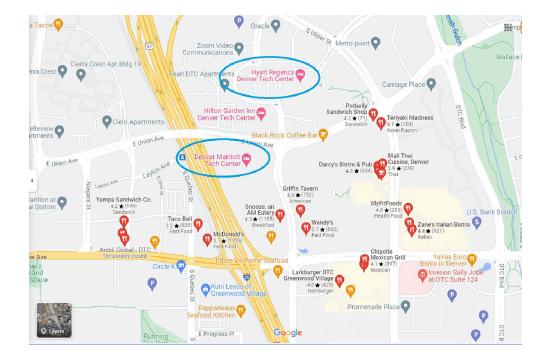
Food

Meals will NOT be provided and should be planned by individual chapters. Meal tickets for an exclusive TSA menu will be offered and meal tickets can be purchased for \$10.00 when you register for the conference. Water and lemonade is included. Meal tickets are good for Thursday and Friday Lunch 11am-1pm and Dinner 5pm-7pm.

Outside food is NOT permitted in any public areas or meeting spaces. It must be consumed OUTSIDE the hotel or inside your PRIVATE ROOM. Consuming outside food in the public areas or meeting spaces will result in a \$10,000 fee PER DAY for Colorado TSA. This fee will be invoiced to the Chapters violating this policy. Thank you for respecting this policy.

Options

- Mini fridges are available in each hotel room as well as microwaves in the lobby
- View the map below to view some restaurant options in the area
- There is also a King Soopers about a mile away from the Marriott DTC



Competitions

We will be evaluating competitive events using the competitive event guidelines and rubrics located in the National Competitive Events Guide and the State Competitive Events Guide.

Reminder: Conference HQ is open only to HQ staff and chapter advisors. Students and parents with questions should contact their chapter advisor.

Helpful Links

- Events at a Glance
- State Only Event Briefs and Rubrics
- State Competitive Events Themes (second tab)
- National Competitive Events Guide Affiliated Chapter Advisors can access through National TSA
- National Competitive Event Themes and Problems
- National Competition Updates
- Judges Sign Up
- Early Submission Links
 - Advisor Project Submission Link: coming soon
 - Student Project Submission Link: coming soon
 - Use your membership credentials (same as registration)
 - o Pswd is TSAColorado2025

Awards

The Technology Student Association awards and recognition programs are designed to recognize the achievement and contributions of TSA members and others who support the organization.

The nomination form for awards and the application for scholarships can be accessed by affiliated chapter advisors via TSA's membership system and by affiliated student members via the Student Member Site under the Total TSA tab.

National Technology Honor Society

The National Technology Honor Society recognizes TSA members who excel in academics, leadership, and service to their school and community. The National Technology Honor Society is an opportunity for student members to be recognized for their efforts and is designed to recognize TSA members who exemplify the high ideals of academics. TSA members inducted into the TSA Technology Honor Society are recognized at the State Conference and then again at the National TSA Conference. **Submit to State Advisor by Jan 30th.**

Outstanding TSA Advisor

The Chapter Advisor of the Year Award is presented to TSA chapter advisors who have provided exemplary service and support to TSA. Recipients are recognized at the State Conference and then again at the National TSA Conference. TSA student members, teachers, and advisors are eligible to nominate individuals for this award.

To nominate a candidate, submit the form to the State Advisor by January 30th.

Chapter of Excellence

The Chapter of Excellence Award recognizes chapters who have demonstrated they are a successful and quality chapter through affiliation, membership, chapter management, community service, leadership, conference attendance, and promotion. Chapters will earn different levels of recognition based on the total activities completed in the membership year. Chapters must apply each year.

Application instructions

- 1. Make a copy of the rubric found at the link above.
- 2. Gather required evidence for each activity.
- 3. Fill out the points earned column and calculate your total points.
- 4. Combine the rubric and all evidence into one document and save as a PDF.
- 5. Submit the PDF file to the State Advisor by January 30th to be considered for this recognition.

Distinguished Alumni Award

The Distinguished Alumni Award is presented to a TSA alumni based on his or her demonstrated commitment and service to TSA beyond high school graduation. The recipient is recognized at the national TSA conference. **To nominate a candidate**, **submit form found under your Total TSA tab under the Awards Bar to National TSA by May 1.**

Distinguished Service Award

The Distinguished Service Award is presented to an individual who has provided valued service to TSA and who has been responsible for the continued growth and success of TSA. The recipient is recognized at the National TSA Conference. **To nominate a candidate, submit form found under your Total TSA tab under the Awards Bar to National TSA by May 1.**

Dr. Bob Hanson Distinguished Student Award

The award is given to a TSA student member based on valued service in TSA and within his or her community. The recipient is recognized at the National TSA Conference and will receive a one- time \$500 honorarium to be used at the discretion of the honoree.

To nominate a candidate, submit form to National TSA by May 1.

Dr. Harvey Dean Outstanding Recognition Award

This award is presented to an individual, organization, or business that has provided valued service to TSA and has contributed to TSA's growth. The recipient is recognized at the National TSA Conference.

To nominate a candidate, submit form to **National TSA** by May 1.

Honorary Lifetime Achievement Award

The Honorary Lifetime Achievement Award, the highest recognition award in TSA, is given to an individual who has supported TSA in significant ways for a minimum of five years and who can be expected to have continued interest in TSA and its activities. Both past and current contributions are considered. The recipient is recognized at the National TSA Conference.

To nominate a candidate, submit form to National TSA by May 1.

National Conference

Website

https://tsaweb.org/conferences/2025-national-tsa-conference

Dates

June 27 - July 1, 2025

Location

Gaylord Opryland Nashville, TN

Theme

Tune into Technology

National Qualifying Events at Colorado TSA State Conference

A national qualifying event is one in which an individual/team has to place at Colorado State Leadership Conference in order to qualify for the National TSA Conference. These events are listed as <u>State Advisor Approval Events on the National TSA</u> website. Information will be emailed to qualifiers following the conclusion of Colorado TSA State Leadership Conference 2025.

National Service Project

Your TSA chapter can play an important role in helping to fund the vital research, education, advocacy and patient services provided by the American Cancer Society.

All contributions raised from July 1 to June 1 each year will be tallied and counted towards recognition for the Spirit of Service Awards. To be eligible for these awards, chapter advisors record fundraising efforts by completing the form in the Chapter Advisor portal by June 1st.

The American Cancer Society's Spirit of Service Award Levels:

- Silver Award: \$500 \$999 raised during the year
- Gold Award: \$1,000 \$1,999 raised during the year
- Purple Award: \$2,000 + above raised during the year

The American Cancer Society Relay For Life movement is the world 's largest fundraising event to fight every cancer in every community. The Relay for Life event can provide your Chapter with the opportunity to celebrate those who have battled cancer, remember loved ones lost, and take action to save lives.

Click here to learn more about Relay for Life.

Click here to learn more about other ways to fundraise.

Fleece for Fighters

Hosted by the State Committees - Learn about State Committees

What is it?

Fleece for Fighters is a community service project started by the 2015 COTSA State Officer Team to create fleece-tie blankets for seriously ill/injured children. Blankets are donated to the Children's Hospital.

How can I help?

- Make fleece-tie blankets for your COTSA chapter.
- Chapter representatives submit their blankets to the TSA registration desk at the State Leadership Conference.
- Prizes for the Chapter with the most blankets.

Tabs for Tots



Hosted by the State Committees - Learn about State Committees

Join us in donating pop tabs to the Ronald McDonald House to help sick children and their families.

How can I help?

- Collect pop tabs for your COTSA chapter.
- Chapter representatives submit their tabs to the TSA registration desk at the State Leadership Conference.
 - Prizes for the Chapter with the most pop tabs.

State Officer Candidates

Do you love the Colorado TSA? Do you want to connect with members across the state? Do you want to gain leadership experience? Apply to be a Colorado TSA State Officer!

State Officers represent the organization and help plan conferences and events for our membership. We are looking for candidates who love everything TSA and want to put in the work to inspire and engage others!

State Officer Candidate Application - Due by 6 p.m. on January 30, 2025. Applications limited to 3 per chapter

Pin Design Contest

Your Pin Design Must:

- Be computer generated and submitted as a JPEG
- Identify the metal color of the pin
- Use 4 or less colors (not including the metal color of the pin)
- Have borders that separate the colors
- Can't use gradients, photos, or exceed 1.5"x1.5" in size
- Represent Colorado and include the year of the National Conference

DEADLINE: All submissions are due Jan 12 at 11:59pm.

Scan QR Code to submit your design



T- Shirt Contest

Your T-Shirt Design must:

- Be computer generated
- Be submitted as a PDF
- Show both the front and back of the shirt
- Use 3 or less colors (not including the color of the shirt)
- Have borders that separate the colors
- Include Colorado TSA and the COTSA logo or official TSA logo
- Include "National Conference" and Location/Year
- Must NOT include chapter name

DEADLINE: All submissions are due Jan 12 by 11:59 PM



Frequently Asked Questions

Q: Why does the State Conference cost \$100 ?

A: Hosting a State Conference costs us over \$200,000 to put on. Conference costs include, but are not limited to, meeting spaces, A/V, security, parking, food and beverage, conference management system, conference app, event supplies, truck rental, testing, awards, judges gifts, conference staff lodging, and credit card fees. If you have ideas on how to offset the costs of the State Conference, we would love to hear from you!

Q: Are meals provided at the State Conference?

A: Meal tickets are provided at an extra cost. A TSA exclusive menu will be offered and meal tickets can be purchased for \$10.00 when you register for the conference. Meal tickets are good for Thursday and Friday Lunch 11am-1pm and Dinner 5pm-7pm.

Q: When trying to register, it says "Membership Unsubmitted" next to my students' names. How do I fix this?

A: Students must be affiliated in order to attend the State Conference. Only affiliated members populate in the registration system. You will need to log on to the <u>TSA Membership System</u>, check the boxes next to your students' names, click Submit, and then pay for their affiliation. The fastest way to pay is by credit card. Once you follow these steps, students should appear on the registration system. If you need further support, contact <u>register@tsaweb.org</u>

Q: Where can I find eligibility for each event?

A: Event eligibility is listed on the Events at a Glance document found here. Please note the differences between the State Conference versus National Conference. For more specific event eligibility requirements, view the event's guidelines located in the National Competitive Events Guide or the State Competitive Events Guide.

Q: Where can I find the competitive event guidelines and rubrics?

A: The National Competitive Events Guide is located in the <u>TSA Membership System</u>. Follow this path: <u>www.tsaweb.org</u> > Join/Login > Total TSA > Competitions. The State Competitive Events Guide is located <u>here</u>.

Q: Where can I find themes, topics and scenarios for events?

A: The themes, topics or scenarios for national competitive events can be found on the National TSA website linked here.

Q: I would like to be more involved with the State Leadership Conference. What can I do to help?

A: If you are interested in assisting with State Leadership Conference, please contact admin@coloradotsa.org

Q: Are we required to stay at the conference hotel?

A: All registered State Leadership Conference attendees must stay at the conference hotel for the duration of the conference

Social Media Links

• State Officer Newsletter Sign up Link: https://forms.gle/LcSTqh9f1VFxKHZ16

Facebook: Colorado TsaInstagram: @coloradotsaTwitter: @ColoradoTSA

• LinkedIn: https://www.linkedin.com/company/colorado-technology-student-association/