Tri-Cities Regional Occupational Program

# Conference/Workshop Attendance Request

Submit this completed form with attached conference/workshop information and a completed registration form (if applicable) to your Supervisor at least **four (4) weeks** in advance. Overnight conferences require Board approval and **must** be submitted at least **eight (8) weeks** in advance. **If any portion of this form is incomplete it will be returned to you further delaying the registration process.**

**Name:** Candice Marsano **Today's Date:** 10/22/26

**Related Class:** WBL & Pathway Coordinator **Overnight?** ■YES ☐NO

**Site:** Tri-Cities ROP (If **"Yes"** complete page 2)

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**Name of Conference or Workshop:** ACTE CareerTech Vision 2026

**Location & Address:** Ernest N. Morial Convention Center 900 Convention Center Blvd. New Orleans, LA 70130

**Time:** 8:00 AM - 4:30 PM **Date(s):** 12/2 - 12/5

**Purpose of Conference/Workshop:**

VISION provides attendees with a rich array of networking opportunities, an Expo, hundreds of CTE program sessions, and numerous networking opportunities. The program session will covering high-quality CTE in secondary and postsecondary environments and emerging trends in the field to help career & technical educators.

**Expenses?** ■YES ☐NO

If **"Yes"** complete the following:

Registration: $690.00

Transportation/Mileage: $650

Starting on 1/1/23, Mileage Reimbursement is at a rate of $0.655 per mile

Meals: $280.00

Hotel: $1000

Parking: 0

Total Expenses: $ 2,609.05

**Substitute Needed:** ☐YES ■NO List Dates & Periods if sub needed below:

Monday: Date: _____ Periods: _____ Thursday: Date: _____ Periods: _____

Tuesday: Date: _____ Periods: _____ Friday: Date: _____ Periods: _____

Wednesday: Date: _____ Periods: _____ Saturday: Date: _____ Periods: _____

After receiving written approval, you will be registered for the conference/workshop. You will be reimbursed for approved expenditures upon your submission of the *Request for Reimbursement of Conference/Workshop Expenses* form and typed *Conference Summary Report* form, and **signed itemized original receipts** (See Travel Expense Reimbursement Guide attached). Going to Board on Nov 12, 2026

**Complete Page two (2) for Hotel and/or Airline Information (if applicable)**

**Office Use Only:**

Approved: ☐ YES ☐ NO Administrator Signature/Date _____

Superintendent Approval/Date _____

**Board Approved** ☐ YES ☐ NO **Date Approved:** _____

| P.O. # | Vendor Name: | Vendor# |
|---|---|---|
| | | |

| TYPE: | FUND | RESOURCE | GOAL | FUNCTION | OBJECT | LOCATION |
|---|---|---|---|---|---|---|
| GEN ☐ Perkins ER ☐ SWP: 1☐ 2☐ 3☐ | 01.0 | 06350.0 | 60000 | 21400 | 5220 | 0000000 |

Notification: Superintendent: _____ PM: 63884.0 HR: _____ Instructor: _____

Pathway Coordinator Funding

→ Reimbursement from LARC.

Rev. 01/05/22 ks

## Hotel Information

Hotel Name: Lowes

Address: 300 Poydras St. New Orleans, LA 70130 City/State/Zip: New Orleans, LA 70130

Phone No: 1-800-235-6397 Fax: _____

Date checking in: Dec 2, 2026 Date checking out: Dec 5, 2026

**Confirmation No:** 70569SG259356

Notes: _____

**Most hotels require a personal credit card on file for incidentals and will hold up to $75 on the card during your stay.*

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## Airline Information

**Please schedule an appointment with:**

**Purchasing Specialist for Airline Reservations (562) 698-9571 x 204**

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**Office Use Only:**

**Airline:** _____

**Date/Time Departing:** _____

**Date/Time Returning:** _____

**Confirmation No:** _____

Notes:

_____

_____

# SCHEDULE AT-A-GLANCE

## #VISIONCTE100

Tuesday, December 3

| | |
|---|---|
| 2:00–6:00 p.m. | Registration |

Wednesday, December 4

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|---|---|
| 7:00 a.m.–6:00 p.m. | Registration |
| Times vary | Wednesday Workshops & Tours – **Click here** for the complete listing! |
| 8:00–10:00 a.m. | Regions I, II & IV Policy Meetings |
| 8:00–11:00 a.m. | Region III Policy Meeting |
| 8:00 a.m.–noon | Region V Policy Meeting |
| 10:00–11:30 a.m. | Counseling and Career Development Division Policy Committee Work Session |
| 10:30–11:30 a.m. | CTE for All Policy Meeting |
| 11:00 a.m.–noon | Administration Policy Meeting |
| 2:00–4:00 p.m. | All Region Member Meetings |
| 3:00–4:00 p.m. | • Business Education Policy Meeting<br>• New and Related Services Member Meeting<br>• Work-Based Learning Policy Meeting |
| 4:00–5:00 p.m. | • Business Education Division Member Meeting<br>• Division Social Gatherings |
| 6:00–8:00 p.m. | ACTE Awards Gala |

[illegible]

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| 8:00–10:00 p.m. | Centennial Gathering<br>By invitation only and Gala attendees |

[illegible]

Ford NGL
The National Association of Agricultural Educators Convention
The LAPSEN National Conference

[illegible]

| | |
|---|---|
| 7:00 a.m.–4:00 p.m. | Registration |
| 7:00–8:00 a.m. | First–Time Attendee Orientation |
| 8:15–9:00 a.m. | Centennial Kickoff: Opening General Session & Celebration |
| 9:00 a.m.–4:30 p.m. | CareerTech Expo (Dedicated Expo time: 9:00-10:00 a.m.) |
| 10:00 a.m.–4:00 p.m. | CareerTech Expo Workshops |
| 10:00–11:00 a.m. | Assembly of Delegates |
| 10:00- 11:00 a.m | ATTN: Nonmembers, Your Membership Journey Starts Here! |
| 11:00 a.m.–2:00 p.m. | Bark Park (booth 601, partnered with Louisiana SPCA) |
| 11:45 a.m.–12:45 p.m. | • Business Division Opening Session<br>• CTE for All Division Opening Session<br>• Engineering and Technology Education Division Opening Session<br>• New and Related Services Opening Session<br>• Work-Based Learning Division Opening Session |
| 11:45 a.m.–1:45 p.m. | Health Science Education Division Opening Session and Luncheon |
| 11:45 a.m.–1:45 p.m. | • Administration Division Opening Session<br>• Counseling and Career Development Opening Session<br>• Family and Consumer Sciences Education Division Opening Session |
| 1:00–1:45 p.m. | • Concurrent Sessions<br>• Region III Hospitality Room |
| 2:00–2:45 p.m. | • Concurrent Sessions<br>• Family and Consumer Sciences Hospitality Room |
| 3:00–3:45 p.m. | Concurrent Sessions |
| 3:00–5:00 p.m. | Engineering and Technology Education Division Hospitality Room |
| 3:30–4:30 p.m. | Expo Happy Hour |
| 4:00–4:45 p.m. | Concurrent Sessions |
| 5:00–6:00 p.m. | Administration Division Reception |
| 5:00–7:00 p.m. | Health Science Education Division Reception |
| 6:00–8:00 p.m. | Off-Site Division Reception for:<br>• CTE for All<br>• New & Related Services<br>• Postsecondary, Adult & Career Education<br>• Work-Based Learning |
| 6:00–8:00 p.m. | Innovators and Changemakers in CareerTech Reception<br>Ticket required – pick up at Membership booth in EXPO |

[illegible]

Tuesday, December 1

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|---|---|
| 7:00 a.m.–2:00 p.m. | Registration |
| 8:00–8:00 a.m. | Mega Sessions: Five Compelling Sessions to Choose From:<br>• A Century of CTE in Motion: ACTE Centennial Documentary Premiere & Panel Discussion With Filmmakers<br>• Beyond the Launchpad: Preparing Students for Careers Across the Aerospace Workforce<br>• Federal Policy Update<br>• Middle Level CTE: Why It Matters<br>• Wide Awake to What's Possible: CTE for All and the Pathways Forward |
| 9:00 a.m.–3:00 p.m. | CareerTech Expo (Dedicated Expo time: 11:45 a.m.–1:00 p.m.) |
| 9:00–10:15 a.m. | Meet the ACTE Candidates at ACTE Booth in Expo |
| 9:00 a.m.–3:00 p.m. | CareerTech Expo Workshops |
| 10:00–10:45 a.m. | Concurrent Sessions |
| 10:00–noon | Engineering and Technology Education Division Hospitality Room |
| 11:00–11:45 a.m. | Concurrent Sessions |
| 11:00 a.m.–2:00 p.m. | Bark Park (booth 601, partnered with Louisiana SPCA) |
| 1:00–1:45 p.m. | Concurrent Sessions |
| 1:00–2:45 p.m. | Engineering and Technology Education Division Hospitality Room |
| 2:00–2:45 p.m. | Concurrent Sessions |
| 3:00–3:45 p.m. | • Concurrent Sessions<br>• Health Science Education Division Hospitality Room |
| 4:00–4:45 p.m. | Structured Peer Collaboration Sessions |
| 7:00–9:00 p.m. | President's Reception (by invitation only) |

Saturday, December 2

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| 8:00–9:00 a.m. | State Association Leadership Breakfast |
| 8:30–9:15 a.m. | Concurrent Sessions |
| 9:30–10:15 a.m. | Concurrent Sessions |
| 10:30 a.m.–noon | The Grand Finale: Closing General Session & Centennial Celebration |

## Special Thanks to Our Sponsors

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