

Virginia Association of the Technology Student Association

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website: www.VirginiaTSA.org

March 5, 2019

TO: Virginia TSA Chapter Advisors

FROM: B.J. Scott
Virginia TSA State Advisor

SUBJECT: Technosphere 2019, May 3-5, 2019, Hampton Roads Convention Center, Hampton, VA

We are pleased to announce Technosphere 2019, Virginia TSA's annual state leadership conference and competitive events program. Technosphere 2019 will be held May 3-5 at the Hampton Roads Convention Center, 1610 Coliseum Dr., Hampton, Virginia 23666. The purpose of Technosphere is to build pride in work done well through recognition of individuals, teams, and programs in career exploration, leadership and technical development.

Technosphere 2019 will provide leadership development activities and competitive events for technology education students who are members of the Technology Student Association (TSA). This annual event is Virginia TSA's culminating statewide recognition program. Only chapters affiliated with national TSA are eligible to participate.

Registration for all attendees (students, advisors, and guests) will be done **online**. **To access the registration portal, go to <http://www.VirginiaTSA.org>, select the Technosphere tab on the Left Side, and click on the "Advisor Login."** The ID and password that was assigned for the regional fairs automatically works with the Technosphere '19 online database. If you do not have an ID and password, send a request to Virginia TSA at bscott@vsu.edu. Include the following information in your email request: a) your first and last name, b) school name. Your ID and password will be returned via email within 24 hours.

After completing the online registration, the following **must** be mailed to Virginia TSA:

1. school registration form,
2. school forms verification affidavit,
3. **All applications for Individual & Chapter awards (c-events).**
4. registration fees

School registration material **will not** be processed unless all of the above items have been received.

We look forward to an exciting state leadership conference and hope to see each of you at Technosphere 2019.

AS/c: Dr. Basham

Enclosure: *(Be sure to read all pages in detail)*

NOTES: The online conference registration deadline for Technosphere is March 31, 2019.



"Learning to lead in a technical world"

TECHNOSPHERE DEADLINES

- | | |
|--|---------------------|
| A. Technosphere Online Registration Deadline | March 31, 2019 |
| B. Mail-in or Email Contest Entry and Recognition Programs | March 31, 2019 |
| Century Award | Advisor of the Year |
| Commendation Award | Chapter Excellence |
| Community Service Award | |
| C. Email Virginia TSA State Officer Applications | April 8, 2019 |
| D. Middle School Video Game Design * | April 14, 2019 |
| Middle School Website Design* | |
| High School Webmaster* | |

Submit all entries, URL, for these events to: bscott@vsu.edu. **Entries will not be accepted if sent to any other email address. Entries will not be accepted after registration deadline of April 14, 2019.**

TECHNOSPHERE FACT SHEET

- Date and time: Friday, May 3, 10:00 a.m. - Sunday, May 5, 2019, 1:00 p.m.
- Location: Hampton Roads Convention Center
1610 Coliseum Dr. St.
Hampton, Virginia 23666
- Registration fees: a) \$50.00 per TSA member
b) \$10.00 per TSA guest, parent, and any other visitors
c) Complimentary Technosphere registration for **chapter advisors ONLY**
- Who may participate: TSA members from affiliated chapters
- Supervision: TSA members must be chaperoned by an advisor, parent, or guardian.
- Rules: * 2018-2019 Virginia TSA Addendum to Competitive Events Guide
* 2018-2019 National TSA Middle School Competitive Events Guide
* 2019-2020 National TSA High School Competitive Events Guide
- Entries per event: Refer to pages 21-30 in the Addendum for the list of Technosphere events and maximum entries per event. Only those students and/or teams finishing in the top three places at the Regional Fair may enter the same events at Technosphere. Events not offered at the Regional Fair are open to all TSA participants, as specified in the Addendum.
- Registration deadline: Online by **March 31, 2019. On-site registration will not be permitted.**
Exceptions will not be allowed.
- Mail all registration fees and material to: Virginia TSA
c/o Technosphere Registration
P.O. Box 9045
Virginia State University
Petersburg, VA 23806
- For more information: **Refer questions to B.J. Scott,
Virginia TSA, at: bscott@vsu.edu**

TECHNOSPHERE KEY NOTES

1. Chapters must be affiliated with national TSA in order to compete at Technosphere '19.
2. March 31, 2019 is the registration deadline for competitions and special awards. **THERE WILL NOT BE ANY EXTENSION OF THIS DEADLINE.**
3. Your 2019 Regional Fair password should be used to access the Technosphere online registration portal. If you do not have an ID and password, email a request to Virginia TSA at bscott@vsu.edu. Include your full name, school name, school address, school phone, and school fax. Your ID and password will be sent via email within 24 hours.
4. Chapter advisors must maintain (keep) all copies of their students' conduct, liability, and medical release and Photo Release forms with them at Technosphere. **Do not mail those forms to Virginia TSA.**

Additional copies of the Virginia TSA Competitive Events Addendum can be downloaded at: <http://virginiatsa.org/resources/>. The Addendum takes precedence over the national guides.

5. Should there be a need to disseminate additional information about Technosphere 2019, updates will be posted on the following website:
<http://virginiatsa.org/technosphere/>
6. Students are not allowed to leave the Technosphere site at any time without an adult representative from their own school.
7. Chapter advisors must ensure that their students are chaperoned at all times. No more than 10 students per chaperone.
8. Chapter advisors must ensure that the correct student(s) attend the appropriate registered competitive events. ***Advisors please understand that any unauthorized substitution is a direct rule violation and will result in immediate disqualification.***

TECHNOSPHERE '19, MAY 3-5, 2019

2019 TECHNOSPHERE REGISTRATION PROCEDURES

Suggested Steps for Completing Forms:

- STEP ONE:** Announce dates, location, and purpose of Technosphere to each class.
DATE: May 3-5
LOCATION: Hampton Roads Convention Center
1610 Coliseum Dr. St.
Hampton, Virginia 23666
- STEP TWO:** Obtain appropriate field trip approval for attendance and transportation to the Annual State Leadership Conference.
- STEP THREE:** Duplicate the Technosphere Fact sheet (page 1 in this packet), conduct, liability, medical, and photo release forms for each student to complete and return to their advisor by a specific deadline.
- STEP FOUR:** Chapter advisors must maintain (keep) all copies of their students conduct, liability, medical release and Photo Release forms. ***Do not mail those forms to Virginia TSA.***
- STEP FIVE:** **The Technosphere Registration Form, registration fees, and School Forms Verification Affidavit must sent ASAP following completion of online registration.**
- STEP SIX:** **Document which events each student must be registered for. Those who placed first-third at Regional Fairs will be entered automatically for those events, but must be registered for Technosphere in order to attend.**
- STEP SEVEN:** Determine two (2) TSA Chapter voting delegates. When registering these students, select the “**voting delegate**” option under ‘**status**’ in the online registration form. Each affiliated chapter has **two** voting delegates. The advisor is responsible for choosing the voting delegates. Chapters with a regional president, state officer and/or national officer receive an additional vote for each officer. These students are expected to attend the Business meeting on Saturday night at the conference. Please choose students who can make this meeting as not sending your voting delegates to the meeting could result in your school losing its voice.
- STEP EIGHT:** **Advisors must complete the online registration for all students, advisors, guests, and others.** Double-check and verify all entries before clicking **SUBMIT**. Virginia TSA will not be responsible for registration errors. *Advisors, guests, students and others must be included in the online registration form.* Chapter advisors are provided a complementary registration. Online registration is located at: <https://www.registermychapter.com/TSA/VA-State>
- STEP NINE:** Secure funds for Technosphere participation in order to pay for registration, meals, transportation, etc. Obtain a check for school registration fees from the school financial officer. Make the check payable to **Virginia TSA**.
- STEP TEN:** After completing online registration, by no later than mid-night March 31, 2019. Mail the following to: Virginia TSA, P.O. Box 9045, VSU, Petersburg, Virginia 23806:
1) School Registration Form, 2) School Forms Verification Affidavit, and 3) **Registration fees.**
4) Individual & Chapter awards applications.

Dress Code

All TSA members must wear TSA official attire of Virginia or business attire unless an event requires another type of dress code for competition as specified in the rules. Further, chapter advisors must wear TSA official attire or business attire. Only individuals that are in TSA official attire or business attire will be permitted to enter the following sessions:

General Session I	Friday, May 3	8:00 pm -10:00 pm
General Session II	Saturday, May 4	7:30 pm -8:30 pm
General Session III	Sunday, May 5	10:00 am- 1:00 pm

No one improperly dressed will participate in any general assembly sessions. Dress code will be enforced by official onsite security officers.

Official Virginia

TSA attire:	Required for Participants in Chapter Team, but may be worn for other competitions if preferred by the contestant.
Blazer:	navy blue with Official TSA patch
Tie or Scarf:	scarlet red imprinted with TSA logo (male only)
Shirt or Blouse:	white, button-up with turn down collar OR Men's or Women's Official TSA shirt Sold in the TSA store at www.tsaweb.org
Pants or Skirt:	Gray/ Skirts (length even with tips of ones fingers)
Shoes:	black dress shoes (athletic shoes, army boots, work boots, or combat boots are not acceptable)
Socks/Hosiery:	black (male or female)
Note:	All TEAMS competing in Chapter Team Must be dressed alike, either White Shirts or Official TSA shirts. They may not be mixed.

Competition attire:

Shirt or Blouse:	white, button-up with turn down collar OR Men's or Women's Official TSA shirt Sold in the TSA store at www.tsaweb.org (no T-Shirts or Polo Shirts)
Tie or Scarf:	scarlet red imprinted with TSA logo (male only/ Optional)
Slacks or Skirt:	Gray or Khaki/ Skirts (length even with tips of ones fingers) (absolutely no jeans)
Socks or Hosiery:	black (male or female)
Shoes:	black dress shoes (athletic shoes, army boots, work boots, or combat boots are not acceptable)

Casual attire:

Casual attire must comply with the participants' local school division dress code policy. Casual attire shall not be worn during general sessions. Student wearing clothing resembling sleepwear, promoting vulgar words or illegal images will be asked to change into appropriate attire.

Although there are activities and competitive events that do not require official dress, all TSA members and advisors are expected to look and be professional at all times.

Attendee Identification

- Conference identification badges must be worn at all times.
- All Technosphere participants must have picture identification with them at all times.
- Please be prepared to show picture identification if asked by judges prior to competitive event or any time during Technosphere.

<<Please return this form to Virginia TSA>>

**TECHNOSPHERE, MAY 3-5, 2019
VIRGINIA TSA
SCHOOL FORMS VERIFICATION AFFIDAVIT
2018-2019**

We herein verify that the school has obtained the required forms for participation at Technosphere 2019 from each student attending. The forms are 1) Student Conduct, 2) Student Liability, 3) Student Medical Release and 4) Photo Release Form.

Further, we verify that the chapter advisor will maintain the forms and have them available if needed 24 hours per day while traveling to Technosphere, during Technosphere, and on the return trip back to the school.

School Name: _____ School Division: _____

Total Male Students: _____

Total Female Students: _____

Total Teachers/School Staff: _____

Parents, guest, others: _____

Chapter Advisor: _____
Print First and Last name Signature Date

Principal: _____
Print First and Last name Signature Date

<<< Do not mail this form to Virginia TSA >>>

**PERSONAL LIABILITY FORM
VIRGINIA TSA
2018-2019**

No student or child attendee will be allowed to participate in Virginia TSA Regional or state activities unless the chapter advisor has an original copy of this form at all times.

REQUIRED BY: STUDENT/CHILD CONFERENCE ATTENDEES
CHAPTER ADVISOR MUST MAINTAIN A COPY OF THIS FORM AT THE SCHOOL
AND BRING THE ORIGINAL COPY TO TECHNOSPHERE.

Name of participant: _____

School: _____

Address: _____

Home phone: _____ School phone: _____

"I hereby agree to release the Virginia Association of the Technology Student Association, its representatives, agents, servants, and employees for liability for any injury to above named person at any time while attending the Virginia TSA conference and activities, including travel to and from such activities, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize representatives of Virginia TSA to obtain emergency medical treatment for the above named person as deemed necessary."

"I agree to indemnify and hold harmless the representatives of the Virginia Association of the Technology Student Association and said TSA State Advisor and/or conference management staff for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards."

State Conference, Technosphere – MAY 3-5, 2019

Parent/Guardian Signature

Student Participant Signature

Date

Chapter advisors may use the same form for all Virginia TSA sponsored events provided the form is properly signed and initialed where applicable. Chapter Advisors are responsible for maintaining the form. The original form must accompany the chapter advisor at all times at a Regional Fair or Technosphere.

**VIRGINIA TSA DELEGATE
CONDUCT PRACTICES AND PROCEDURES AGREEMENT FORM**

1. **"Delegate" shall mean any TSA member (voting/non-voting) attending the conference.**
2. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible.
3. Students shall keep their advisors informed of their activities and/or whereabouts at all times.
4. Students should be prompt and prepared for all activities.
5. Students should be financially prepared for all possibilities.
6. Students not staying at the official conference hotels shall return to their legal residence by curfew or immediately following the last scheduled event.
7. No alcoholic beverages, narcotics or firearms, in any form, shall be possessed by delegates, alumni or other conference attendees at any time, under any circumstances.
8. Students shall not leave the conference site unless accompanied by the Chapter Advisor(s) and/or chaperone(s).
9. Delegates and Voting Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc. for which they are registered, unless engaged in some specific assignment taking place at the same time.
10. Identification badges must be worn at all times by all persons in conference attendance.
11. Chapter Advisors will be responsible for their delegates' conduct en route to the conference, during the conference, and during delegates' return to home school.
12. **Students violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants to being disqualified. Individual delegates may be sent home immediately at their own expense. Curfews will be enforced (all delegates will be in assigned rooms by the announced times).**
13. Casual wear will be accepted only during specific social functions, as designated.
14. The Virginia TSA Standards Review Committee reserves the right to dismiss any student from the conference for inappropriate actions.

I have read, I understand, and I agree to conduct myself according to the conduct practices and procedures listed above.

Student Delegate Signature

Parent Signature

The parent must initial each event for which this form applies:

State Conference: May 3-5, 2019 _____

Chapter advisors may use the same form for all Virginia TSA sponsored events provided the form is properly signed and initialed where applicable. Chapter Advisors are responsible for maintaining the form. The original form must accompany the chapter advisor at all times at a Regional Fair or Technosphere.

**MEDICAL RELEASE FORM
VIRGINIA TSA
2018-2019**

**REQUIRED BY: STUDENT/CHILD CONFERENCE ATTENDEES
CHAPTER ADVISOR MUST MAINTAIN A COPY OF THIS FORM AT THE SCHOOL
AND BRING THE ORIGINAL COPY TO TECHNOSPHERE**

Student: _____ Social Security # _____

Advisor: _____

School: _____ State: _____ Zip: _____

Medical Information (Print Clearly)

1. Known drug allergies: _____
2. Last tetanus administration received: _____
3. Describe any history of heart condition, diabetes, asthma, epilepsy or rheumatic fever, etc: _____

4. Medication currently being taken: _____
5. Physical restrictions (swimming, running, etc.) _____
6. Other conditions: _____
7. Physician: _____ Work: _____ Home: _____
8. Relative: _____ Work: _____ Home: _____
9. Name of medical insurance company: _____ Policy # _____

I hereby give permission for emergency medical treatment of _____ (Name of Student/Child)
while attending conferences and leadership activities of Virginia TSA.

Signature of parent/guardian: _____

Date

Chapter advisors may use the same form for all Virginia TSA sponsored events provided the form is properly signed and initialed where applicable. Chapter Advisors are responsible for maintaining the form. The original form must accompany the chapter advisor at all times at a Regional Fair or Technosphere.

Photo Release Form

Permission to Use Photograph. Keep a copy of this form on file in your class.

I grant to Virginia TSA, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize Virginia TSA, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Virginia TSA may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Student Name _____

Signature, parent or guardian _____
(if under age 18)

Printed name _____

Address _____

Date _____

TENTATIVE SCHEDULE OF EVENTS (3/7/19)

Time

Activity

Thursday, May 2, 2019

7:00 - 10:00 pm (The early arrival check-in is optional for schools that arrive on Thursday night.)	Early Arrival Chapter Check-in	Convention Center Lobby
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Friday, May 3, 2019

10:00 - 6:30 pm	On-site Chapter Check-in	Convention Center Lobby
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10:30 – 11:45am	Coordinator Meeting (Lunch and Priority Registration pick up for Event Coordinators)	Exhibit Hall B CC
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8:00 – 9:45pm	Opening General Session	Grand Ballroom
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10:00 – 11:00	Officer Candidate Meet & Greet	Convention Center Lobby
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All students taking a written test need to report to the specified room at the posted starting time.

12:30 - 2:30 pm	Mass Testing	
	A-13	Essays on Technology
	A-5	Chapter Team
	B-6	Chapter Team
	B-16	Essays on Technology
	A-15	Forensic Technology
	B-20	Forensic Science

2:30 - 4:30 pm	Mass Testing	
	A-7	Coding
	A-31	Technology Bowl
	A-12	Electrical Applications
	B-33	Technology Bowl

4:30 - 7:00 pm	<u>Dinner on your own</u>	
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6:00 - 6:30 pm	Officer Candidate Meeting	CC Ballroom
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7:00 - 7:30 pm	Voting Delegate Orientation & Seating	CC Ballroom
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8:00 - 10:00 pm	Opening General Session I	CC Ballroom
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11:00 pm	CURFEW	
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TENTATIVE SCHEDULE OF EVENTS (3/7/19)

Time

Activity

Saturday, May 4, 2019

7:00 am	Posting of Semi-Finalists	
6:30 - 9:30 am	Breakfast on your own	
7:30 - 7:45 am	Coordinators' Prepare for sign-ups	
7:30 - 8:30 am	Middle School Semi-Finalist Interview Signup High School Semi-Finalist Interview Signup	
8:00 - 1:00 pm	Delegate Campaigning	
4:30 - 7:00 pm	<u>Dinner on your own</u>	
5:00 - 7:00 pm	ALL Displays Picked Up (Any items not picked up will be disposed of)	
7:00 - 7:30 pm	Voting Delegate Seating	CC Ballroom
7:30 - 8:30 pm	General Session II	CC Ballroom
9:00 - 11:00 pm	Student Social	Exhibit Hall A
9:00 - 10:30 pm	Advisors Outlaw Dragster	Exhibit Hall B
11:00 pm	CURFEW	

Sunday, May 5, 2019

6:30 - 9:30 am	Breakfast on your own	
8:00 - 8:30 am	Inspirational Program	Mercury Salon, Embassy Suites
8:45 - 9:30 am	Student & Advisor Seating	
9:15 - 10:00 am	Guest Seating	
10:00 - 1:00 pm	General Session III – Awards Program	CC Ballroom

Please Note: Guest, not previously registered, attending the awards session must purchase a ticket for \$5.00. These will be On Sale outside of the Convention Center Ballroom Prior to the Awards session.

More of the schedule with the competitive events will be released in the coming days.