Sample Schedule for MAAP STARS 2020 Spring Events Conference
Doubletree by Hilton Mpls/Bloomington

Thursday May 7th:

9:45 am - 10:30 am  Advisor check-in and receive pre-scheduled team competitive event times

10:00 am - 11:15 am  Individual Event and Art Display registrations (please allow enough time for your students to sign up for their individual event competition times-closes at 11:15 sharp)

11:15 – 12:00  Opening Session

12:00 – 7:45  Demonstration and Competitive Events

1:00 to 7:45  Art (Display) Show

3:00  Hotel Check In (Baggage can be left with bellman)
5:00 – 7:00  Dinner (For paid conference participants and judges only)
6:00 – 7:45  MAAP STARS Clothing for sale

7:45 – 9:00  Preliminary Awards (Ribbons for events) and MAAP Student & Advisor of the Year

9:00 - 11:50  Open time

Midnight  Curfew

Friday May 8th:

7:00 – 9:00  Breakfast (For paid conference participants and judges only)

8:00 – 2:00  Demonstration and Competitive Events Continue

9:00 – 1:00  STARS Officers/Community Service Event

9:00 – Noon  Art (Display) Show

10:30 to 12:00  Future Career Fair in front of Plaza 5 & 6, by registration desk.

11:00 – 1:00  Lunch (For paid conference participants and judges only)

12:00 noon  Hotel check out (please check out early if you can)

12:00 – 1:15  MAAP STARS Clothing for sale

1:00 – 2:00  Bingo, Free with lots of great prizes!

2:15 – 3:00 Sharp!  Grand Awards & Closing Ceremony

Information for MAAP STARS ADVISORS!
Upon arrival:

- **Advisors check in** with conference staff **in front of Plaza 5 & 6-1st floor** and receive pre-scheduled team competitive event times, pick up lanyards, name tags and programs for your school if we have received your payment. We will not give these out w/o payment!
- Have your students and advisors make their **nametags**
  
  **Full Student Name and Full School Name**, please
  
  These must be worn for all meals and events
- Give your students their programs and **team event times**
  
  If you have multiple teams, let them know their team letter
- Have your students **sign up for their individual** Competition and demonstration event times. **Sign up** for each event will be **in Atrium 6-2nd floor** beginning at 10:00 a.m.
  
  Individual event registration closes at 11:15 sharp.
- Turn in all **Job manuals, School Annual Program of Activities manuals & Entrepreneurship manuals** at the registration table.
- **Career portfolios** to be brought to the event at time of competition.
- Bring any **artwork** to **Plaza 1-1st floor** and check in by 1:00 pm
- Please report any **team event cancellations** to that event’s chair in **Atrium 6-2nd floor**.
  
  Individual event cancellations need not be reported.

Very Soon:
- Check your guest rooms for problems
- Inform your students that they may not smoke anywhere around the main hotel entrance or in any hotel common area. Remind them that the law forbids smoking at any school function!
- Complete the **“STARS Certificate order form”**
  
  Neatly and clearly spelling each students full name for the Award Certificates and bring these to headquarters/Plaza 3- 1st floor
  
  Note: we have 300 certificates to type by 9:45 tonight!
  
  Get your list in right away.

Thursday evening: **Mandatory** Advisors Meeting – **Plaza 2- 1st floor**

Semi and Finalists will be announced and scheduled!

At least one advisor from each school (others are encouraged to chaperone the evening activities, pool area and guest room hallways). Some event semi-finalists and finalists will be announced and you may need to schedule them into these events at the end of the mtg.
MAAP STARS AWARDS SESSIONS

Preliminaries Thursday 7:45 pm to 9:00 pm (And “MAAP Student & Staff of the Year” awards)

All students should be present. As time permits, we will distribute award ribbons at the 90%, 80% and 70% performance levels for all events that have been completed by 8 pm.

These are self-adhesive labels that are to be placed on the student certificates that will be handed out at the 9:45 advisor meeting. Collect the ribbon from your students, noting who gets what ribbon and save them. Some advisors like to have an envelope with each student’s name on it to put these in.

Most Semi-finalists and finalists will be announced at the advisor meeting. Ask event chairs when and where they plan to post them, as some may take place prior to that meeting.

Grand Awards  Friday 2:15 to 3:00pm

All students should be present. Please, do not leave early!

Talk to your students about, “Good Sportsmanship” and their behavior.

(The faster students get on stage the shorter the awards session)

Ribbons will be distributed for all events not covered at the preliminary award session on Thursday. Ribbons will be at 90%, 80%, and 70% performance levels. Save these to put on their award certificates.

Plaques will be distributed for all competitive events(1st-8th place in individual events, 1st-3rd place in team events): Ribbons for the Demonstration events. Students earning a plaque will also receive a Medallion to wear. Our thought was that your school would keep and display the plaques. We will try to follow the “Awards presentation schedule.”

After the Grand Awards

Pick up your student manuals and projects and your schools envelope containing all of the student evaluation forms in the upper lobby.

Artwork is to be picked up from the art display room by noon.

Please, have your students and advisors complete the conference evaluation forms and get those to us.

Feel free to return name tags, so that we may use them again. The lanyards are yours to keep as a reminder of your experience at MAAP STARS.

MAAP STARS: “Achieving extraordinary life changing results for learners throughout Minnesota.”

MAAP Facebook Page: https://www.facebook.com/maapmn
MAAP Website: https://www.maapmn.org
DoubleTree Hotel
Spring Events Conference Hotel Reservations
Instructions for 2020

7800 Normandale Blvd.
Bloomington, MN 55439
952-835-7800

E-mail completed spreadsheet to:
Abbie.Allison@hilton.com
and
Rebecca.bush@hilton.com

Conference Rate is:
$139.00/night (plus 14.525% tax for a total of $159.19) single or double occupancy
$149.00 ($170.64 with tax) for Triple occupancy
$159.00 ($182.09 with tax) for Quad occupancy

ONLY THE ONLINE SPREADSHEET MAY BE USED TO RESERVE ROOMS

Be sure to complete and fax the “Credit Card Authorization/Billing Request” form (952-896-5361)
This is on the MAAP and MAAP STARS web pages
Only one submittal please.
Form must be e-mailed to reach hotel no later than April 6th, 2020
No phone or fax reservations will be accepted by hotel

Note: Purchase orders for the purpose of establishing a payment method, must be received by the hotel 2 weeks prior to arrival. Purchase orders may be used to request payment by check and checks will be accepted upon arrival. If you cannot provide a P.O. with your rooming list, a credit card must be provided in order to guarantee the reservations. A P.O. can then be sent to the hotel by April 14th and a check can be provided at check-in. Purchase orders will NOT be accepted as payment at check-in. All rooms are non-refundable and non-cancelable after April 6th; each school will be responsible for payment of rooms not cancelled by that date. Note: this payment for cancelled rooms will go towards MAAP STARS room guarantees to avoid penalties.

DIRECTIONS FOR FILLING OUT HOTEL ROOM REQUEST FORM
Type names of all persons occupying each room in the spreadsheet provided. Spreadsheet is available on MAAPmn.org website under STARS. Select “Enable Editing” on the spreadsheet if asked when you open it. This spreadsheet is a template provided by the hotel to match their reservation system.
Sample entries are in italics on spreadsheet

NOTE: If your list contains a student(s) from another school, your payment must include them and you should settle those charges between yourself and the other school, prior to arrival. The hotel cannot split charges for different schools within or among rooms on your list. And, if any of your students are rooming with another school, do not refer to them on your list. This causes duplicates.