

2025 State Leadership Conference

**April 9 – 11, 2025 · Norman
Embassy Suites Convention Center**

Tune into Technology



Oklahoma TSA State Leadership Conference 2025

Conference Guide

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Message from the State President



Hey Oklahoma TSA! I CANNOT BELIEVE this amazing year has gone by so quickly. From competing at the National Conference in Orlando, FL this past summer to the personal growth we've found with the LEAD, Mini, and Fall Leadership Conferences, the 2024-2025 OKTSA season has been one of the best yet!

Now, it's time to cap off this amazing year with the biggest show yet: SLC!! Your state officers are ecstatic to connect with you, make more memories with you, and bring all the opportunities we can this SLC 2025 to make it the most exciting conference for you. This time of year is so special, so we encourage you to explore & take advantage of all the opportunities here and make the most of your time.

This year's theme is Tune in to Technology. Throughout this entire year, you've found different ways to connect with each other and take advantage of the resources you have at hand to accomplish all that you do—whether that be through excelling in a competition or becoming a better leader. OKTSA & TSA has always fostered this growth for each member by providing you new tools & experiences. They open the door to all that is available in the ever-evolving world around us, so use them all to continue to find fresh perspectives in your life, especially during your time here at SLC. Continue to try new things, meet new people, work hard, and leave no room for regrets. This is what makes the TSA Experience and what makes me so proud to serve a loving community full of amazing members.

Thank you for making this year so special and being the best Phamily I could ever ask to serve. Good luck to all of you with your competitions and have the best time at SLC.

Darick Pham

Message from the State Advisor

Greetings Oklahoma TSA! I'm excited to invite you to this year's State Leadership Conference. This conference celebrates progress, growth, and the pursuit of excellence in technology and leadership. Your membership in TSA reflects a dedication to learning, improvement, and innovation, and we can't wait to see the incredible skills and knowledge you'll bring to this year's event.

The State Leadership Conference is designed to showcase the evolution and innovation of TSA students. As you dive into competitions, embrace curiosity and perseverance, and remember to build connections with fellow participants. These connections will not only enhance your competitive edge but also foster relationships that can benefit your professional journey and personal growth.

A heartfelt thank you goes out to our sponsors, state staff members, and the State Officer team, whose dedication to OKTSA has made this event possible.

We look forward to seeing you in April, where together, we'll Tune Into Technology and continue to shape the future through innovation and excellence.

Thank you for being part of this extraordinary event!

Tami Redus

General Conference Information

The Technology Student Association (TSA) is a Career and Technical Student Organization (CTSO) for students involved in science, technology, engineering, and mathematics (STEM). Oklahoma TSA hosts an annual State Leadership Conference for all of our members across the state. This conference brings together student members with industry, post-secondary, and community leaders in a showcase that recognizes both technical skill and leadership development. This conference includes competitive events, leadership training, social events, and a recognition ceremony.

DATES

Wednesday, April 9 to Friday, April 11, 2025.

LOCATION

Embassy Suites Conference Center, 2501 Conference Dr., Norman, OK 73069

THEME

The theme for State Leadership Conference 2025 will be **“Tune into Technology.”**
Please note that the conference theme is different than the themes used for competitive events.

Important Dates and Deadlines

Item	Date
State Officer Candidate Application Due	Monday, February 3, 2025
Conference Registration Opens	Monday, February 3, 2025
Hotel Registration Opens	Monday, February 2, 2025
State Officer Screening	Wednesday, February 19, 2025
Registration Deadline	Friday, March 7, 2025
Pre-Submission Window	March 10 – 14, 2025
Online Testing Window	March 10 – 14, 2025
Chapter of Excellence Application Due	Friday, March 14, 2025
Senatorial/Presidential Degree Application Due	Friday, March 14, 2025
Lodging Reservation Deadline	Friday, March 28, 2025

Conference Checklist

Please confer with your administrators for any school district or school specific procedures.

- Follow important dates and deadlines outlined in the Conference Guide
- Submit school district “field trip” paperwork.
- Determine the cost to attend with your chapter including registration, lodging, meals, etc.
- Set up money collection with your school’s bookkeeper.
- Set chapter deadlines for registration and payment.
- Put together permission slips with conference information including cost and required forms.
- Select two (2) voting delegates to participate in the state officer election.
- Register all members, advisors, and support staff by the registration deadline.
- Print the emailed invoice and check, double-check, and triple-check for accuracy.
- Collect member payment before the registration deadline.
- Submit invoice to your school’s bookkeeper for payment.
- Pay via credit card or mail check payment to Oklahoma 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.
- Complete the statement of assurance and submit with registration (upload on registration site)
- Have all members follow and like Oklahoma TSA on social media sites.
- Discuss National TSA Conference with members, so they are prepared if they qualify.

Best Practices from Experienced Advisors

Please confer with your administrators before putting any of these into practice, to ensure compliance with school district and school policies:

- Have a parent meeting prior to the conference to lay out expectations and consequences.
- Create a behavioral contract with clear expectations 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 1-3 competitive events per student is a good sweet spot
- Make sure students have a combination of different types of events - team/individual and early/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.
- Have a group chat (e.g. GroupMe or Remind) set up 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.
- Set clear behavioral expectations ahead of time.
- Make sure the students can access an advisor at all times.

Conference Schedule

Please note that the schedule is tentative and subject to change.

AT A GLANCE

Wednesday, April 9, 2025	
9:00 am - 4:00 pm	Registration
9:00 am	Competitive Events begin (check the schedule of events for event times)
4:00 pm	Hotel Check In
7:00 pm	Opening Ceremony
9:00 pm – 10:00 pm	Alumni and Graduating Senior Reception (directly after the conclusion of the general session)
11:00 pm	Curfew
Thursday, April 10, 2025	
9:00 am	Competitive Events begin
9:00 am - 12:00 pm	Exhibits and State Officer Candidate Booths
8:30 pm – 10:30 pm	American Cancer Society Fundraising Activity
11:00 pm	Curfew
Friday, April 11, 2025	
8:00 am - 9:00am	Business Meeting
8:00 am – 9:00 am	Advisor Meeting
9:00 am – 12:00 pm	Closing Ceremony with Award Presentations
Throughout the Duration of the Conference	
<ul style="list-style-type: none"> ● Exhibitors ● T-shirt/Pin Design Voting 	<ul style="list-style-type: none"> ● Games ● TSA Store

Registration

LINK

<https://www.registermychapter.com/tsa/ok>

SECURITY

- ALL ATTENDEES including members, advisors, chaperones, guests, and accessibility support staff attending the conference are REQUIRED to register.
- An official TSA name badge must be worn by any conference attendee (including parents and guests) who wish to enter the conference event areas, including general sessions and the award ceremony.
- All chapters are required to have a school-approved adult chaperone on-site for the duration of the conference.
- All participants must read and observe the conference [Code of Conduct](#).
- Advisors should create a chapter safety and security plan and identify a meeting place for chapter attendees in case of emergency.
- Only affiliated chapters and members will be able to register for competitive events at the State Leadership Conference.

COST

Attendee	Cost
Students	\$60
Advisors	\$60
Chaperones (t-shirt not included)	\$10
Guests (t-shirt not included)	\$10
Accessibility Support Staff (Interpreter, paraprofessional, etc. to provide accommodations)	\$0

DEADLINES

Registration closes at 11:59 pm on Friday, March 7, 2025.

**No competitive event changes or substitutions are permitted once chapter conference registration has closed.*

INCLUDED IN REGISTRATION

- Conference Registration (Opening and Closing Sessions, Business Meeting)
- Conference T-shirt
- Competitive Event Participation
- Social Events

Additional t-shirts can be purchased for \$15 through the registration system.



INFORMATION NEEDED TO REGISTER

- Username and Password = National TSA Affiliation Username (Chapter ID#) and Password
- Payment Type
- Attendee Type and Email Address
 - Chapters are required to select two (2) **Voting Delegates**
 - If your school district blocks outside-of-district email addresses, we recommend using personal email addresses or creating an email account for your chapter to share/use
- Competitive Event Selections for Student Participants
 - **MAX 6 EVENTS 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 Judge Pro system on behalf of their team.

Payment

INVOICE

Upon submission of registration, you will receive an email confirmation that will serve as an invoice. The invoice must be paid within 30 days after the closing date of the conference.

PAYING BY CHECK

Please make checks out to **Oklahoma TSA**, c/o Katha Cinnamon, 1500 W 7th Ave, Stillwater, OK 74074

PAYING BY CREDIT CARD

- Credit card
 - Credit card **MUST** be selected as a payment option in the registration system
 - A 4% convenience fee will be added for those using a credit card
 - Must call Katha Cinnamon at 405-743-5195 to process payment

POLICIES

- No late registrations.
- No registration refunds will be granted after the registration deadline for those who do not attend

Required Forms

- [Multiple Release Form](#)
 - Must be completed by ALL attendees
 - Copies to be kept with the Chapter Advisor at all times
- [Statement of Assurance](#)
 - Signed by the Chapter Advisor and a school administrator
 - Confirmed at registration

Lodging

	Conference Hotel - Embassy Suites by Hilton
Address	2501 Conference Drive Norman, OK 73069
Room Rates	Regular Room Rate \$125
Reservations	<ul style="list-style-type: none"> • Book online by using the Group Web Link found on OKTSA. • If booking 10 or more rooms, call 1-866-577-1273. • The group rate is available until March 27, 2025. After this date, the group rate will no longer be available. • Cancellations must be made 72 hours before arrival or result in a charge of one night's room and tax. • 2 Room Queen Bed Suite will sleep 6 people
Payment	<ul style="list-style-type: none"> • A credit card is required for reservations • Individual chapters are responsible for paying the hotel directly upon check-in
Parking	Buses will park in the East lot.

	Overflow Hotel – Hampton Inn
Address	2300 Conference Drive Norman, OK 73069
Room Rates	Regular Room Rate \$119
Reservations	<ul style="list-style-type: none"> • Book online by using the Group Web Link found on OKTSA. • If booking 10 or more rooms, call 1-405-310-3014. • The group rate is available until April 2, 2025. After this date, the group rate will no longer be available. • Free cancellation 24 hours before arrival.
Payment	<ul style="list-style-type: none"> • A credit card is required for reservations • Individual chapters are responsible for paying the hotel directly upon check-in
Parking	Buses may park in the East lot of the Embassy Suites.

Food

- **Meals will NOT be provided and should be planned by individual chapters**
- Mini fridges are available in each hotel room as well as microwaves
- The Embassy will provide a concession stand in the lobby
- Click the [here](#) to view restaurant options in the area

Dress Code

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

<https://tsastore.mybrightsites.com>

Please review the following information carefully to ensure attendees adhere to the proper requirements. 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.



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

<https://tsastore.mybrightsites.com>

All conference attendees are required to always wear their official conference identification name badges.

Occasion	Appropriate Attire
General Sessions	Official TSA Business Casual Attire
Competitive Events/Recognition Ceremony	Oklahoma TSA Competition Attire
Social Events	Oklahoma TSA Casual Attire

OKLAHOMA TSA BUSINESS CASUAL ATTIRE

- **Shirt:** the official royal blue TSA shirt is preferred; button-down shirt or a polo/golf shirt (unacceptable: t-shirts, halter tops, tank tops)
- **Pants, or knee-length dress or skirt:** (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)

OKLAHOMA TSA COMPETITION ATTIRE

- **Shirt:** official royal blue TSA shirt
- **Pants, or knee-length skirt:** grey (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)

OKLAHOMA 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)

Competitions

HELPFUL LINKS

[Oklahoma Competitive Event Information](#)

[National TSA Competitive Events Guide](#) – Affiliated Chapter Advisors can access this through Total TSA

[National TSA Competitive Event Themes and Problems](#)

[National TSA Competition Updates](#)

[Competitive Event Pre-Submission](#)

National TSA Conference

2025 National TSA Conference

June 27 – July 1, 2025 • Gaylord Opryland • Nashville, TN

“Tune In To Technology”



WEBSITE

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

NATIONAL QUALIFYING EVENTS

A national qualifying event is one in which an individual/team has to place at the Oklahoma TSA State Leadership Conference in order to qualify for the National TSA Conference. These events are listed as a [State Advisor Approval Event](#) on the TSA website.

National/State 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 1st to March 1st each year will be tallied and counted towards recognition for the Spirit of Service Awards at the State Leadership Conference. **To be eligible for this recognition, chapter advisors complete the [OKTSA/ACS fundraising form](#) by March 1st.**

To learn where to send your fundraising dollars, go to cancer.org, and click on "Find A Local ACS". Send your check to the address of your local ACS.



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

Information for recognition at the National Conference can be found at <https://tsaweb.org/competitions-programs/programs/national-service-project>

Community Service Opportunities

MIRACLE MINUTE

Take part in the Miracle Minute by bringing cash or change to donate during the Opening General Session. All money will be donated to our state service project, the American Cancer Society.

ESPORTS TOURNAMENT

There will be an ESports Tournament at SLC during the ACS Fun Night! The tournament will feature both a middle school and high school bracket. You will register your team through the SLC registration system. This event will NOT count toward one of your six events. Once you register your team, you will click "Items Selection" to add the \$10 (per student) fee. The contest is limited to five teams per chapter. All proceeds will be donated to the American Cancer Society. More information will be shared as we finalize details.

National Awards

The Technology Student Association awards and recognition programs are designed to highlight the achievements and contributions of TSA members and others who support the organization. *Criteria, forms, and instructions 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.*

TSA Technology Honor Society

The TSA Technology Honor Society recognizes TSA members who excel in academics, leadership, and service to their school and community. The TSA 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 Achievement Program, Pathways to Excellence

The TSA Achievement Program, Pathways to Excellence encourages TSA student members to engage in the areas/categories of service leadership, STEM immersion, and personal/professional development. Students participate in activities in these areas and have the opportunity to earn sequentially a bronze, silver, and gold award at the local, state, and national level, respectively.

Oklahoma Awards

Oklahoma Hall of Fame

The Hall of Fame award was established in 1988 to formally recognize individuals that have helped define and advance the mission of Oklahoma TSA. Induction into the Hall of Fame is considered a prestigious honor. TSA members and/or advisors can nominate an individual from one of the three categories; advisor, administration, alumni. Nomination forms can be found at <https://www.oktsa.org/hall-of-fame>

Chapter of Excellence

The Chapter of Excellence Award recognizes chapters that have demonstrated they are a successful and quality chapter through affiliation, membership, chapter management, community service, leadership, conference attendance, national service project participation and promotion. Chapters will earn different levels of recognition based on the total activities completed in the membership year. Chapters must apply each year. For more information on the application process and to print a scoring rubric visit <https://www.oktsa.org/outstanding-chapter>

Chapter Advisor of the Year

Students are encouraged to submit the name of their chapter advisor to the state office for the Annual Advisor of the Year award. The honoree is recognized at the state conference and then again at the National Conference for their outstanding work with TSA.

Oklahoma Degree Program

OPEN TO MIDDLE AND HIGH SCHOOL STUDENTS

I. PURPOSE

The Oklahoma TSA Degree program recognizes TSA members who excel in knowledge of the Organization, its foundation, and its history. Those members fulfilling the requirements of the Senatorial and Presidential degree will be recognized at the annual State Conference.

II. ELIGIBILITY FOR ENTRY

This event is open to all High School and Middle School TSA members.

1. Senatorial Degree Requirements:
 - a) Earned the TSA Congressional Degree
 - b) Must have run for a local TSA chapter office
 - c) Attend a TSA Fall Leadership Conference.
2. Presidential Degree Requirements:
 - a) Earned the TSA Senatorial Degree
 - b) Presently holding or have held a local TSA chapter office.
 - c) Must have attended and competed in a competitive event at a past TSA National Conference.

III. PROCEDURE

- A. There is no limit to the number of Oklahoma TSA members from a chapter who may take the test.
- B. Oklahoma TSA members may only take each test one time per year.
- C. The Degree Program test must be proctored by the chapter advisor and an application submitted
- D. Test questions will be pulled from the National TSA and Oklahoma TSA websites, and from Robert's Rules of Order Newly Revised (11th Edition). Test questions may include, but are not limited to: the motto, the colors and their meaning, officer symbols, officer duties, goals and purposes of the organization, offices of the state officers, key personnel of TSA (e.g. National Director, State Director, etc.), TSA official dress, National TSA information, TSA Creed and parliamentary procedures.

IV. EVALUATION

The Oklahoma Degree Program exams will be graded electronically. All competitors receiving a score of 90% or higher will receive a lapel pin and be recognized at the award ceremony of the state conference.

State Officer Candidates

Application - DUE BY 11:59PM ON FEB 3

YOU MAY NOT ANNOUNCE YOUR CANDIDACY FOR STATE OFFICE UNTIL 8 AM ON THE FIRST DAY OF STATE CONFERENCE: WEDNESDAY, APRIL 9, 2025

Required Candidate Screening

Wednesday, February 19, 2025

Oklahoma Department of Career Tech, 1500 W. 7th Avenue, Stillwater, OK 74074

9:00 am – 2:00 pm in the Tuttle Seminar Center

- Advisor or parent/guardian must attend
- We will discuss State Officer expectations and contracts
- Official dress is required
- Breakfast and lunch will be provided

Required State Officer Meeting Dates

April 17 – 18, 2025	State Officer Orientation/Training	Stillwater, OK ODCTE
May 28 – 30, 2025	CareerTech University (CTU)	Hulbert, OK
June 27 – July 1, 2025	National TSA Conference	Nashville, TN
July 16, 2025	Monthly Meeting 9:00 am – 3:00 pm	Stillwater, OK ODCTE
August 5, 2025	OK Summit	Tulsa, OK
September 10, 2025	Monthly Meeting 9:00 am – 3:00 pm	Stillwater, OK ODCTE
October 1, 8, 22, & 29, 2025	LEAD Conference	Various locations – must attend one date
November 12 - 13, 2025	Fall Leadership Conference (FLC)	Embassy Suites, Norman
January 14, 2026	Monthly Meeting 9:00 am – 3:00 pm	Stillwater, OK ODCTE
February 11, 2026	State Officer Candidate Screening	Stillwater, OK ODCTE
February 2026 (Date TBA)	CTSO Day at the Capitol	Oklahoma City, OK State Capitol Building
March 2026 (Date TBA)	Regional Conference	Eastern or Western Region (TBD)
March 11, 2026	Monthly Meeting 9:00 am – 3:00 pm	Stillwater, OK ODCTE
April 14 - 16, 2026	State Conference	Norman, OK Embassy Suites

Frequently Asked Questions

Q: Who can I contact with questions?

For general questions about the conference:

- [Tami Redus, State Advisor](#)

For competition questions:

- Please email the event coordinator or event manager listed on the [competitive event information](#) pages

Q: What does the registration fee cover?

In order to provide a well-organized and comprehensive conference, we must charge a registration fee. Hosting an in-person conference costs OKTSA about \$100,000 to put on. Conference costs include, but are not limited to, meeting spaces, A/V, conference management system, event supplies, awards, merchandise, judges gifts, conference staff lodging, and food and beverage for conference staff and volunteer judges. If you have ideas on how to offset the cost of State Leadership Conference, please contact tami.redus@careertech.ok.gov

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

Students must be affiliated in order to attend State Leadership Conference. Only affiliated members populate in the registration system. You will need to log on to the [TSA Membership System](#), check the boxes next to your students’ names, click Submit.

Q: Where can I find the eligibility for each event?

The [Competitive Event Information](#) page has an eligibility chart that explains how many entries per chapter are allowed to compete at the State Conference for each competitive event. To find how many members are allowed per team, please refer to the eligibility section of each competitive event guideline located in the National TSA Competitive Events Guide.

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

The National TSA Competitive Events Guide is located in the [TSA Membership System](#). Follow this path: www.tsaweb.org > Join/Login > Total TSA > Competitions.

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

If you are interested in assisting with State Leadership Conference, please contact Tami Redus at tami.redus@careertech.ok.gov

Q: What conference city and state do we use for the cover page in the portfolio?

For the Oklahoma State Leadership Conference, use Norman, OK and April 9 – 11, 2025.