



2022 National FFA Convention Timeline

May 11

- **State Housing Opens for Online reservations**
 - Housing Cut-Off Date is September 8, 2022 5 pm EDT
 - Reservations are to be made online using this URL: <https://book.passkey.com/go/NJState2022>
 - See the next page for additional information regarding the State Housing Block and the Online Reservation Process

June 15

- **National and/or Big E Career/Leadership Development Event & Agriscience Fair Intent to Compete**
 - Intent to Compete at Nationals and/or Big E form submitted through online form: <https://form.jotform.com/NJFFA/IntentForm>
- **National Agriscience Fair Applications**
 - Certification available via ffa.org
 - This includes Applications (with signatures) & Reports
- **National Chapter Award Applications**
 - Certification available via ffa.org
 - Updated Applications

September 1

- **Convention Attendee List* and Room List (state housing block ONLY)**
 - Complete the "National Convention Participant" form at <https://form.jotform.com/NJFFA/national-convention>
 - *The Convention Participant List is needed for ALL chapters attending convention.
- **Signed Code of Conduct* and Advisor Statement of Assurances*:**
 - Signed Code of Conduct and Advisors Statement of Assurances are needed for **ALL** National Convention participants. Forms can be found within the National Convention Participant form.
- **National CDE/LDE Certification Form**
 - Once State Staff submits the CDE/LDE Declaration form in June, the primary chapter contact will receive an automated email notification advising him/her to complete the process of certifying members.
 - Certification available via ffa.org
 - How to Certify a team or member instructions: <https://ffa.app.box.com/s/r7ex7reoi1cqgqbfmvscu97uzegvmvm/file/332832197869>
- **Event Materials (upload ONLY)**
 - Marketing Plan portfolio, Agricultural Issues portfolio, Prepared Public Speaking manuscript, Employment Skills cover letter/resume

October 1

- **Waivers**
 - Waivers (CDE/LDE/Agriscience Fair/Proficiency/Band/Talent) due ONLINE
 - Visit <https://waiver.smartwaiver.com/w/5ac2338d6ca4f/web/> to access the waiver.
 - Advisors do not sign or complete any portion of the waiver. The advisor does not receive a confirmation. It is suggested that the student forwards the confirmation email to the advisor.
 - Please make certain the name that is entered on the waiver matches the name on the application/event certification.

National FFA Convention Rooms

A block of rooms has been reserved (Tuesday, October 25 - Saturday, October 29, 2022) for the New Jersey FFA delegation at:

- **Hilton Garden Inn Downtown** – 10 E. Market Street, Indianapolis, IN 46204

*Please note: the hotels will NOT have your information until September 29. Please do not contact the hotel prior to this date.

Room rates are as follows:

Standard Double (up to 4 people): \$157.00 per night (EXCLUSIVE of tax)

Standard King (up to 2 people): \$157 per night (EXCLUSIVE of tax)

Payment is due **directly to the hotel** upon arrival/departure from the hotels.

Online Reservation Process:

- All attendees will be booking online on the Housing website with a valid credit card. Credit cards must have an expiration date of October 29, 2022 or later. State Blocks have pre- assigned inventory. Reservations may be booked online utilizing this designated URL: <https://book.passkey.com/go/2021NJState>.
- Rooms will be available on a first come first served basis. Quantities are limited!
- Purchase Orders: Arrangements to pay final hotel bill by purchase order must be made in advance directly with the hotel. A purchase order may not be an acceptable form of payment at all hotels.
- Room Cancellations:
 - Room reservations cancelled between May 11 - September 8 will **NOT** incur a cancellation fee per room cancelled.
 - Room reservations cancelled between September 9 - September 28 will incur a one night's room and tax, non-refundable cancellation fee per room cancelled. You may make changes to the reservation without penalty, but if the reservation is cancelled the penalty fee will be charged to the credit card associated with the reservation. Prior to making the cancellation you may go into the reservation and change the credit card.
 - Room reservations cancelled between September 29 and the arrival date will incur a 1 night's room and tax cancellation policy to be charged by the hotel for each room reservation cancelled.