



PO Box 3789 ■ Cartersville, Georgia 30120
770-455-9622 ■ www.georgiacivics.org

November 2, 2022


To: Youth Assembly Advisors
From: Dr. Randell E. Trammell, President and CEO
Re: Youth Assembly Last Minute Reminders


Advisors, there are a few items of which I would like to make you aware of as we are putting the final touches on the Youth Assembly (YA).

On-site check-in for Youth Assembly starts at 3:00 PM on Sunday, November 13. The address for the **Hilton Atlanta Downtown** is 255 Courtland Street NE Atlanta, GA 30303. Please use your favorite online map service to get exact directions from your location.

Meals – We consider meal times, those which fall within the window of the start and end time of the event. Any meals which fall outside of the conference should be considered by the local delegation. Supper will be provided at the hotel Sunday night in the form of a pizza dinner. Breakfast on Tuesday will also be provided. This will mean, the GCCE is providing 2 meals, and your group will be responsible for 3 meals. **NOTE: Affordable eatery options are in close walking distance to the hotel.** NOTE: The Peachtree Center Mall Food Court is attached via sky tunnel to the hotel. You still may want to plan easy breakfast ideas for your group.

Payments – If you still have a balance on your account, please bring payment to registration. Remember, we will only accept school checks, No Personal checks. However, if you wish to pay by credit card, a 4% service charge will be added for each transaction. **No refunds for registered students or adults. However, substitutions are allowed. Should you bring a check for the number of students you bring, and it is less than what you registered, your school will still be responsible for the amount of students registered. Reminder, your registration is a contractual obligation.**

Rooming Sheets – We tried to stick as closely in your preferences when assigning students to rooms. However, if we had not received your rooming list in adequate time, we placed your students in rooms as we deemed best. If you have not already filled out and turned in, please fill out the attached rooming list and email to info@georgiacivics.org  [Rooming Sheet](#)

Medical Release: You will also need to have medical release forms filled out for **every student and adult** attending to turn in at registration. Please have this alphabetized.  [Medical Release](#)

Capitol Hill Days (Monday and Tuesday) –We are back on Capitol Hill this year, but the House of Representatives will meet in Atlanta City Hall Council Chambers on Monday and will be back in the Capitol on Tuesday. The Judicial Program will be in the Georgia Supreme Court Building on Tuesday after the Breakfast. The Youth Governor's Breakfast will be at the Georgia Aquarium. The Senate will convene in the Capitol on both Monday and Tuesday.

Student Recognition and Monday night dinner – Student placards will be printed and provided by the GCCE. Placards are the signs with students' names used to them to be recognized at the conference. GCCE will bring blank placards to the event, any last minute substitutions will have to hand make their placard after arriving. It is important that you make sure you spell your students




PO Box 3789 ■ Cartersville, Georgia 30120
770-455-9622 ■ www.georgiacivics.org

names correctly as we will be printing their signs in HQ. If you spell them incorrectly, the signs will be misspelled for the conference and will not be re-printed. Nametags will be printed one time on Sunday night. If the GCCE Office is not notified by 7pm, or if nametags are lost while at the event, a blank nametag will be provided to the student. Monday night dinner is on your own with your delegation. Because of the large group sizes planning meals on this night, please make your plans/reservations soon.

Special Items to Bring – Don't forget that each student will need position notes/questions/speeches for authored bills. If a student's bill was not selected not the bill book, they will still be able to prepare speeches to give on others bills, be prepared to ask questions on bills, be prepared to offer amendments to bills. Just because a student's bill is not selected, does not mean they cannot be a large part of the conference and debate. Media Delegates may want to bring their camera, computer, etc.

Volunteer Background Screening Certification – Please fill one out for each Advisor/chaperone attending and bring to YA with you. One is attached to this email. Again, we ask that you have these when you arrive at registration. If you do not have one filled out to turn in at registration, you will have to reach out to an administrator and get it email in before Sunday night curfew.


 [Background Screening Form](#)

Student Code of Conduct Forms – Please have each student fill one out and bring to YA with you to turn in at registration. One is attached to this email. Again, we ask that you have these when you arrive at registration. If you do not have one filled out to turn in at registration, you will have to have each student fill this out and turn it in before Sunday night curfew.  [Student Code of Conduct](#)

Dress Code – Business attire (suit, dress pants, sports coat, or sweater and tie for guys and appropriate business attire for ladies is required.) Please make sure your students remember that school dress code is strictly enforced at YA. If at any point your students are not dressed in business professional attire during debate, they will be excused to their rooms to put on appropriate dress. Should you have further questions regarding appropriate business dress, please contact GCCE staff or call the GCCE HQ at (770) 455-9622. Students may wait until dinner on Sunday to change into business professional attire.

Registration – Registration will be at the **location provided via email as the conference approaches...NOT** in the hotel lobby, and will begin at **3:00pm** and end at **5:00pm**. When you enter the Lobby make your way to the location we email later and you will see the GCCE Registration desk.

When you will use self-parking on the property. The contracted rate is:

- Individual Cars \$32 daily with unlimited entry/exit
 - There are a number of other more affordable lots very close to the hotel you could consider.
- Bus Parking must be purchased in advance.  [Bus Parking Information](#)

Miscellaneous Documents

 [Hotel Conference Center Map](#)

 [Capitol Hill Map](#)

 [Restaurants Near Hotel](#)

 [MARTA Map](#)



PO Box 3789 ■ Cartersville, Georgia 30120
770-455-9622 ■ www.georgiacivics.org

T-Shirt Sales – If your group registered by the registration deadline and payment in full is received by the published website dates, then you are assured a t-shirt. Otherwise, the shirts will be sold throughout the conference. The price for t-shirts will be \$15.

NOTE: Free time on Monday night allows for casual dress (School dress code applies.) If we forgot any pertinent information we will make sure to get that to you in a timely manner.

Please don't hesitate to give us a call if you have any questions at 770-455-9622.