



Advisor Notes for the MASC Annual Conference

March 6-8, 2024



Main Hotel

Emerald Resort
35 Scudder Avenue
Hyannis, MA 02601
508-775-7775

Auxiliary Hotel

DoubleTree by Hilton Cape Cod - Hyannis
287 Iyannough Road
Hyannis, MA 02601
508-771-1700

Please review all information in this packet in advance of the conference.

1. Required Delegate Forms

Please provide a copy of all the following materials for your student delegates.

- [Delegate Responsibilities](#) – this document contains an overview of conference policies, dress code, etc.
- Three forms are required to be signed by each student and their parent/guardian in advance of the conference. These signed forms must be turned in by the advisor at registration.
 - [Parent/Guardian Power of Attorney Form](#)
 - [Behavioral Expectations Form](#)
 - [Policies on Smoking, Drinking, Vaping, Drugs, Behavior and Dress Form](#)
- Please collect school field trip permission slips as required by your district. This conference is considered an extension of the school day. Your delegates are expected to conform to school and MASC/MSAA rules.
- Please check with your school nurse regarding all student delegates. If the students have any special requirements, you and the conference nurse Belle Porter need to know in advance. Please check in with Belle regarding any special requirements.
- Room damage forms should be compiled onto one form and returned on Wednesday evening.

2. Delegate Packing Information

Please reference the [Delegate Responsibilities](#) for additional dress code information.

- Comfortable clothes - shorts, sweats, jeans, etc. must be of an appropriate nature and length
- Swimsuit - pool hours are available at both hotels
- Extra towel - towel service is limited in guest rooms
- Spending money - room and board are paid, pizza and extra snacks are at the delegates' expense
- Semi-formal attire - Thursday night banquet is a "dress up affair"

3. Shuttle Bus Service

A shuttle bus will be provided between the Emerald Resort and the Doubletree. These school buses are scheduled at times when travel between hotels will be necessary.

Wednesday: 1:00 PM - 5:30 PM
8:30 PM - 12:00 AM

Thursday: 7:00 AM - 8:30 AM
12:00PM - 1:00 PM (For advisors who need to return to the Doubletree only)
3:30 PM - 6:00 PM
End of Banquet - 12:00 AM

Friday: 7:00 AM - 8:30 AM
10:00 AM - 11:00 AM

No student should return to the Doubletree or go to the Emerald Resort without the advisor's approval.

4. **Registration**

Registration will take place from **2:00 PM – 4:00 PM in the Cape Cod Room** (second floor of the Emerald Resort). Please be patient - staff will work as fast as possible to register your group.

- If you are staying at the Emerald Resort, please have your delegation report directly to the lobby while the advisor (only) checks into the front desk of the hotel to obtain hotel room keys.
- If you are staying at the Doubletree, please report directly to the Doubletree to get your room assignments/check-in before heading to the Emerald Resort for the conference registration.
- Mandatory Advisors Meeting – 4:00 PM in the Cape Cod Room (all advisors must attend)
- Outstanding balances not mailed by March 1st must be submitted at the conference registration.
- Do not allow changes unless absolutely necessary. Cancellations of registrations will be subject to the MSAA cancellation policy and you will be billed for an unused room/occupancy.
- You may store any Lip Sync material in Barnstable III if necessary.

5. **Advisors General Information**

Drugs and Alcohol - Please be certain that your delegates do not bring alcoholic beverages or unprescribed drugs to the conference. Please double check all beverages brought to the hotels. Delegates using prescriptions should notify the conference nurse on Wednesday. Belle Porter will be the conference nurse and can be contacted in Room 104 or at the front desk. Please refer to the Behavior Guidelines for consequences associated with Drug or Alcohol usage at the Conference.

Delegate Attendance at Events - All delegates must attend all workshops, general sessions and activities of the conference. Delegates should not be allowed to stay in their rooms during the day. If a student does not feel well they should be sent to the Nurse's room to rest, not to stay in their own room. The MASC Executive Board will monitor hallways and common areas to assure students are not skipping sessions. Advisors are responsible for checking that their students are not left in hotel rooms alone at any time.

Conference Nurse – Belle Porter will be the conference nurse and can be contacted in Room 104 or at the front desk. Delegates using prescriptions or having medical conditions that could require medical attention should notify the conference nurse upon arrival on Wednesday. Please check with your school nurse regarding all delegates. If any students need special requirements, you and the nurse must know in advance.

Hotel Swimming Pools - The pools at both hotels will be open at night. Please remind your students to act appropriately and safely in the pool areas. Students should not walk through hotel hallways or lobby areas with only bathing suits on. Cover-ups/shirts/shorts are required. No students will be allowed to go barefoot in the hallways or common areas of the hotels. No Exceptions.

Hotel Fees - The hotels charge a fee for each local, long distance and credit card call. Outside phone lines will be turned off. Advisors who wish to have their phones left on should plan on leaving a credit card with the hotel. Movie services in both hotels will also be turned off. The Health Clubs are off limit to all student delegates.

Cellphones/Computers/Electrical Devices – Computers and other electrical devices should be left at home during this trip. For students who do bring these items, MSAA/MASC is not responsible for lost or stolen items. Please leave cell phones in rooms or make sure they are turned off during general sessions and workshops.

Meal Periods – Conference name badges must be worn at all times. Each delegate must also wear an identification wrist band at all times. These student and adult wrist bands will serve as meal tickets for every meal, banquet included. If you break your band, bring it to Room 104 for a replacement. The cost for replacement of a lost band is \$140.00. Please make any dietary concerns known at registration. There will be an advisors' luncheon in Mulligan's Restaurant on Thursday. Tickets will be available at registration and there will be two seatings for the Advisors. The banquet on Thursday evening requires proper dress (semi-formal). The full group size has outgrown the main ballroom. Therefore, schools will be randomly chosen to dine in the

Bass River Room. After dinner, those schools will rejoin the banquet festivities in the main ballroom. There will be reserved seating in both rooms.

Curfew/Room Security - Curfew at both hotels is **12:15AM SHARP!!!** All delegates must be in their rooms for the night at this time. Advisors will check and recheck rooms of all delegates in order to account for everyone. While in their rooms for the night all delegates should be certain to secure their sliding door by lowering the security bar. Advisors must check that the security bar is lowered. No one should be admitted to a room through an outside slider. Make sure to lock room doors. Any student found outside their room after curfew will be brought to their advisor and is subject to the behavioral guidelines and policies.

Hotel Facilities - Please notify your delegates to stay off the practice putting greens in the courtyard and the golf course of the Emerald Resort. Students should be reminded of appropriate behavior of staying in a hotel and to respect the hotel facilities.

No chants or songs with any double, hidden or obvious lyrics which are considered offensive, inappropriate or not in the spirit of a leadership conference will be allowed. Advisors are asked to be certain that delegates understand the full meaning of such prohibited activities.

6. Election Information

- There will be a candidates' meeting at **2:00 PM on Wednesday**. Advisors of candidates are asked to attend this meeting to help understand all of the campaigning policies.
- All candidates for office will speak on Thursday morning at the general session.
- Absolutely no campaigning will be allowed in the main lobby until the conclusion of the Candidates Meeting.
- Election posters and materials may not be placed on walls at either hotel and will be removed.
- The MASC Executive Board insists all candidates use good taste in their campaigns.
- The MASC Executive Board is in charge of elections and has provided the candidates with election regulations and information. Additional information will be provided to advisors at the advisors' meeting.
- An executive board meeting for newly elected officers and delegates will be held at the conclusion of the Friday morning General Session. Schools waiting for executive board members should do so in the Ballroom area.

7. Check Out Procedure

- Friday morning check out must be done by the advisors only at the main desk of each hotel. Please collect all room keys in the key envelopes from Wednesday's check-in as you survey each room.
- Delegates should clean up their rooms as much as possible. Please try to de-trash your rooms (pizza boxes, cans, etc.). Garbage bags will be placed in each room to assist with cleanup. Delegates should be encouraged to leave a "tip" for maid service. (One dollar per day per guest is appropriate)
- Please have all delegates store their "stuff" in the advisor's room before the general session on Friday.
- Advisors should do walk-through's of all rooms to assure items are not left behind and the rooms are clean of trash, etc.
- MSAA/MASC assumes no responsibility for any room charges or room damage charges.