



## CONFERENCE INFORMATION FOR PARTICIPANTS

The 2024 Lasallian Association of Secondary School Chief Administrators (LASSCA) Conference planning committee is excited to bring you this year's lineup of speakers and sessions in response to topics you suggested following the 2023 conference. Gather with over 100 colleagues and District and Regional leaders to share best practices and conversations around the theme "Lifelong Lasallian Leaders: Reimagining Servant Leadership."

### **CONFERENCE SCHEDULE**

We are pleased to return to the Rosen Plaza Hotel in Orlando. The LASSCA Conference will begin on **Sunday, February 25, 2024**, with Mass on-site at 6:30 p.m., followed by the opening session at 7:30 p.m., which will include the presentation of the Brother Michael Collins Award of Excellence and a welcome social at 8:00 p.m. The conference will conclude at approximately 10:00 a.m. on **Wednesday, February 28, 2024**. We encourage you to arrive early to give yourself plenty of time to play a round or two of golf, explore "The Theme Park Capital of the World" or simply enjoy Orlando's sunny and warm February weather. General sessions will take place Monday and Tuesday. District meetings will be held on Monday, and open forums for presidents, principals and board members will take place on Tuesday. Breakout sessions will be on Tuesday afternoon and Wednesday morning. [Click here](#) to view the draft conference schedule.

To allow more time for networking with colleagues, there will be no formal off-site group dinner on Tuesday evening. Instead, a networking social will be held at the hotel from 5:00 – 6:00 p.m., allowing you to schedule your own dinners following the social. Please [click here](#) for a list of nearby restaurants.

### **CONFERENCE REGISTRATION**

[Click here](#) to register for the conference and submit payment for 2024 LASSCA dues. If you are planning to bring your board chair or board member(s), there is also an option for additional participants. The conference registration fee for additional administrators, board leaders and District and Regional leaders is \$850.00 per person.

All registration fees include the welcome social, continental breakfast each morning, lunches Monday and Tuesday, District dinner Monday evening and the group social Tuesday evening.

**Chief administrators must register and pay for their board members.** Please register each person from your school who will attend the conference. **Registration fees will be collected online via credit card during the conference registration process.**

## Conference Cancellation Policy

Christian Brothers Conference will grant refunds for registration cancellations received on or before 4:00 p.m. EST on Friday, February 2, 2024, less the LASSCA membership fee and a \$50.00 administrative fee and credit card processing fee. No refunds will be granted after February 2, 2024. Cancellation notices must be sent to Philip De Rita at [pderita@cbconf.org](mailto:pderita@cbconf.org). All refunds will be in the form of a check mailed within three weeks of receiving a written request.

## HOTEL INFORMATION

The Rosen Plaza Hotel  
9700 International Drive  
Orlando, FL 32819  
Phone: 407-996-9700

The Rosen Plaza Hotel is located on International Drive just 15 minutes from Orlando International Airport and adjacent to the Orange County Convention Center. It is close to all of Orlando's famous theme parks and across the street from the Pointe Orlando shopping center, upscale dining and an entertainment complex.

**PLEASE NOTE:** There are seven Rosen hotels in Orlando, two that are located on International Drive adjacent to the Orange County Convention Center, so be sure to come to the Rosen Plaza Hotel at 9700 International Drive. [Click here](#) for a short video tour of the hotel, and [click here](#) to view the Rosen Plaza Hotel's "About Us" section of their website.

## Christian Brothers Conference Hotel Reservation Policy

The cost of a participant's hotel room is not included in the LASSCA dues or LASSCA Conference registration fee and is the sole responsibility of the participant. Participants will be asked on the registration form to acknowledge and agree to the conditions of this policy.

## Hotel Reservations

Please [click here](#) to make your hotel reservation online or call Michelle Welter at Nix Conference and Meeting Management at 314-645-1455 and reference LASSCA to make a reservation. The discounted \$179.00 per person nightly room rate for a single-occupancy room, plus local and state sales taxes, will be available from **Sunday, February 25 through Wednesday, February 28, subject to availability.**

For changes to your hotel reservation, please use the modification link in your registration confirmation email. The registrar will be notified of any changes made. For cancellations, please email [registrar@nixmeetings.com](mailto:registrar@nixmeetings.com) or call 314-645-1455. **Please do NOT contact the hotel directly.**

## **Reservation Cut-off Date**

The hotel reservation cut-off date is 4:00 p.m. EST on **Friday, February 2, 2024**, or when the block is sold out. Reservations received after February 2 or after the block is sold out will be accepted only if available and at the hotel's current rate.

## **Hotel Check-in/Checkout**

Check-in begins at 3:00 p.m. and checkout is by 11:00 a.m.

## **Payment Procedure**

No reservation deposit is required. All reservations must be secured at the time of booking with a credit card, cash or check payment for one night's room and tax.

## **Early Departure**

Participant departure dates will be reconfirmed at check-in. Any changes to the departure date should be made at that time as shortened lengths of stay thereafter will result in a one-time \$50.00 administrative fee.

## **Cancellation Policy**

If you must cancel your reservation, the hotel will honor sleeping room cancellations received 48 hours prior to arrival. Cancellations after this time may be subject to a charge of one night room and tax.

## **Hotel Amenities**

- On-site dining:
  - Jack's Place serves steak and seafood dishes. (5:00 – 9:00 p.m.)
  - '39 Poolside Bar & Grill offers a poolside patio bar with specialty frozen cocktails and Acapulco-inspired eats. (11:00 a.m. - 10:00 p.m.)
  - Café Matisse offers dining buffets throughout the day and a la carte selections. Breakfast is available from 6:00 – 10:30 a.m.
  - Lite Bite Express offers deli sandwiches, snacks and convenience items from 6:30 a.m. – 11:00 p.m.
  - Smooth Java serves freshly brewed Starbucks coffee, fresh-fruit smoothies and gourmet pastries. It opens daily at 6:00 a.m.
  - The lobby bar opens at 5:00 p.m. and has a daily happy hour.
- Wi-Fi in all guestrooms and public areas
  - Please note that the public areas do not include the conference meeting room space. Information about how to access Wi-Fi in the conference meeting room space will be available at the registration desk.
- Waived self-parking for overnight guests

- Outdoor heated swimming pool with whirlpool and cascading waterfall
- State-of-the-art fitness center with Life Fitness equipment and free weights
- Boutique shopping for gifts
- Tickets and transportation to area attractions arranged by Guest Services
- Rental cars available through Enterprise and National at Rosen Centre
- Business center with print, fax and photocopy services
- Dry cleaning services
- Golfing and tee times. [Shingle Creek Golf Club](#) is five minutes away with complimentary scheduled shuttle service available.

## **TRAVEL**

Orlando International Airport (MCO) is approximately 15 minutes from the hotel.

### **Christian Brothers Conference Travel Policy**

All travel arrangements and costs, including airfare, train, bus and/or other ground transportation costs, are the sole responsibility of the participant. Participants will be asked on the registration form to acknowledge and agree to the conditions of this policy.

### **Mears Taxi / Airport Shuttle Information**

Mears taxi and other shuttle transportation services are available and trusted by Rosen Plaza Hotel. [Click here](#) for more information or to make a reservation.

### **Taxi**

[Click here](#) for taxi service and additional ground transportation.

### **Uber/Lyft**

Uber and Lyft are available. If you choose one of these services, it is highly recommended that you download one or both apps onto your smartphone before heading to Orlando. You may download the app directly to your iPhone from the iTunes App Store or to your Android from the Google Play Store. The approximate cost of an Uber or Lyft ride from MCO to the hotel is \$30.00. Please note that the day, time and demand may affect the cost.

### **Driving**

[Click here](#) for driving directions.

## **ATTIRE**

The average temperature in Orlando in February is a high of 74 degrees and a low of 53 degrees. You may need a jacket for outside/evening activities. The dress for all conference functions and sessions is business casual.

## **LOCAL ACTIVITIES/ATTRACTIONS**

[Click here](#) for information on local activities and attractions in the Orlando area. Additional information may be found on this Visit Orlando website or by calling 407-363-5800.

## **QUESTIONS/CONTACT**

For additional information, please contact Philip De Rita at [pderita@cbconf.org](mailto:pderita@cbconf.org) or 202-529-0047 x110.