



**Convention
Planning Guide**

2024

WHY attend CONVENTIONS?



Here's me in front of the UT Tower at my first ILPC convention in 1999.

I hopped off the bus at the UTC. The heat of Austin spring hit my face. Masses of high school journalists, like me, swarmed the entrance to the lecture hall. My adviser collected our ILPC registration materials and looked through the list of Individual Achievement Award-winners and while I was just a sophomore and new on yearbook staff, my senior editors found out that they would haul a hefty collection of medals home that weekend.

I wanted that too. Not just the medals. Although, who doesn't want a little recognition for hard work? I wanted to be part of a team that did something special – something excellent.

Going to conventions with my high school yearbook and newspaper staff made me want to be a journalism teacher. So that's what I did for 17 years.

Now, as the director of ILPC, I hope your students will get the same feeling I had that day in April when I attended my first convention.

By taking students to journalism conventions, you will:

- **Foster a sense of family.**
- **Expose a developing program to a network of success.**
- **Collect outside feedback on student work.**
- **Expose students to a variety of careers in media.**
- * **Network with other advisers. Make lifelong friends.**
- **Develop a sense of pride and love for YOUR job as an adviser.**

My hope is that this guide can assist you in planning your trip to Austin for ILPC. Please reach out if you have any questions at all. You can call the UIL office or email me at aboehringer@uilitexas.org.

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Special thanks to Lori Oglesbee, Lisa Roskens, and Paige Dyer for contributing ideas.

Keep it real.

Alyssa Boehringer
ILPC Director

2024 Convention Information



KEYNOTE
SONAL SHAH
CEO OF THE
TEXAS TRIBUNE

TENTATIVE SPEAKERS

Bobby Hawthorne
Author, writing coach

Raoul Hernandez
University of Texas

Mark Murray
ATPI

David Knight
South Carolina

Dow Tate
*JEA's National Yearbook
Adviser of the Year, Shawnee
Mission East High School*

Becky Tate
*JEA's Teacher Inspiration
Award-winner, Shawnee
Mission North High School*

Kevin Robbins
University of Texas

Neelam Bohra
Texas Tribune

Scott Winter
Bethel University



Register on the UIL website.

\$40

per participant

+\$5 for preconvention
podcasting workshop

FRIDAY

PODCASTING WORKSHOP 3:30 - 5:30 p.m.

Pre-registration required

This workshop will walk you through everything you'll need and everything you'll need to know to start a podcast. *Instructor: Michael Reeves*

SATURDAY

REGISTRATION AT UTC 8 a.m. - 3 p.m.

BREAKOUT SESSIONS 9 a.m. - 5 p.m.

ANNOUNCEMENT OF TOPS IN TEXAS

IAA CHAMPIONS 8 a.m. - 3 p.m.

Students who win a first place IAA are eligible to win Tops in Texas. First place winners are judged against other gold medalists in all conferences. Not all categories have a Tops in Texas winner.

SUNDAY

KEYNOTE AND GRAND AWARDS ASSEMBLY

9:30 a.m. in LBJ Auditorium

Our keynote address (Sonal Shah of the Texas Tribune) followed by presentation of "Of the Year" leadership awards, TAJE scholarships, the Max Haddick Teacher of the Year announcement and presentation of the ILPC Stars.

Initial Planning

Sample Budget

PLANNING CHECKLIST

- Join ILPC and submit necessary contest materials.
- Research travel methods and hotels to determine a price range for the trip. (For example: \$250-\$350).
- Submit travel request to administrator.
- Communicate with students and parents with a flyer, email or parent meeting.
- Two months out, collect deposit.
- Make hotel arrangements using district travel protocol. See administrator and bookkeeper for travel advance, etc.
- Make travel arrangements depending on number of students attending (bus, car rental, flights).
- Register for the convention by April 18.
- Plan evening activities for the trip. Make any restaurant or activity reservations.
- Announce remaining balance to students and parents.
- Distribute permission slips, trip itinerary, packing list and trip reminders.
- Prepare travel kit (extra cash, granola bars, first aid kit, COVID test, bottled water).
- Collect permission slips.

Hotel Total	_____
Airfare/Car Rental/Bus	_____
Registration Total	_____
Parking	_____
Miscellaneous (activities, food)	_____
Total	_____
Total/ No. of students attending = Final price per student	_____

Notes

Sample Itinerary

Trip Information

The following is a sample trip info sheet. Feel free to use this information to create your own and distribute to parents.

ILPC

**April 19-21, University of Texas at Austin
Interscholastic League Press Conference**

Hotel info

Name of Hotel
Hotel Address
Hotel Phone Number

Itinerary

Friday, April 19

11:30 a.m. Meet by the playground
Drive to Austin
Explore the University
7:30 p.m. Dinner at Hula Hut

Saturday, April 20

8 a.m. Meet in hotel lobby to go to convention
9 a.m. Break-out sessions
12 p.m. Lunch
1 to 5 p.m. Break-out sessions
5 p.m. Tops in Texas Awards
6 p.m. Superfun Saturday on South Congress

Sunday, April 21

10 a.m. Keynote
11:15 a.m. Grand Awards Assembly in LBJ Auditorium
12:30 p.m. Lunch and go home

Chaperones

Adviser phone number
Parent Name phone number

Weather

Highs in the low-80s. Lows in the low 60s.

Clothing

Casual school clothes are the norm. Bring a light jacket since the classrooms can get cold.

Money

Breakfast will be included at the hotel. Inexpensive restaurants are all around campus. Typical dinner menus are in the \$20 range. Bring around \$50 per day for food. Parents may send as much or as little money as they deem necessary. Young people have a tendency to spend all that they have, but we will have emergency money should anyone need to borrow.

TRIP REMINDERS

If you plan to buy a lot of souvenirs, leave room in your bags.

No whining.

Stay with the group. Don't get ahead and don't drag behind.

If mixed sexes are in the hotel rooms, the door must be ajar.

Don't let doors bang in the hotel.

Quiet in the hotel hallways.

You need to eat at every meal.

You should have plenty of money for food, and don't skimp on food to buy more stuff.

Did I mention no whining?

Don't be late. Get up early and be ready to go at the appointed time.

Do not leave the hotel at night once we are back for good.

No sex. No drugs. No alcohol. No tattoos. No kidding.

When a crosswalk sign says stop, it's not just a suggestion. It's lifesaving advice.

Tipping is not an option. Fifteen percent is the least you should tip.

Set aside money for each day so you don't run out.

Wear comfortable shoes. No new shoes.

No whining.

Sample Permission Slip

Please sign permission slip. We must have one for every student.

Permission Form – ILPC

My child _____, has permission to attend the ILPC Spring Convention April 19-21 as a representative of (name of school). I understand that this is a school-sponsored activity and that school rules apply. By giving my child permission to attend, I recognize that my child will be under reasonable guidance at all times. In the event of an accident, emergency, or illness, I authorize (chaperone) to seek medical treatment for my child.

Parent Name Telephone # Date

Insurance Policy Holder: _____

Policy # _____

Prescribed Medication _____

Allergies _____

For your child to sign:

My word is my bond. I realize that my character is shaped by my ability to stand by my word. Understanding this, I give my word as evidenced by my signature below that while I am on this trip I will (1) not engage in any illegal behavior (including tattoos); (2) not drink alcohol, not smoke cigarettes, not use any controlled substance abusively, nor engage in sexual activity; (3) respect all adults in authority; (4) attend all classes that I have been assigned to; (5) be considerate to others on the trip and at the convention and (6) be where I am supposed to be, be there on time, and act right when I get there.

Give this statement thought before you sign below. If you travel with us, we reserve the right to search your luggage. If you don't like this rule, stay home. If I find out that you have broken any of these rules, I will report you to the proper authorities, relieve you of any editorial duties, never allow you to travel with us again, nor will we ever write you a letter of recommendation. Please refer to your signed behavior contract for questions or concerns about behavior.

Student's signature _____

Parent's Signature _____

Things to Do in Austin

Activities & Restaurants

Amy's Ice Cream

Mark Murray's fave.
Multiple locations in Austin.

Austin Duck Adventures

Amphibious tours downtown and on the lake.
602 E. Fourth Street, Austin, TX 78701

Austin's Park

Arcade, bowling, go-karts, mini golf, rides, pizza buffet.
16231 N Interstate Hwy 35, Pflugerville, TX 78660

The Bats

See them fly out from under the Congress Avenue Bridge. Be at the Statesman Bat Observation Center by sunset,
305 S. Congress Ave., Austin

Bob Bullock Texas State History Museum

Texas history museum and IMAX near the UT campus.
1800 Congress Ave., Austin, TX 78701

Hula Hut

Tacos, fajitas and luau platters.
3825 Lake Austin Blvd, Austin, TX 78703

LBJ Presidential Library

Located on the UT campus.
2313 Red River St, Austin, TX 78705

Museum of Ice Cream

Treats included.
11506 Century Oaks Terrace #128, Austin, TX 78758

The Oasis Restaurant on Lake Travis

Decent restaurant on the lake.
6550 Comanche Trail, Austin, TX 78732

Peter Pan Mini Golf

Old school.
1207 Barton Springs Rd., Austin, TX 78704

South Congress

Hip boutiques and restaurants. "I love you so much" Instagram moment.

Texas State Capitol

Self-guided tours, free entry.
1100 Congress Ave., Austin, TX 78701

Hotels

The University Interscholastic League has a standing list of recommended hotels in the Austin area. Many of them offer special rates for UIL activities, including ILPC. To see the list of UIL recommended hotels, visit <https://www.uil-texas.org/files/uil-hotel-info.pdf>.

RESTAURANTS ON THE UT CAMPUS

CAVA

Mediterranean restaurant with customizable greens & grains bowls, pitas & salad.
2426 Guadalupe St.

The Pizza Press

Nostalgic pizza restaurant with 1920s-theme. 404 W. 26th St.

Zombie Taco

Creative and unique tacos.
2552 Guadalupe St.

Kerbey Lane Cafe

Everything from pancakes to burgers. 2606 Guadalupe St.

Roppolo's Pizzeria West Campus

Quick and easy lunch options.
2604 Guadalupe St.

In-N-Out Burger

California-based burger chain. 2700 Guadalupe St.

Pot Belly Sandwich Shop

Made-to-order toasted sandwiches, salads & baked goods. 2316 Guadalupe St.



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