**FEDERACIÓN DE LOS CÍRCULOS DE ESPAÑOL DE ALABAMA**

**GENERAL INFORMATION**

1. **CHAPERONES**: THE UNIVERSITY OF ALABAMA Requires That each group of visiting high school students be accompanied by an adult chaperone who will remain responsible at all times for the students attending any event. **Each school must provide 1 adult chaperone for every 12 students PLUS 1 additional chaperone for the group**. Sponsors and chaperones should discuss appropriate behavior with students prior to coming to campus.
2. **CONVENTION REGISTRATION**: Convention registration occurs in The Ferguson Center on the University of Alabama campus on Friday, **April 12, 2019**From 8:30 AM Until 9:45 AM. Schools participating in competitions should plan to arrive and register by 8:30 AM. Please arrive at The Ferguson Center **Before** the end of the registration period. Please report to registration **by Schools**, with a designated sponsor to complete check-in. **After registering at the University’s desk, go to the designated areas to check in with The Federation and obtain colored coded cards for the competitions that require them.**The opening session and a roll call of schools begins promptly at 10:00 AM on the 3rd floor Ballroom of The Ferguson Center.
3. **COMPETITIONS**: **Questions Regarding Federation Membership or Competitions Should Be Addressed Directly to the treasurer or president of the Federation.**
4. **SPECIAL ACCOMMODATIONS**: The University of Alabama strives to ensure that all persons have an opportunity to partake in all conference activities hosted on Campus Facilities. Individuals with disabilities requiring special assistance or accommodations to participate in Spanish Convention Programs (or adults helping these students) should contact the University of Alabama Office of Undergraduate Admissions 205.348.4999 Or FAX: 205.348.9046 at least ten (10) University working days prior to the scheduled conference. In addition, they should contact the University of Alabama Coordinator. (See Below).
5. ***You must first register with The Federación de los círculos de Español de Alabama.***
6. After you have registered with FCEA, you will have to register with The University of Alabama. The University of Alabama is hosting the event. If you have any questions about the convention, please contact us at the address posted in the "Contact Us."
7. Information about the cost is posted in the registration forms.
8. **PLEASE DO NOT SEND CASH to any of the organization.**
9. **Be aware of times and deadlines.\*\***