

2015 FBLA State Leadership Conference
Hunt Valley, Maryland
April 23-25, 2015

SLC Advisor Information
Advisor Update #9

Pre-conference info

April 19, 2015

Summary of information included in this document:

1. Production tests for skill events
2. Competitive Events scheduled for Thursday afternoon
3. Conference registration check-in
4. Dinner seating assignments
5. Workshop prizes
6. Advisor competitive event proctor and dance assignments
7. Food for sale at hotel
8. **Checklist for registration check-in (****VERY IMPORANT–Please review this****)**
9. Arrival instructions
10. Advisor Tribute
11. Conference Schedule
12. Thursday Evening Activities - Hypnotist Keynote Presentation, Battle of the Regions, Letters to our Troops, and Board Games
13. Advisors' Session
14. Hotel shuttle van
15. REMINDER: March of Dimes Basket Raffle
16. **Voting delegate session (****VERY IMPORANT–Please review this****)**
17. Reminder that participants in written test events must bring pencils

1. Production tests for skill events

On April 10, the Maryland State Department of Education mailed the production tests for those chapters that have students in the following events:

Accounting II
Computer Applications
Database Design

Spreadsheet Applications
Word Processing

This is a reminder that the SEALED envelope with the students' completed work and other required documentation must be turned in at the registration desk at the time of conference check-in on Thursday, April 23. Please do NOT open the envelope you receive back from the proctor with the competed student work or the student will be disqualified from the event. If you do not receive the production test for a student you have registered in one of these events, please e-mail Diana Hegmann at diana.hegmann@maryland.gov and cc David Jones at davejones21122@yahoo.com immediately.

2. Competitive events schedule for Thursday afternoon

The following competitive events are scheduled for Thursday afternoon beginning at the times designated below:

Performance Events (begin at 1 p.m.): <ul style="list-style-type: none">- 3D Animation- American Enterprise Project- Business Financial Plan- Business Plan- Community Service Project- Computer Game & Simulation Prog.- Desktop Application Programming- Digital Design & Promotion- E-business- Electronic Career Portfolio- Mobile Application Development- Partnership with Business Project- Public Service Announcement	Written Tests for the following events (begin at 1 p.m.): <ul style="list-style-type: none">- Banking and Financial Systems- Entrepreneurship- Future Business Leader- Global Business- Help Desk- Hospitality Management- Management Decision Making- Management Information Systems- Marketing- Network Design- Parliamentary Procedure- Sports & Entertainment Management <p>(Note: The performance component for each of these events will occur on Friday.)</p>
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All other competitive events will take place on Friday.

In addition, all production tests and scrapbooks must be turned in by 1 p.m. on Thursday, April 23.

3. Conference registration check-in

The registration desk for conference check-in will open at 10 a.m. on April 23.

4. Dinner seating assignments

We are excited to announce that we will have our largest conference in Maryland FBLA history at the 2015 SLC. With more than 1,000 attendees, dinner seating will be spread throughout the hotel in various rooms. Similar to last year, the seating will be a combination of round tables and theatre style seating for the opening session on Thursday evening and the general session on Friday evening. The chapters that are assigned to the theatre seats in the front will be assigned to the Maryland Ballroom, Salons A-F, Garden Room, and Hunt Valley Foyer for the dinner portion of the session after the program is completed. Like last year, it is important to us that everyone sees the opening session live and be in the same room and having an overflow area in the Maryland Ballroom, Salons A-F, Garden Room, and Hunt Valley Foyer for dinner only will allow us to accomplish this.

It is important to note that only those registered for the conference can participate in the conference functions, including dinner. As explained, the seating for dinner is at a premium and will be pre-assigned. Name badges will be checked upon entry to the ballroom and only registered attendees will be allowed in. Seats will be assigned based on the individuals your chapter registered and there will be no extra room at any of the tables!

Please keep in mind that if you are assigned to the overflow areas, it is for eating dinner only. Everyone will be in the main ballroom for the Thursday and Friday programs (keynote speaker, etc.). We thank you in advance for your understanding.

As always, all seating for the State Awards Program on Saturday is open seating. It will be offered on a first come, first serve basis.

5. Workshop prizes

We have a great slate of workshops lined up for the conference. As an incentive for attending the workshops, each student will receive a prize ticket that they will fill out and turn in for a chance to win gift cards. The prize drawings will occur during the general session on Friday evening. Please let your students know about the prize drawings

and encourage them to attend as many workshops as possible. The business people who are presenting the workshops have graciously volunteered their time to us and the best way to show our appreciation for them is to have great attendance at the workshops. I cannot stress enough to please encourage your students to attend as many workshops as possible.

6. Advisor competitive event proctor and dance assignments

We need the assistance of ALL advisors to serve as competitive event proctors and to serve as dance monitors. The assignments will be done in advance and you will receive an e-mail by Tuesday, April 22 with the assignments. If you have a conflict, please work with your fellow advisors to switch assignments. If any switches are made, please let me know ASAP. We cannot pull this off without your assistance and I know you will take your assignment seriously. It is very important that our competitive events stay on schedule and that the integrity of the events is maintained. Each of you plays an extremely important part in helping us to provide a consistent, fair, and organized experience to all of our students. We will have proctor orientation sessions at the conference to explain your exact job responsibilities.

7. Food for sale at the hotel

Dinner on Thursday evening and Friday evening is provided (the cost was included in the registration fee paid by each attendee). The Cinnamon Tree, the hotel restaurant, is offering a breakfast buffet on Friday and Saturday as well as lunch on Friday at a reduced cost. In addition the Hunt Café and Polo Lounge (Polo Lounge is breakfast only) are offering a special selection of student friendly quick service food. The Hunt Café offers counter service and allows students to pick up a quick snack or meal without sitting down in the full service restaurant. While the menu and prices are subject to change by the hotel as they are still being finalized, the following is an estimate of what will be offered and the cost:

Cinnamon Tree:

Breakfast Buffet on 4/24 and 4/25

- Tentative Menu: Eggs, Bacon, Sausage, Hash Browns, Pancakes, Fruit, Juice
- \$15.95 plus tax and gratuity

Lunch Buffet on 4/24

- Tentative Menu: Italian Buffet with Beverage
- \$13.95 plus tax and gratuity

Hunt Café:

Breakfast on 4/24 and 4/25 (on the 24th the hotel will offer grab and go breakfast in the Polo Lounge as well)

- Tentative Menu: Breakfast Sandwiches, Bagels/Cream Cheese, Muffins, Fruit, Yogurt, Juices
- Priced by item

Lunch on 4/24

- Tentative Menu: Hamburgers, Hot Dogs, Chicken Fingers, Chips, Candy Bars, Soda
- Priced by item

Please make arrangements for your transportation to stop for lunch prior to arriving on Thursday and encourage your students to bring a snack with them. There will be no food service in the Hunt Café Thursday afternoon.

8. Registration checklist for check-in on Thursday, April 23 (**VERY IMPORTANT****)**

I have attached a checklist for check in on Thursday, April 23. Each chapter must complete the checklist in advance and turn it in at the registration desk along with the other items required to be turned in at the registration desk when you arrive. The registration desk is on the lower level of the conference center of the hotel. I am asking for the cell phone numbers of each advisor from your chapter who is attending. We will use this information to contact you during the conference if there is an emergency or if something requires your immediate attention. The rest of the items on the list are reminders of things that have to be turned in at check-in. I know some of you have been doing this for a long time, but please humor me and take a minute to go over each line item on the checklist. There have been some changes this year and I want to make sure everyone turns in everything they are supposed to. **To be fair to all attendees and competitors, there will be no exceptions for items not turned in at the time of check-in as listed on the attached checklist.**

9. Arrival instructions

The registration desk and check-in opens on Thursday, April 23 at 10 a.m. and closes at 2 p.m. Please plan to arrive during this window. Arriving before 10 a.m. creates a logistical problem for the hotel as we have not contracted with them for chapters to arrive before 10 a.m. Workshops will begin promptly at 12 p.m., competitive

events will begin at 1 p.m., and the opening session will begin at 5:30 p.m. There is an Advisors' Session at 4:00 p.m. on Thursday. You will receive conference registration materials (name badges, conference program, etc.) at the time of check-in. The hotel is working hard to ensure that hotel keys are ready at the time registration opens; however, due to the early start of our conference, it is HIGHLY LIKELY that you will not receive your room keys until 3 p.m. or later. At a minimum the hotel will try to have the advisor room keys available to store luggage. If the advisor room key is not available, the hotel will have an area for luggage storage. You and your students should arrive dressed in professional attire in accordance with the dress code as there will not be an opportunity to change clothes. The registration materials will only be given to an advisor from the chapter. No exceptions!

10. Advisor Tribute

We will once again be recognizing all advisors in attendance at an Advisor Tribute during the Friday general session. Each of you will walk across the stage to be recognized by all attendees for your hard work and dedication. You will also receive a gift of appreciation. Advisors will line up in the hallway outside of the ballroom just prior to the tribute and I will provide instructions and more details on this during the advisors' session Thursday afternoon. It is very important that each advisor attend the advisors' session on Thursday afternoon (4-5 p.m.) so that you receive instructions on how the tribute will work.

11 Conference Schedule

I have attached an excerpt from the conference program which details the conference schedule. It is subject to minor changes, but at this time we do not anticipate any changes.

12 Thursday Evening Activities - Hypnotist Presentation, Battle of the Regions, Blanket Drive, and Board Games

This is a reminder that the keynote speaker's presentation will be after the Opening Session. The Opening Session will begin promptly at 5:30 p.m. on Thursday and dinner will be served immediately following. After dinner, there will be a short break where everyone can change into casual clothes and we will reconvene in the Hunt Valley Ballroom at 8:30 p.m. for the keynote speaker's hypnotist presentation. The keynote is an extension of the opening session and is a required activity. The presentation will last for approximately 90 minutes. This is the social event for the evening; there will not be a dance on Thursday evening (there will be a dance on Friday evening).

Following the hypnotist presentation, all attendees should remain in the ballroom for the Battle of the Regions event. Each region will be represented by one team and the number of students selected from each region will be from three to five depending on the level of response received for the event. Be prepared to cheer on your region's team as team members demonstrate their knowledge of general business facts, current events, parliamentary procedure, and FBLA-PBL facts. This high-energy event will not disappoint!

Following the Battle of the Regions, the State Projects Development Committee will be conducting a fleece tie blanket project session to benefit Project Linus. Attendees who choose to participate in the blanket-making session will be able to quickly and easily fashion the blankets, as no sewing experience is required! We will be making the simple kind of fleece blankets that only need to be cut and tied on the edges.

We encourage students and advisors to bring their favorite board games and card games. Tables will be set up in the Hunt Valley Ballroom for playing your favorite games for the remainder of the evening after the Battle of the Regions.

13. Advisors' Session

We will have an advisors' session from 4-5 p.m. on Thursday. This will be a time to bring you up to speed on important updates of the state chapter, provide information on the National Leadership Conference, to address questions about the conference, and to answer any questions you may have. This is the opportunity for us to address issues that affect the whole chapter, not your individual specific circumstances. I will be happy to speak with any of you about individual circumstances, but let's try to reserve the advisors' session for issues/questions/concerns that affect all chapters. If I receive more questions than we can handle in the timeframe, I will try my best to get to as many of the questions/concerns as possible.

14. Hotel shuttle van

For the safety of our students, advisors, chaperones, and guests, the hotel shuttle will be restricted during our conference. The hotel will NOT provide shuttle service to surrounding shopping centers and businesses. The roads around the hotel are extremely busy and dangerous to cross on foot. Please inform your students that they are not to leave the hotel property. This is for their own safety. The hotel has made many accommodations to offer

reasonably priced food and we have a full conference agenda. There is little time and no reason for students, advisors, chaperones, and guests to leave the hotel property.

15. REMINDER: March of Dimes Basket Raffle

As a reminder, we will host a basket raffle for the March of Dimes. **We are asking each chapter bring a themed basket to be donated for the raffle.** Conference attendees will purchase raffle tickets for a chance to win one or more of the baskets, and will drop their tickets into the containers located in front of each basket. All money raised will be donated to the March of Dimes. As an incentive to being creative and securing great basket items, the chapter who donates the basket that receives the most raffle tickets sold will receive an award for the “Best Basket.” Complete details on the basket raffle and guidelines/instructions are included in the document entitled “March of Dimes Basket Raffle Packet” that is posted on the Maryland FBLA website at http://www.mdfla.org/uploads/3/1/0/0/31006403/march_of_dimes_basket_raffle_packet_%282015%29.pdf.

16. Voting delegate instructions

When you submitted your chapter’s registration, each chapter submitted the names of two of their members to serve as voting delegates at the SLC. The voting delegates are responsible for electing the 2015-2016 state officer team. The voting delegates should visit the campaign booths of all candidates running for statewide office (president, vice president, secretary-treasurer, and reporter-historian) as well as their regional vice president candidate(s). The delegates should take time to speak with the candidates and review their qualifications before casting their vote in the election on Friday evening.

All voting delegates are required to attend the state officer campaign rally on Thursday, April 23 at 4 p.m. in the Garden Room. At the campaign rally the students will receive their voting delegate ribbons.

All voting delegates are also required to attend the election session to cast their vote on Friday, April 11 PROMPTLY at 7:30 p.m. in the Hunt Valley Ballroom. Business attire in accordance with the FBLA dress code is required for the campaign rally and voting delegate session. **Please ensure that your voting delegates arrive to the State Officer Election Session on time at 7:30 p.m. Chapters whose voting delegates do not arrive on time for the Election Session, do not arrive at all, or leave early will subject their chapter to possible disqualification of all competitive events they are entered in at the conference.** As advisor, it is YOUR responsibility to ensure your voting delegates are present for the Election Session in its entirety.

17. Reminder that participants in written test events must bring pencils

All participants that will be taking a written test must bring their own #2 pencils. Please ensure that the pencils are sharpened, that the student has multiple pencils for back-up, and they have a good eraser. There will not be a pencil sharpener available nor will there be any extra pencils or erasers available.