

## 2016 FBLA State Leadership Conference

**60<sup>th</sup> ANNIVERSARY**

Hunt Valley, Maryland

April 14-16, 2016

SLC Advisor Information

Advisor Update #9

Pre-conference info

April 6, 2016

### Summary of information included in this document:

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

### 1. Production tests for skill events

On March 21, the Maryland State Department of Education mailed the production tests for those chapters that have students in the following events:

Accounting II  
Computer Applications

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 14. 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](mailto:diana.hegmann@maryland.gov) and cc David Jones at [davejones21122@yahoo.com](mailto: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:

<b>Performance Events (begin at 1 p.m.):</b> <ul style="list-style-type: none"><li>- 3D Animation</li><li>- American Enterprise Project</li><li>- Business Financial Plan</li><li>- Community Service Project</li><li>- Computer Game &amp; Simulation Prog.</li><li>- Desktop Application Programming</li><li>- Electronic Career Portfolio</li><li>- Graphic Design</li><li>- Mobile Application Development</li><li>- Partnership with Business Project</li><li>- Public Service Announcement</li><li>- Publication Design</li></ul>	<b>Written Tests for the following events (begin at 1 p.m.):</b> <ul style="list-style-type: none"><li>- Banking and Financial Systems</li><li>- Entrepreneurship</li><li>- Future Business Leader</li><li>- Global Business</li><li>- Help Desk</li><li>- Hospitality Management</li><li>- Management Decision Making</li><li>- Management Information Systems</li><li>- Marketing</li><li>- Network Design</li><li>- Parliamentary Procedure</li><li>- Sports &amp; Entertainment Management</li></ul> <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 14.

### 3. Battle of the Regions written test

All students registered for this event will take a written, multiple choice test on Thursday, April 14 at 2:30 p.m. Teams from each region will be formed by taking the top three to five test written scores from each region. Each region will be represented by one team, so your students may be paired up with students from other schools to represent your region. The number of students selected from each region will be from three to five depending on the level of response received for the event. Each region's team will have an equal number of participants.

The "live" Battle of the Regions will occur in a quiz show format on stage on Thursday, April 14 at 9:15 p.m.

### 4. Conference registration check-in

The registration desk for conference check-in will open at 10 a.m. on April 14.

### 5. Dinner seating assignments

We are excited to announce that we will have our largest conference in Maryland FBLA history at the 2016 SLC. With nearly 1,300 attendees, dinner seating will be spread throughout the hotel in various rooms. A change from last year is that the main ballroom for the Thursday and Friday general session will be set in all theatre style seating. This is how it is normally set for the Saturday award program. All general sessions on Thursday and Friday as well as the awards program on Saturday will be assigned seating. **Every single seat will be assigned in the room**, so it is highly important that you adhere to the seats assigned to your chapter. Dinner will also be assigned seats in all of the break out rooms around the hotel. Seating assignments and charts will be posted in the hotel and included in your registration materials when you arrive. Those chapters earning Gold Seal status will be seated in the front of the room, followed by those chapters who are assigned to the overflow hotel (Embassy Suites), followed by the remaining chapters.

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 the general sessions and 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!

## **6. 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.

## **7. 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 12 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.

## **8. 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 a limited lunch menu on Thursday and Friday. The breakfast buffet pre-set costs will be all inclusive and covers the cost of the food, a beverage, and gratuity. In addition Café 245 is offering a special selection of student friendly quick service food. Café 245 offers counter service and allows students to pick up a quick snack or meal without sitting down in the full service restaurant. For breakfast on Friday and Saturday a satellite location will be set up for cash concessions in the Maryland Foyer from 7am to 10am for grab and go items as well. 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 4/15 and 4/16

- Tentative Menu: Eggs, Bacon, Sausage, Hash Browns, Pancakes or Breakfast Sandwich, Fruit Salad, Juice, Coffee
- \$14.00 inclusive of tax and gratuity - pay at door

Lunch on 4/14 and 4/15

- Limited menu (4-5 student friendly entrees, priced separately). Offering a limited menu will help to ensure a quicker service time than if the full restaurant menu were available.

### **Café 245 and Maryland Ballroom Foyer:**

Breakfast on 4/15 and 4/16

- Tentative Menu: Breakfast Sandwiches, Muffins, Cereals, Fruit, Yogurt, Juices
- Priced by item

### **Café 245:**

Lunch on 4/14 and 4/15

- Tentative Menu: Hot Dogs, Chicken Tenders, Sandwiches, 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.

## **9. Registration checklist for check-in on Thursday, April 14 (\*\*\*\*VERY IMPORTANT\*\*\*\*)**

I have attached a checklist for check in on Thursday, April 14. 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.**

### **10. Arrival instructions**

The registration desk and check-in opens on Thursday, April 14 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. 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!

### **11. 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.

### **12. 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.

### **13. Thursday Evening Activities - Battle of the Regions, Mentalist, and Letters to our Troops**

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 9:15 p.m. for Battle of the Regions and the keynote speaker's mentalist presentation. The Battle of the Regions and the keynote mentalist presentation are an extension of the opening session and are required activities.

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!

These are the social events for the evening; there will not be a dance on Thursday evening (there will be a dance on Friday evening).

Prior to the Battle of the Regions and keynote speaker, join the State Project Development Committee (SPDC) in thanking our troops deployed overseas. Stop by the Maryland Ballrooms at 8 p.m. and write a personal thank you note to those who serve. Supplies and instructions will be provided. All we need is your participation! If you brought donations with you for care packages, SPDC members and the state officer team will be on hand to collect them.

### **14. Friday Evening Activities - Dance and Board Games (bring your own)**

We will once again have a dance on Friday evening. **We also encourage students and advisors to bring their favorite board games and card games.** Tables will be set up in the Garden Room for playing your favorite games for those who may want an alternative from the dance.

### **15. 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.

### **16. 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.

### **17. 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\\_2016\\_.pdf](http://www.mdfla.org/uploads/3/1/0/0/31006403/march_of_dimes_basket_raffle_packet_2016_.pdf).

### **18. 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 2016-2017 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 14 at 4 p.m. in Maryland Ballrooms 3 & 4. 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 15 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.

### **19. 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.