

**Maryland FBLA
2015 National Leadership Conference
Travel Arrangements and Competitive Event Registration Information**

April 29, 2015

Advisor Update #11

Hello Maryland FBLA Advisors

It was great to see you all at the State Leadership Conference. We had a phenomenal conference, which we couldn't have pulled off with the assistance of each of you. I cannot thank you all enough. I wanted to follow up to the information that I first sent you on February 22, 2015 about National Leadership Conference travel arrangements for Chicago, Illinois.

There are two VERY important sections to this mailing. Please read them both. The first is regarding travel reservations and the second is regarding competitive event registration/participation.

Travel Arrangements

We are once again using Vista Travel to handle all of the Maryland delegations' travel arrangements. Included in the attached document is information on the costs, deposit required, and instructions on how to register for the conference (**document is titled "2015 NLC - MD FBLA Travel Form (Vista Travel)"**). Also attached is the reservation form (Excel spreadsheet) and a list of the flight options.

Vista Travel is providing a comprehensive travel package with unparalleled door-to-door service. I am sure you will be pleased with their customer service and attention to detail this year. When you book through Vista Travel, you will be noted as part of the official Maryland delegation and will receive a Maryland FBLA t-shirt, pins for trading, and other conference goodies.

Any individuals who choose to make their own travel arrangements will not receive the Maryland spirit items (t-shirt, pins, light up item, etc.). To be clear, if you do not book travel through Vista Travel, the conference t-shirt and other conference goodies will not available to be purchased separately.

I'd like to point out **two important dates**:

May 1, 2015 - Deposit and completed forms (by e-mail or fax) must be received by Vista Travel for all individuals attending the NLC. Reservations may be accepted by Vista Travel through May 11, however, to guarantee your spots, please submit the required information and deposit to them by May 1.

June 2, 2015 - Final balance due to Vista Travel.

If you have any questions about travel arrangements or have a unique travel situation, Vista Travel will be happy to assist you. Their contact information is as follows:

Peter A. Scocca II
President/CEO
Vista Travel Inc.
800 Inman Ave.
Colonia, NJ 07067
Phone: 732-574-1100 ext 118
Mobile: 848-250-6373
Fax: 732-388-2241
Email: peter@travelwithvista.com

I will be at the conference and am here to help in any way I can leading up to the conference and during the conference. That being said, however, I'd like to make sure you are aware that the Board of Directors' role in terms of the NLC is to approve the use of Vista Travel as the travel agent for our delegation. Diana Hegmann from the Maryland State Department of Education will serve as the liaison with the local school systems to facilitate the registration of the Maryland delegation and is available to answer any questions that come up.

Competitive Events

Diana Hegmann (MSDE) will handle registering students for competitive events based on information you supply to her for those students who will be attending from your chapter. Diana's contact information is:

Diana Hegmann
Division of Career and College Readiness
Maryland State Department of Education
200 West Baltimore St.
Baltimore, MD 21201
410-767-0536
diana.hegmann@maryland.gov

If you have a student in 1st, 2nd, or 3rd in any event (and 4th in some events--- please review the attached document "NLC Eligibility by Event (NLC 2015)" to see which events allow 4th place to compete at the NLC), please e-mail Diana if your student WILL or will NOT be attending the NLC. Please e-mail Diana this information ASAP but no later than Friday, May 1. They will then notify the 4th place student that they are eligible to compete. If 4th place is not able to attend, 5th place will be notified. If 5th place is not able to attend, the opportunity will not be offered to anyone below 5th place.

In regards to prejudged events (written reports, URLs, etc.) and production tests, it is the responsibility of each advisor to mail or e-mail the materials to the National FBLA Office and/or to the Maryland FBLA State Director at MSDE to ensure delivery by the prescribed deadlines. A summary of these deadlines, as well as what is mailed/e-mailed to who, is in the attached document (**document is titled "Prejudged events (deadlines) for 2015 NLC"**).

For production test events, Diana will mail the production test to you once your student(s)' registration for the NLC is confirmed.

Here is a summary of the advisor's responsibilities for registering their chapter for the NLC:

As a matter of clarification, Vista Travel will handle travel arrangements for the Maryland delegation and MSDE will register the students for competitive events. It is the advisor's responsibility to register their students, the advisor(s), and any chaperones for the conference using the National FBLA registration system. When you submit your registration, you will receive a bill from the system. You will then submit that bill and a copy of the registration you submitted to National FBLA to Vista Travel along with the other forms Vista has created. Vista will then remit payment to National FBLA for the students you registered. Here are your responsibilities as an advisor:

Step 1: Notify MSDE regarding competitive event participation

1. If you have a student in 1st, 2nd, or 3rd place (and 4th in some events---please review the attached document "NLC Eligibility by Event (NLC 2015)" to see which events allow 4th place to compete at the NLC), e-mail Diana Hegmann (diana.hegmann@maryland.gov) by Friday, May 1 to let her know that they WILL or WILL NOT attend the NLC.
2. MSDE will notify any student in 4th or 5th place if they are eligible because someone in 1st, 2nd, or 3rd cannot attend the NLC as soon as they are notified. This will require a very quick turnaround to get a commitment from your student(s) who now may be eligible to attend.
3. MSDE will register all students who placed 1st, 2nd, or 3rd in events at the SLC for those events at the NLC.
4. For those students/chapters competing in an event with a prejudged component and/or production test, MSDE will be in touch with you to notify you of the process of submitting your prejudged items and production tests.

You MUST NOTIFY MSDE by Friday, May 1 if you have a student who came in 1st, 2nd, 3rd, or 4th at the SLC who IS or IS NOT attending the NLC so that the competitive event registration they submit to National FBLA is accurate.

Step 2: Register your chapter for the NLC with National FBLA

1. Register your attendees (students, advisors, chaperones, guests) for the conference using the National FBLA NLC registration system. This can be found at: <http://ams.fbla-pbl.org/fbla/issi/main/login.asp?TP=/registration/regstart.asp>
2. Sign in using your chapter number and password.
3. Register each attendee and add the insurance for each attendee (it is \$2 per person)
4. Once you have submitted your registration, print a copy of the registration/bill. Keep a copy for your records and send the other copy to Vista Travel with the other forms Vista requires.

Step 3: Submit the travel forms (hotel room assignments, flight choices, and t-shirt sizes) and payment to Vista Travel

1. Complete the attached Excel spreadsheet (**MDFBLA Registration Form (NLC 2015)**) that notes your room assignments, flight choices, and t-shirt sizes. Please note that you are also to list your chapter number and National FBLA password on the spreadsheet so that Vista can access the registration you submitted to National FBLA if necessary.
2. Complete the attached Word document (**2015 NLC - MD FBLA Travel Form (Vista Travel)**). There is information completed on page 1 and signature/date required at the bottom of page 2.
3. E-mail or fax the completed Excel spreadsheet, Word document, and a copy of the National FBLA registration/bill (from Step 2) to Peter at Vista Travel (e-mail: peter@travelwithvista.com OR fax: 732-388-2241). **This information is due to Vista Travel by Friday, May 1.**

4. Submit a your deposit to Vista Travel. Deposits are \$100 per person. **Deposits are due to Vista Travel by Friday, May 1.**

5. If you have any questions about these forms or the deposit, contact Peter at Vista Travel at:

Peter A. Scocca II
President/CEO
Vista Travel Inc.
800 Inman Ave.
Colonia, NJ 07067
Phone: 732-574-1100 ext 118
Mobile: 848-250-6373
Fax: 732-388-2241
Email: peter@travelwithvista.com

6. Submit final payment to Vista Travel by June 2.

I am certain the conference will be a very rewarding experience for you and your students. Best of luck with fundraising. I will talk to you soon and look forward to seeing you in Chicago!

David