

**Maryland FBLA
2022 National Leadership Conference
Travel Arrangements and Competitive Event Registration Information**

April 5, 2022

Advisor Update #11

Hello Maryland FBLA Advisors,

Thank you so much for your participation in the 2022 Maryland FBLA Virtual State Leadership Conference. I wanted to follow up with information on the National Leadership Conference travel arrangements for Chicago, Illinois as well as other conference registration and competitive event information.

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.

The most important date at this point is April 13 by 5 p.m.

Travel arrangements have changed significantly since we last traveled to the NLC in 2019. We have 150 seats reserved on Southwest Airlines. These seats require a non-refundable deposit by April 13 (the airline has a very short window for group travel, **this is not a deadline imposed by the travel agent or Maryland FBLA, so this is a FIRM deadline**). **We are not pleased with this extremely quick turnaround now imposed by the airlines, but we and the travel agent have no control over this deadline.**

If you and your students are planning on attending the NLC, you must submit your registration in Blue Panda by April 13 by 5 p.m. to secure one of the group seats we have held.

- Any of the 150 seats not filled by April 13 will be released. If you decide you want to go after April 13, the cost will likely be different because it will be at the then current rate.
- If demand exceeds the 150 seats we have held, we will fill the 150 seats on a first-come, first-serve basis (those that submitted registration first will receive assignments first). Additional seats can be purchased if our registration exceeds 150 and any additional cost will be communicated to those affected.

The best way to secure your reservations at the costs in the attached flyer is to get commitments from your students as soon as possible and submit your registration as early as possible before April 13.

Blue Panda will be open for registration beginning this Saturday, April 9. You will receive an email from Blue Panda when registration is open.

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 "2022 NLC - MD FBLA Travel Flyer - Vista Travel"**). Also attached are the flight options available.

Vista Travel is providing a comprehensive travel package with unparalleled door-to-door service. 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. Vista Travel is also managing the hotel room block and the hotel will only accept reservations for rooms from Vista Travel.

Any individuals who choose to make their own travel arrangements will not receive the Maryland spirit items (t-shirt, pins, light up item, etc.) and will not be able to reserve rooms at the conference hotel.

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

April 13, 2022 - Deposit (\$200 per person) and completed registration in Blue Panda must be received by Vista Travel for all individuals attending the NLC.

May 16, 2022 - Final balance due to Vista Travel.

If you have any questions about travel arrangements or have a unique travel situation or one that requires different options than the flights included, Vista Travel will be happy to assist you. Their contact information is as follows:

Peter A Scocca II
CEO - Senior Managing Director
Vista Travel, A FROSCH Company
800 Inman Avenue
Colonia NJ 07067
Phone: 732-574-1100 x 118
Mobile: 848-250-6373
Fax: 732 388-2241
Email: Peter.Scocca@Frosch.com

Competitive Event Information

All FBLA members who placed in 1st, 2nd, 3rd, or 4th at the State Leadership Conference are eligible to compete at the NLC in Chicago. You will receive a separate email regarding competitive events next week. The most pressing item at this time is getting the travel reservations handled so we can finalize and secure our airline seats.

Please note that National FBLA has new requirement this year for all competitors to have photo ID in order to compete on-site at the NLC. Please start preparing for this now. The requirement is:

Picture identification (ID) must be presented when checking in for all competitive events. Picture ID can be a driver's license, passport, state-issued ID, or school ID. If an FBLA member does not have a picture ID, please click [here](#) to access the FBLA Competitor Alternate ID Form.

Advisor's responsibilities for registering their chapter for the NLC

Vista Travel will handle travel arrangements for the Maryland delegation and the Maryland FBLA-PBL Board of Directors 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 conference registration you submitted to National FBLA to Vista Travel. Vista will then remit payment to National FBLA for the students you registered.

There are three different registrations you must submit for the NLC. Here are your responsibilities as an advisor:

Step 1: Travel Registration

Submit the travel registration (hotel room assignments, flight choices, and t-shirt sizes) in Blue Panda and payment to Vista Travel

1. Complete the registration for travel in Blue Panda. **This information is due to Vista Travel by Wednesday, April 13.**
2. Submit your deposit to Vista Travel. Deposits are \$200 per person. **Deposits are due to Vista Travel by April 13.**
3. If you have any questions about travel registration or need to work out any special arrangements, contact Peter at Vista Travel at:

Peter A Scocca II
CEO - Senior Managing Director
Vista Travel, A FROSCH Company
800 Inman Avenue
Colonia NJ 07067
Phone: 732-574-1100 x 118
Mobile: 848-250-6373
Fax: 732 388-2241
Email: Peter.Scocca@Frosch.com

4. Submit final payment to Vista Travel by May 16.

Step 2: Competitive Event Registration

Notify the MD FBLA-PBL Board of Directors regarding competitive event participation

1. Look for an email next week with details regarding the procedure/process to notify the Board of your competitive event participants.
2. For those students/chapters who register member(s) in an event with a prejudged component and/or production test, the Board will also be in touch with you to notify you of the process of submitting your prejudged items and production tests.

Step 3: Conference Registration with National FBLA

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.
2. Register each attendee and add the insurance for each attendee (it is \$2 per person)
3. 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.

We will be back in touch next week with competitive event registration information. I know this is all a very quick turnaround and really appreciate all your help in making this happen.

If you are unable to meet the April 13 deadline, the travel agent can accommodate registrations beyond that deadline, but the rate you pay will likely be different than what is in the attached flyer and will be based on the current airline rate at the time. Individuals or chapters in this situation will be handled on an individual basis direct with the travel agent.

David