

**2018 Maryland FBLA Fall Leadership Conference**  
Hunt Valley Inn - Hunt Valley, Maryland  
October 31, 2018

**Advisor Update #1 - 2018 MD FBLA Fall Leadership Conference information**

Dear Maryland FBLA Advisors:

The Maryland FBLA-PBL Board of Directors is geared up for another exciting year for Maryland FBLA-PBL and is looking forward to working with each of you again this year. With your help and involvement, we are sure to experience our most rewarding year yet. I will be sending out Board of Directors Updates throughout the year and will keep them sequentially numbered so they are easier to keep track of. In addition, the Maryland FBLA State Director at the Maryland State Department of Education will forward these updates to you each time I send them just to make sure you get them. MSDE will also send helpful updates throughout the year, so be sure to look for their e-mails.

**Summary of information included in this document:**

1. Registration Information **REGISTRATION CLOSING OCTOBER 16 AT 5 P.M.**
2. Dress Code
3. Code of Conduct
4. Parental Authorization Form
5. Arrival Information
6. Schedule of Events
7. Meals
8. Participants with special needs and dietary needs
9. Advisor Responsibilities
10. Photos for slideshow during General Session

**1. Registration Information**

**Maryland Fall Leadership Conference**  
**October 31, 2018**

**The Hunt Valley Inn**  
**245 Shawan Road**  
**Hunt Valley, MD 21031**

Attached is a document containing the TENTATIVE conference agenda, conference registration fee, and payment information/deadlines. Conference registration is \$75 per attendee (students and advisors). The fee listed in the document covers lunch, meeting space, speakers, workshops, multimedia, printing costs, and more.

Conference registration will open on September 17, 2018. All conference registration must be completed using the online registration system. To access the registration system, go to: <http://app.gobluepanda.com/>. Your password and log-in information is the same information as you used to register for conferences last year. All users of the registration system will receive an e-mail from the registration system. The e-mail address the e-mail will come from is [regsvr@pixelpointllc.com](mailto:regsvr@pixelpointllc.com). Pixel Point LLC will be handling our conference registration once again and the contact person there is Zach Groff.

Registration closes on October 16, 2018 at 5 p.m. All attendees must be registered by this time in order to attend the conference. All money for the conference is due by October 23, 2018. Please make arrangements with your school's financial secretary now to ensure you will not have a problem getting your chapter's check issued prior to October 23 so it will be received by Maryland FBLA by October 23.

**No deletions, additions, substitutions, or name changes will be accepted after October 16, 2018 at 5 p.m.**

The conference will once again be a one-day conference with no overnight stay. Based on feedback received from our advisors in prior years, this one-day format will allow more students the opportunity to attend the conference and experience all the great things we have planned to help prepare them for the year ahead and to enhance their leadership skills.

The student names you type in the system is exactly how the names will appear on name badges and other conference information. If you misspell a name, it will be misspelled on the name badge. Please take the time to double-check the information you enter prior to submitting it to ensure all names are spelled correctly, that you have not entered a student/advisor/guest more than once, and that you have entered your students in the correct competitive event. As chapter advisor, it is your responsibility to ensure the accuracy of the registration information you submit. **Please do not submit names in the registration system using all capital letters. Please use upper and lower case letters.**

## **2. Dress Code**

The dress code for the conference is **business attire** following the official FBLA-PBL Dress Code. Business attire is defined in the "Dress Code (2018 FLC - MD FBLA)" attached to this e-mail and posted on the Maryland FBLA website.

## **3. Code of Conduct**

**Please share the attached Code of Conduct with your students.** Please let them know that they are expected to follow the rules listed in this document.

## **4. Parental Authorization Form**

Please ensure that you have completed the attached parental authorization form for each student attending the conference. These forms will be checked at the time of registration and any student that does not have a completed form will not be allowed to participate in the conference. Please have the forms alphabetized by the students' last name. **Please note that your local school system authorization form or the National FBLA authorization form is not acceptable in lieu of the attached form. You must turn in copies of the attached form for each student.**

## **5. Arrival Information**

Registration opens at 9:00 a.m. Please plan to arrive at that time or after. Arriving before 9:00 a.m. creates a logistical problem for the hotel as we have not contracted with them for chapters to arrive before 9:00 a.m.

State officers will greet your bus upon arrival. The advisor from each chapter should report to conference registration located in the lower level of the conference center of the hotel at the base of the escalators. The advisor will receive the registration packet for their chapter. If you have a large number of students registered and think you will need help carrying the registration packet, you may bring ONE student with you. The registration area is not large enough to accommodate more than two people from each chapter at one time.

## **6. Schedule of Events**

A tentative schedule is attached to this e-mail and is posted on the Maryland FBLA-PBL website. Once the schedule is finalized, it an updated schedule will be posted on the website.

## **7. Meals**

Lunch will be provided. There is no additional charge for lunch.

## **8. Participants with special needs and dietary needs**

If a participant has a disability that meets the criteria specified in the ADA, please complete the Special Needs form found online at <https://mdfbla.wufoo.com/forms/participants-with-special-needs-flc-2018/> by October 16, 2018. **Please complete and submit a separate form for each participant with a special need.**

In addition, if a participant has a special dietary need such as requiring a vegetarian or vegan meal, please indicate this need within the conference registration system.

Note that all requests for special dietary needs must be submitted by the chapter advisor using the registration system. **The hotel is not to be called directly to make a special dietary need request.** If the hotel receives such a request, they will notify Maryland FBLA, who will forward the request to the chapter advisor submit the request through the registration system. All requests must be submitted by the chapter advisor by October 16, 2018.

### **9. Advisor Responsibilities**

We will need the assistance of ALL advisors during the conference. Advisors will be assigned as workshop monitors on a rotating basis. The assignment of advisors will be sent out prior to the conference.

In addition, please plan on attending the advisors' session at 10:45 a.m.

### **10. Photos for slideshow during General Session**

We are compiling photos from all chapters for use in a slideshow that will be shown during the countdown for the general session of the conference. This is a great opportunity for your members to have the chance to see themselves on the big screen! The photos can be of your members participating in chapter activities such as chapter meetings, social events, community service projects, regional conferences, etc.

Once your chapter has gathered your photos, please upload them to the following website: <http://upload.mdfbla.org/>.

**All photos must be submitted by October 23.**

This initiative won't be successful without photos from every chapter, so please start getting your chapter and member photos together now.