

**Maryland FBLA
Advisor Update #2
Regional Conference Information
November 15, 2015**

Hello Maryland FBLA Advisors

Regional conferences are just around the corner and now is the time to begin planning for the events. Below is information that will be helpful to you and your students:

- Summary of key dates for regional conferences
- Dates and locations of conferences
- Regional advisor and MSDE contact information
- Online testing window
- Registration process—How to register for competitive events at regional conferences
- Competitive events that will occur at regional conferences (performance events)
- Competitive events that will occur at home school (online testing)
- Competitive events that will occur at the state leadership conference and not at regionals

Summary of key dates for regional conferences

All regions

November 16	Conference registration opens
December 16	Conference registration closes at 5 p.m.
January 6	Conference payment due

January 6	Online testing begins
February 4	Online testing ends at 5 p.m.

Dates and locations of conferences

Region	Online Testing Open	Online Testing Closes at 5:00 pm	Regional Location	Regional Date	Snow Date
Region 1	Wednesday, January 6, 2016	Thursday, February 4, 2016	Largo High School	Thursday, February 11, 2016	Thursday, February 18, 2016
Region 2	Wednesday, January 6, 2016	Thursday, February 4, 2016	Dulaney High School	Tuesday, February 9, 2016	Wednesday, February 17, 2016
Region 3	Wednesday, January 6, 2016	Thursday, February 4, 2016	Worcester Technical High School	Wednesday, February 17, 2016	Wednesday, February 24, 2016
Region 4	Wednesday, January 6, 2016	Thursday, February 4, 2016	North County High School	Saturday, February 6, 2016	Saturday, February 27, 2016
Region 5	Wednesday, January 6, 2016	Thursday, February 4, 2016	Mt. Hebron High School	Saturday, February 13, 2016	Saturday, February 20, 2016

If you are unsure of the region your school is in, below is a listing of the counties in each region:

Region	Counties
1	Allegany, Frederick, Garrett, Montgomery, Prince Georges, & Washington Counties
2	Baltimore County & Baltimore City
3	Caroline, Carroll, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, & Worcester Counties
4	Anne Arundel, Calvert, Charles, & St. Mary's Counties
5	Howard County

Regional advisor and MSDE contact information

Contact information for the Maryland State Department of Education (MSDE) is as follows:

Diana Hegmann
FBLA State Directors
Division of Career and College Readiness
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201-2592
Diana.Hegmann@maryland.gov
410-767-0536

Contact information for the regional advisor and vice president (state officer) for each region is as follows:

Region 1

Largo High School

Advisor: Donnita McMillan, donnit.mcmillan@pgcps.org

Regional Vice President: Alexis Holland, amholland98@gmail.com

Region 2

Dulaney High School

Advisor: Pat Holt, pholt2@bcps.org

Regional Vice President: Sophie Sun, sophiemsun@gmail.com

Region 3

Worcester Technical High School

Advisor: Jason Konyar, jekonyar@mail.worcester.k12.md.us

Regional Vice President: Annabell Midley, annaef99@gmail.com

Region 4

North County High School

Advisor: Tara Reffner, treffner@aacps.org

Regional Vice President: Lakshna Chopra, lakshna0330@yahoo.com

Region 5

Mt. Hebron High School

Advisor: Michael Gorleski, michael_gorleski@hcpss.org

Regional Vice President: Robert Jett, rob24robj@gmail.com

Online testing window

For events that have an online test, all online testing will be completed in each chapter's home school beginning on January 6, 2016. The closing date for online testing is February 4, 2016 at 5 p.m. Results of online testing will be announced at your regional conference. After the regional conference, results will be sent to all chapters in your region via e-mail. Please note that online testing results will NOT be distributed to all chapters until after they are announced at your regional conference. Regional advisors will complete competitive event certificates for the winners and will distribute them to each chapter.

Each advisor is responsible for scheduling time for their students to take the exams on computers in their school and for coordinating proctors to oversee the students taking the exams. Additional information and instructions regarding online testing will be sent before testing begins.

The testing deadline for each region is firm. **Any students who have User IDs for the testing system that have not completed their exam by 5 p.m. on February 4, 2016 will be deleted from the testing system.** In other words, once 5 p.m. on February 4, 2016 passes, no further online testing will be possible. Please plan accordingly and get your proctors and computer room reservations in now so you don't miss this important deadline. **Please, please, please do not schedule your testing for the last few days of your testing window.** If there is a weather emergency in the last few days, you will not have time for your students to test if you wait until the last minute and are unable to return to school until after your testing window. In other words, please plan to get your testing done in early to mid-January to plan for any unexpected events, including but not limited to weather emergencies, technology/computer issues, etc. There are no exceptions to the closing deadlines. Period.

Registration process--How to register for competitive events at regional conferences

Registration for all regional conference competitive events must be completed using the online registration system.

The URL to access the registration system is:

https://members.fbla-pbl.org/members_online/members/loginchap.asp?TP=states/MD/regstart.asp&PARAM=@action=start@aff=MD

Instructions on how to access the registration system are attached to this e-mail. Please print them and review them prior to beginning registration to ensure you have all the information you need when you start entering your registration. Any questions or issues regarding registration are being handled by Diana Hegmann at Diana.Hegmann@maryland.gov or 410-767-0536.

As with last year, the regional conference registration system is National FBLA's system, which is tied directly to the National FBLA dues database. If National FBLA has not received dues for your students, you will NOT be able to register your student(s) for competitive events at your regional conference.

All dues paid members will appear in a drop down list when you are registering your students for the regional conference. If you haven't paid dues for them, they will not be in the drop down list and you will not be able to register them for competitive events at regionals until National FBLA receives payment for their dues.

To be clear, the registration system will **not** allow you to register students for which National FBLA has not yet **received** dues.

If you have not submitted dues to National FBLA for students who want to compete at regionals, please submit your dues immediately. Maryland FBLA has no control over this process; if you find that you forgot to pay dues for a student and you want to register them for regionals, your only recourse is to get a check issued immediately and delivered to National FBLA several days prior to the December 16 deadline or pay the dues with a credit card.

All registration information must be submitted by 5 p.m. on December 16, 2015. After this time the registration system will be locked and no additional registrations will be accepted. Any students not registered through this system by December 16, 2015 will not be permitted to participate in online testing or in competitive events at your regional conference. Please plan accordingly.

The only individuals you will register using the registration system are students who will be competing at the regional level (either through an online test at the home school or a performance event at the regional conference). Students who will be attending your regional conference but not competing do NOT get registered using the registration system. Only those students competing at the regional level are to be registered using the registration system. The advisor and/or regional vice president from the host school of your region's conference will provide information on how to register for the actual regional conference itself. **The registration system is for regional competitive event registration only.**

Registration Fee

Consistent with last year, the state chapter will assess a \$5 registration fee for each student competing in a competitive event at the regional level (both online test events as well as performance events that occur at the regional conference). The \$5 fee collected for students competing in an online test event will be retained by the state chapter to offset the cost of online testing. The \$5 fee for the performance events that occur at the regional conference will be remitted to the chapter hosting the regional conference. Once you finalize your registration, a statement will be generated with payment instructions. All money for the conference is due by January 6, 2016. 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 January 6, 2016 so it will be received by Maryland FBLA by January 6, 2016.

Changes to your registration are permitted through 5 p.m. on December 16, 2015. After 5 p.m. on December 16, 2015, no changes to your registration are permitted. **Your chapter is financially responsible for all students you have registered in the system by 5 p.m. on December 16, 2015 regardless of whether they follow through with completing the online test or performing at the regional conference.**

As in the past, students must be dues paid members in order to participate in regional conference competitive events.

Mistakes and oversights do happen and it would be unfortunate that a student is denied the opportunity to compete because of an error/oversight regardless of why the error was made or who made the error. Unfortunate situations such as this are easily avoidable. To avoid this situation and to avoid having to scramble at the last minute to submit dues for students who may have been left off the list initially (regardless of the reason) or who have recently joined your chapter, please review the list of paid members that National FBLA has on record from your chapter NOW. Please don't wait until late December 16 as it will likely be too late to be able to remedy the situation in time to meet the deadline for regional conference registration. If you are unsure how to review your paid members on record with National FBLA, please call National FBLA at 800-FBLA-WIN for assistance.

Competitive events that will occur at regional conferences (performance events)

The following performance events will occur at each regional conference and require attendance at the conference by students participating in these events:

Performance Events at Regional Conferences			
	Event Name	Event Type	Level
1	3D Animation	Individual or Team of 2 or 3	
2	Business Ethics	Team of 2 or 3	
3	Client Service	Individual	
4	Electronic Career Portfolio	Individual	
5	Emerging Business Issues	Team of 2 or 3	
6	Graphic Design	Individual or Team of 2 or 3	
7	Impromptu Speaking	Individual	
8	Introduction to Business Presentation	Individual or Team of 2 or 3	Grades 9 & 10
9	Job Interview	Individual	
10	Public Service Announcement	Individual or Team of 2 or 3	
11	Publication Design	Individual or Team of 2 or 3	
12	Public Speaking I	Individual	Grades 9 & 10
13	Public Speaking II	Individual	
14	Sales Presentation	Individual	
15	Social Media Campaign	Individual or Team of 2 or 3	

Competitive events that will occur at home school (online testing)

Students competing in the events listed on the table below will take an online exam beginning on January 6, 2016. Some of these events have a performance component at the state and national levels. The performance component for any event listed below will NOT occur at the regional conference; the score of the online tests will determine eligibility to compete at the state leadership conference.

Attendance at the regional conference is not mandatory for students competing in the events listed below that have an online test only, however students competing in these events should plan on attending the regional conference. It is a rewarding experience for students to attend the regional conference; not only will they get recognized in front of their peers for their accomplishment, but they will have the opportunity to network with students from other schools and some regions have leadership activities (workshops, guest speakers, games, etc.) for the students to participate in during the conference. Please check with your regional advisor for details of your regional conference.

Online Tests that will occur at home school

	Event Name	Event Type	Level
1	Accounting I	Individual	
2	Accounting II	Individual	
3	Agribusiness	Individual	
4	Banking & Financial Systems	Team of 2 or 3	
5	Business Calculations	Individual	
6	Business Communication	Individual	
7	Business Law	Individual	
8	Computer Applications	Individual	
9	Computer Problem Solving	Individual	
10	Cyber Security	Individual	
11	Database Design & Applications	Individual	
12	Economics	Individual	
13	Entrepreneurship	Team of 2 or 3	
14	FBLA Principles & Procedures	Individual	Grades 9 & 10
15	Future Business Leader	Individual	
16	Global Business	Team of 2 or 3	
17	Health Care Administration	Individual	
18	Help Desk	Individual	
19	Hospitality Management	Team of 2 or 3	
20	Insurance & Risk Management	Individual	
21	Introduction to Business	Individual	Grades 9 & 10
22	Introduction to Business Communication	Individual	Grades 9 & 10
23	Introduction to Business Procedures	Individual	Grades 9 & 10
24	Introduction to Financial Math	Individual	Grades 9 & 10
25	Introduction to Information Technology	Individual	Grades 9 & 10
26	Introduction to Parliamentary Procedure	Individual	Grades 9 & 10
27	Management Decision Making	Team of 2 or 3	
28	Management Information Systems	Team of 2 or 3	
29	Marketing	Team of 2 or 3	
30	Network Design	Team of 2 or 3	
31	Networking Concepts	Individual	
32	Parliamentary Procedure	Team of 4 or 5	
33	Personal Finance	Individual	
34	Securities & Investments	Individual	
35	Sports & Entertainment Management	Team of 2 or 3	
36	Spreadsheet Applications	Individual	
37	Word Processing	Individual	

Competitive events and other events that occur at the State Leadership Conference and NOT at regionals

The following events occur at the State Leadership Conference and NOT at the regional conference. This means that you do NOT register for these events when you are registering for regionals. You will register for these events when you are registering for the State Leadership Conference. In other words, please DO NOT attempt to register for the events listed below when you are registering for the regional leadership conference.

<u>Events that occur at the State Leadership Conference and NOT at regionals</u>	
	Event Name
1	American Enterprise Project
2	Business Financial Plan
3	Business Plan
4	Businessperson of the Year
5	Community Service Project
6	Computer Game & Simulation Programming
7	Desktop Application Programming
8	Digital Video Production
9	E-business
10	FBLA-PBL Week
11	Gold Seal Chapter Award of Merit
12	Local Chapter Annual Business Report
13	Mobile Application Development
14	Open Event: Computer Foundations
15	Open Event: FBLA-PBL Foundations
16	Open Event: Management
17	Open Event: Microsoft Office Suite
18	Outstanding Chapter/Chapter of the Year
19	Partnership with Business Project
20	Scrapbook
21	Website Design
22	Who's Who in FBLA

Please refer to the Maryland Competitive Events Guide (available on the Maryland FBLA website at http://www.mdfla.org/uploads/3/1/0/0/31006403/maryland_fbla_competitive_events_guide_2015-16_rev.10-15.pdf) for complete details on eligibility requirements, procedures, and judging rules for competitive events at the regional, state, and national levels.