

2016 Maryland FBLA Fall Leadership Conference
Hunt Valley Inn - Hunt Valley, Maryland
November 2, 2016

Advisor Update #3 - 2016 MD FBLA FLC pre-conference advisor information

The Maryland FBLA-PBL Board of Directors is looking forward to your attendance at the 2016 FBLA Fall Leadership Conference. There are a few items we would like to make you aware of prior to the conference. Please take a few minutes to review this document as it contains important information for you and your students.

Summary of information included in this document:

1. Registration Information **REGISTRATION CLOSES OCTOBER 18 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

All participants must register for the conference through the online registration system (<http://nextgen.pixelpointllc.com/>).

Online registration began on September 19, 2016. Costs for attending the conference are in the document labeled "FLC tentative agenda and registration fee information (2016)" that was e-mailed on September 10 and is posted on the Maryland FBLA website.

The fee listed in the document covers lunch, meeting space, speakers, workshops, multimedia, printing costs, and more.

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 and that you have not entered a student/advisor/guest more than once. 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.**

Registration will conclude on October 18, 2016 at 5:00 p.m. All money for the conference is due by October 25, 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 October 25 so it will be received by Maryland FBLA by October 25.

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 (2016 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 of the conference events was e-mailed to all advisors by David Jones on September 10. The document 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-2016/> by October 18, 2016. **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 complete the Special Dietary Needs form found online at <https://mdfbla.wufoo.com/forms/participants-with-special-dietary-needs-flc-2016/> by October 18, 2016. Please note that there is an option to indicate a vegetarian selection in the registration system. However, the online form must ALSO be completed to ensure that you and your student(s) requirements are accommodated. **Please complete and submit a separate form for each participant with a special dietary need.**

Note that all requests for special dietary needs must be submitted by the chapter advisor using the online form. **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 to complete the online form. All requests must be submitted by the chapter advisor by October 18, 2016. Please collect this information from your chapter members prior to completing your registration so that you are able to submit the form by the deadline of October 18, 2016.

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 25.

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