

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

Advisor Update #5 - 2016 MD FBLA FLC pre-conference advisor information - Part 2

As promised, this is the second and final update for the 2016 FBLA Fall Leadership Conference. These updates are to supplement the information sent to you on October 9, 2016.

Summary of information included in this document:

1. Advisor Workshop Assignments
2. Conference schedule and workshop descriptions
3. Advisor Lounge
4. General Session and Lunch seating assignments
5. Parental Authorization Form--REMINDER
6. Arrival Information--REMINDER

1. Advisor Workshop Assignments

We need the assistance of advisors to monitor the workshops. Diana Hegmann e-mailed an assignment sheet for each advisor earlier today. The monitors are to be present in the workshop room for the entire length of the workshop. Please make sure you arrive to your scheduled workshop location no later than your scheduled time. You will be relieving the advisors assigned to monitor the workshop just prior to you, so it is important that you arrive on time.

Please stand by the workshop entrance door until the workshop begins. When the workshop begins, close the doors and take a seat in the back of the room. You are there to make sure order is maintained. At the end of the workshop, please prop the doors open before the students exit.

Please note that there is an Advisors' Session from 10:55 a.m. to 11:35 a.m. All advisors must attend the Advisors' Session (you will learn important updates about the state chapter and competitive events, conference announcements, and advisor gifts will be distributed).

2. Conference schedule and workshop descriptions

I have attached the conference program which includes the conference schedule, including workshop descriptions.

3. Advisor Lounge

The Derby Room will be available for advisors to relax and catch up with other advisors during the conference. Every advisor and chaperone/guest registered for the conference will receive a voucher for one free beverage of their choice (coffee, tea, soda, water, etc.) from the Hunt Café.

4. General Session and Lunch seating assignments

Attached are the seating assignments and map for the General Session and Lunch. Lunch will be a buffet and your tables will be dismissed to go to the buffet by the hotel staff. Please let your students know their table assignments as well as to remain in their seats until they are dismissed for lunch.

5. Parental Authorization Form--REMINDER

Please ensure that you have completed the 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 Maryland FBLA form for each student.**

6. Arrival Information--REMINDER

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.

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Please also review the very important Fall Leadership Conference information sent on October 9, 2016 in Advisor Update #3.

See you Wednesday!