

**Maryland FBLA  
Advisor Update #5  
Regional Conference Testing and Performance Event Instructions  
November 23, 2021**

Hello Maryland FBLA Advisors

At the regional level, there will be 46 objective test events, 16 recorded video performance events, and 4 live video performance events. The instructions for each event type are listed below along with other RLC event information and deadlines. Included in this update are:

1. Summary of key dates for regional conference competitive events
2. Objective Tests (online) instructions and procedures
3. Recorded Video Performance Events instructions and procedures
4. Live Video Performance Events with Prep and/or Presentation Time instructions and procedures
5. Live Video Job Interview Event instructions and procedures

**1. Summary of key dates for regional conference competitive events**

OBJECTIVE TESTS	
November 29	Online testing begins
December 23	Online testing ends at 5 p.m.

PERFORMANCE EVENTS	
December 3	Cover letter and resume due by 5 p.m. for: <ul style="list-style-type: none"> <li>• Job Interview</li> </ul> <p style="color: red;"><b>(<u>advisor</u> to upload documents in PDF format in Blue Panda)</b></p>
December 13 - 17	Live online (via Zoom) judging window for the following events: <ul style="list-style-type: none"> <li>• Client Service</li> <li>• Impromptu Speaking</li> <li>• Job Interview</li> <li>• Sales Presentation</li> </ul>
December 17	<u>Performance event video submissions due by 5 p.m. for the following events:</u> <ul style="list-style-type: none"> <li>• Broadcast Journalism</li> <li>• Coding &amp; Programming</li> <li>• Computer Game &amp; Simulation Programming</li> <li>• Data Analysis</li> <li>• E-Business</li> <li>• Electronic Career Portfolio</li> <li>• Graphic Design</li> <li>• Introduction to Business Presentation</li> <li>• Introduction to Public Speaking</li> <li>• Introduction to Social Media Strategy</li> <li>• Mobile Application Development</li> <li>• Public Service Announcement</li> <li>• Public Speaking</li> <li>• Publication Design</li> <li>• Social Media Strategies</li> <li>• Website Design</li> </ul> <p style="color: red;"><b>(<u>advisor</u> to upload URLs for videos in Blue Panda)</b></p>

## **2. Objective Tests (online) instructions and procedures**

The testing window opens on Monday, November 29, 2021 will close at 5:00 p.m. on December 23, 2021.

For RLC team objective test entries, the objective test will be taken collaboratively (all team members take one test together).

You will receive an e-mail from the online test administrator, Technological Fluency Institute (TFI), that will allow you to log-in to receive your students' log-in information. **See the attached PDF "Printing Student Login Card Instructions" that includes instructions on how to obtain log-in information for your students' objective tests.**

In brief, chapter advisors: 1) will receive all log-in credentials for each student/event; 2) are responsible for securing proctors to administer the students' online tests; 3) are responsible for ensuring that each student completes their test by the deadline; and 4) are responsible for uploading the Proctor Certification Forms and Student Certification Forms for all students/proctors using the Wufoo link provided in the Advisor Instructions document attached to this update.

Complete instructions for advisors, proctors, and students, including Proctor Certification Forms and Student Certification Forms, are included with this update. Please make sure you review all of the following documents related to online testing:

- Advisor Instructions (this document)
- Printing Student Login Card Instructions
- Proctor Guidelines and Instructions
- Proctor Script
- Proctor Certification Form **(signed copy must be turned in to Maryland FBLA, see instructions on last page)**
- Student Certification Form **(signed copy must be turned in to Maryland FBLA, see instructions on last page)**

## **3. Recorded Video Performance Events instructions and procedures**

The deadline to upload the recorded video performance competitive event entries listed below is 5:00 p.m. on December 17, 2021. If students have not done so already, they should begin working on their entry now so that it can be completed and uploaded by the deadline.

Broadcast Journalism	Introduction to Public Speaking
Coding & Programming	Introduction to Social Media Strategy
Computer Game & Simulation Programming	Mobile Application Development
Data Analysis	Public Service Announcement
E-Business	Public Speaking
Electronic Career Portfolio	Publication Design
Graphic Design	Social Media Strategies
Introduction to Business Presentation	Website Design

All video entries must be uploaded to the Blue Panda system by the advisor by 5 p.m. on December 17, 2021. If entered as a team, all team members must participate in the video. Only submit one video entry per event/team. Late entries will not be accepted or judged. Incomplete entries and/or entries that have clerical errors in the web link or in other upload data will not be accepted or judged.

Event judging will take place after all entries are catalogued and verified after the 5:00 p.m. December 17, 2021 submission deadline.

## **4. Live Video Performance Events with Prep and/or Presentation Time**

Judging for these three events will take place between December 13-17, 2021.

Client Service	Interactive role play with judge panel (10-minute prep)
Impromptu Speaking	Impromptu speech to judge panel (10-minute prep)
Sales Presentation	Interactive role play with judge panel (no prep)

1 - In brief, chapter advisors: 1) will receive all performance competitive event information for each student/event; 2) are responsible for getting this information to each student with the live performance link instructions for the live

performance/demonstration; and 3) are responsible for ensuring that each student attends their scheduled competitive event.

2 - Live Performance judging dates and performance times for these three events will be emailed to all advisors by Friday, December 10, 2021. The specific date for judging of these three live performance events has not yet been determined.

#### **5. Live Video Job Interview Event**

The Job Interview cover letter and resume materials deadline is Friday, December 3, 2021 at 5:00 p.m. Advisors will upload these materials in the Blue Panda system. The judging for this event will take place between December 13-17, 2021

1 - In brief, chapter advisors: 1) will receive all performance competitive event information for each student in this event; 2) are responsible for uploading the student's cover letter and resume in the Blue Panda system by December 3, 2021; 3) are responsible for getting this information to each student with the live performance link instructions for the live interview; and 4) are responsible for ensuring that each student attends their scheduled competitive event.

2 - The Job Interview cover letter and resume materials deadline is Friday, December 3, 2021 at 5:00 p.m. Advisors will upload the materials in the Blue Panda system.

3 - Live performance times for this event will be emailed to all advisors by Friday, December 10, 2021. The specific date for judging of this event has not yet been determined.