

Advisor Update #7 - MD FBLA Virtual State Leadership Conference and Competitive Event Information

Dear Maryland FBLA Advisors:

The Maryland FBLA Board of Directors is looking forward to your chapter's participation in the 2022 MD FBLA Virtual State Leadership Conference. As the conference will be conducted virtually, the traditional elements of the in-person conference and competitive event procedures have been modified. This document and other attachments contain important information for you and your students regarding conference format, registration instructions, and how competitive events will be conducted.

Please pay extra attention to the competitive events information to ensure you don't miss submitting materials for your students by the deadlines listed as **many events with a performance component require materials to be submitted by the advisor through the Blue Panda system** (we are only using Wufoo for a few specific events and they are clearly indicated in the important deadlines/key dates document attached). **Procedures/requirements for some events are different from how they were conducted at regionals, so I cannot stress enough how important a thorough review of the competitive events section is.**

Summary of information included in this update:

- MD FBLA Virtual State Leadership Conference
- Competitive Events Update
- State Officer Candidate Information and Application

MD FBLA Virtual State Leadership Conference

1. Key Deadlines for 2022 Maryland FBLA Virtual State Leadership Conference

Please refer to the attached PDF document entitled "Important Deadlines and Key Dates for 2022 MD FBLA Virtual SLC" to view important conference deadlines and key dates. **Please review carefully as this document is HIGHLY important!!**

2. Registration and Conference Information

Schedule and format

- The Opening Session and Awards of Excellence Session will debut at 11 a.m. on the dates below and will be available on demand after the debut.
- Workshops/leadership presentations will be offered on demand beginning on March 26.
- State Officer Candidate speeches will be available on-demand, as well as candidate biography/campaign statements on March 26.
- The State Officer Election Session will occur on March 28. Any election run-off sessions that may be needed will occur in the days following March 28. Voting delegates will be contacted directly and provided with detailed instructions on the process as well as how to access the online voting system.

Saturday, March 26 at 11 a.m. - Opening Session debut

Messages from state officers, a keynote speaker, and other fun and exciting surprises!

Saturday, April 2 at 11 a.m. - Awards of Excellence Session debut

Competitive event award winners, scholarship recipients, and state officer election results announced!

Each registrant will receive a unique log-in to the virtual conference system to watch the Opening Session and Awards of Excellence Session. The unique log-in will also be used to view the on-demand content and state officer candidate speeches/materials. **Because each individual receives a unique log-in, the log-ins are not able to be shared and each individual must be separately registered for the conference.**

Registration fee

The cost for students and guests to attend is \$45. The fee includes, but is not limited to the opening session keynote speaker, multimedia/online event production and administration costs, competitive event administration including testing fees, online election administration, and awards for competitive events.

The Board is pleased to offer complimentary registration for advisors.

All payments for the conference are due by March 18, 2022. 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 March 18 so it will be received by Maryland FBLA by March 18.

Payment by credit card - If your chapter would like to pay your invoice by a single credit card payment, please complete the **Credit Card Payment Request form** and a link to a secure payment site will be e-mailed to the cardholder who can then submit the credit card payment for your chapter's full invoice. The Credit Card Payment Request form can be found at: <https://mdfbla.wufoo.com/forms/md-fbla-2022-slc-credit-card-payment-request-form/>.

Our refund policy for cancellations allows for cancellations and/or refunds for registration fees already paid up until the registration system closes, which for the 2022 Virtual State Leadership Conference is 5 p.m. on February 23, 2022.

Changes (cancellation and/or additions) to your registration are permitted through 5 p.m. on February 23, 2022. Your chapter is financially responsible for all students you have registered in the system by 5 p.m. on February 23, 2022 regardless of whether they attend the conference or not. Cancellations and/or additions can be made by the advisor by modifying their registration through the use of our online registration system at <https://www.gobluepanda.com/>.

How to register?

Advisors must register all participants for the conference through our online registration system partner, Blue Panda (<https://www.gobluepanda.com/>).

Online registration will begin on February 7, 2022. You will receive an e-mail from regsvr@pixelpointllc.com when the registration system is open and it will contain your log in instructions. If you have any trouble logging into Blue Panda, please e-mail the system directly at support@gobluepanda.com for log-in assistance. There is also a self-service "forgot user name/password" feature on the Blue Panda registration website as well.

Students must be dues-paid members to register for the conference.

You will need a personal e-mail address for each of your students. Please ensure that the student e-mail addresses are able to receive external e-mails and are not internal school addresses. Some schools have school e-mail addresses for students that are only able to receive mail from within the school system; those e-mail addresses will not work for this conference as we will be e-mailing conference log-in instructions directly to all registrants. DO NOT USE SCHOOL E-MAIL ADDRESSES.

In addition, you will be required to designate two students as voting delegates for your chapter at the SLC.

Registration will close on February 23, 2022 at 5:00 p.m.

3. Maryland FBLA Scholarships

To honor our outstanding future business leaders, Maryland FBLA will offer up to three college scholarships at the 2022 Maryland FBLA Virtual State Leadership Conference. Each chapter is eligible to nominate up to two (2) current senior members to apply for these scholarships. Scholarships will be awarded based upon involvement in FBLA, scholastic achievement, community service, demonstrated leadership ability, and advisor recommendation.

Applications and complete information must be uploaded to the address listed below by February 23, 2022 at 5 p.m. Detailed instructions are included in the attached scholarship packet.

Scholarship applications and other required documents will be uploaded online at the following address: <https://mdfbla.wufoo.com/forms/maryland-fbla-scholarship-application-slc-2022/>

4. Participants Needing Special Accommodations (IEP or 504 Plan - Time Accommodation on an Objective Test)

If a participant has a documented IEP or 504 Plan and needs a time accommodation on an objective test, please complete the Participants Needing Special Accommodations form found online at <https://mdfbla.wufoo.com/forms/participants-needing-special-accommodations-2022-mne9tj30sgzv2x/> by February 23, 2022. **Please complete and submit a separate form for each participant needing special accommodation.**

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Competitive Event Updates

1. Modifications for the Virtual Conference

Please refer to the “2022 MD FBLA SLC Competitive Events Program Modifications for Virtual Conference” and “MD FBLA Competitive events made easy - Modified for Virtual Conference (SLC 2022)” PDF documents. These documents should be viewed in conjunction with the 2021-22 Maryland FBLA Competitive Events Guide for complete guidelines for events for the virtual SLC. Nearly every event has modifications for the virtual state leadership conference, so it is very important that you and your students pay close attention to these documents.

Also, the “Important Deadlines and Key Dates for 2022 MD FBLA Virtual SLC” contains summary information of important deadlines so you can easily see all event deadlines summarized at a glance.

For all events that have materials to upload (PDFs, URLs, etc.), the advisor will upload those materials through the Blue Panda registration system. Please note that only advisors can upload this information as Blue Panda access is limited to advisors. The only events/items that will continue to use Wufoo to upload materials are: Businessperson of the Year, Gold Seal Award of Merit, Who’s Who in FBLA, and Scholarships.

All URL video submissions must be through YouTube as an unlisted video. Any other sites or formats will not be accepted. Instructions are in the attached document “Virtual Performance Set-up Instructions (MDFBLA SLC 2022).”

2. Who is Eligible to compete at the State Leadership Conference?

Some events are offered at the state level only and others required students to have qualified at the regional conference. To determine if an event is a state level only event or required qualification at the regional conference, please review the “MD FBLA Competitive events made easy - Modified for Virtual Conference (SLC 2022)” summary document of all competitive events offered at the SLC.

If you have a student that is eligible to compete at the SLC but is not able to attend, you may NOT substitute a replacement for this student.

- ❖ For **objective test only** events, **the top 5 winners for each region are eligible to compete at the 2022 State Leadership Conference.** If 1st, 2nd, 3rd, 4th, or 5th place from regionals cannot attend the SLC, 6th place or below are NOT eligible to compete at the SLC.
- ❖ For **events with an objective test and a performance component**, **the top 5 winners for each region are eligible to compete at the 2022 State Leadership Conference.** If 1st, 2nd, 3rd, 4th, or 5th place from regionals cannot attend the SLC, 6th place or below are NOT eligible to compete at the SLC.
- ❖ For **events with an objective test and a production test component**, **the top 5 winners for each region are eligible to compete at the 2022 State Leadership Conference.** If 1st, 2nd, 3rd, 4th, or 5th place from regionals cannot attend the SLC, 6th place or below are NOT eligible to compete at the SLC.
- ❖ For **performance only events** (those that don’t also have an objective test or pre-judged component), **the top 3 winners for each region are eligible to compete at the 2022 State Leadership Conference.** If 1st, 2nd, or 3rd place from regionals cannot attend the SLC, 4th place or below are NOT eligible to compete at the SLC.
- ❖ For **pre-judged events and reports that are individual or team events**, each chapter may submit **four** entries at the SLC.
- ❖ For **chapter report events**, each chapter may submit **one** entry at the SLC.

Members not having their dues paid and received by National FBLA by February 23, 2022 will not be allowed to compete or attend the SLC. Please do not allow this to happen to your members. Your chapter will not be allowed to register for the State Leadership Conference until National FBLA has received payment for dues for all chapter members.

3. Written report, other pre-judged materials, and video uploads for performance only events deadline and submission instructions

All written reports and other pre-judged materials, including video uploads for performance only events, **must be RECEIVED** by the Competitive Events Committee **by February 23, 2022 at 5 p.m.** All materials are submitted by the advisor through the Blue Panda system with the exception of Businessperson of the Year, Gold Seal Award of Merit, Who's Who in FBLA, and Scholarships which will be submitted using the Wufoo links below.

- Written reports and other pre-judged materials due by February 23, 2022 by 5 p.m. (submit in Blue Panda)

3D Animation	Future Business Leader**
American Enterprise Project	Job Interview**
Business Financial Plan	Local Chapter Annual Business Report
Business Plan	Outstanding Chapter/Chapter of the Year
Community Service Project	Partnership with Business Project
Digital Video Production	Scrapbook
FBLA-PBL Week	

**Cover letter and resume for Future Business Leader and Job Interview due

- Video upload for performance only events due by February 23, 2023 by 5 p.m. (submit in Blue Panda)

Broadcast Journalism	Introduction to Public Speaking
Coding and 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

- Pre-judged materials for recognition events due by February 23, 2022 by 5 p.m. (submit in Wufoo)

Businessperson of the Year
<https://mdfbla.wufoo.com/forms/businessperson-of-the-year-slc-2022/>

Gold Seal Chapter Award of Merit
<https://mdfbla.wufoo.com/forms/gold-seal-chapter-award-of-merit-slc-2022/>

Who's Who in FBLA
<https://mdfbla.wufoo.com/forms/whos-who-in-fbla-slc-2022/>

- Scholarship applications due by February 23, 2022 by 5 p.m. (submit in Wufoo)
<https://mdfbla.wufoo.com/forms/maryland-fbla-scholarship-application-slc-2022/>

4. Online testing for objective tests for SLC

Objective test for all events that have an objective test component are administered online at the home school in advance of the SLC. The same testing system used for regional conference online testing will be used for SLC online testing. The online testing window for the SLC is listed below; please TEST EARLY!!

- **SLC Online Testing Open:** February 28, 2022
- **SLC Online Testing Closes:** March 11, 2022

For events with an objective test and a performance component, all individuals or teams will take the objective test online at their home school. The top 15 individuals or teams (depending on the event) with the highest objective test score will advance to the performance round. The top 15 individuals or teams will be notified on March 14 and provided with the case study/event prompt for the performance component of the event. The individuals/teams' pre-recorded video will then be submitted in Blue Panda by March 18 by 5 p.m.

5. Production Test events update---OBJECTIVE TEST ONLY

There will not be a production component administered for these events at the virtual state leadership conference. Students in these events will complete an objective test only (same format as regional level).

Computer Applications
Database Design & Applications

Spreadsheet Applications
Word Processing

6. Competitive events offered at SLC that do NOT require pre-qualification at the regional conference

For those students who did not compete at regionals or competed at regionals but did not qualify for the State Leadership Conference in their event, there are a number of events that are offered at the state conference that do not require pre-qualification in order to compete at the SLC. In other words, students may register for the following events without having competed at regionals. Even if the student competed in a different event at regionals and didn't qualify for the SLC, they may compete in one of the following events at the SLC. Note that these events have a pre-judged component and that the pre-judged project must be submitted in Blue Panda by 5 pm on February 23, 2022.

3D Animation
American Enterprise Project
Business Financial Plan
Business Plan

Community Service Project
Digital Video Production
Local Chapter Annual Business Report
Partnership with Business Project

7. Live performance events via Zoom

Each individual/team in one of the following events will be assigned a date and time for their Zoom live interactive competitive event. The live event judging via Zoom will take place on March 18, 2022. The time schedule for five of the events listed below will be posted to the MD FBLA website on March 1, 2022. The schedule for Help Desk will be posted to the MD FBLA website on March 14, 2022. The date/time schedule for each event will be posted to the Maryland FBLA website and notification will be provided to advisors when the schedule is posted. Instructions and Zoom information will be provided to advisors prior to the live Zoom event.

Client Service
Future Business Leader
Help Desk

Impromptu Speaking
Job Interview
Sales Presentation

8. Middle Level Competitive Events

Modifications for middle level competitive events and instructions will be e-mailed directly to middle level advisors.

9. Outstanding Chapter/Chapter of the Year fillable form

A fillable PDF for the Outstanding Chapter/Chapter of the Year event is posted to the Maryland FBLA website on the Advisor Resources page under “2022 State Leadership Conference Documents” (<http://www.mdfla.org/advisor-resources.html>). Please complete and save this form electronically and submit it in Blue Panda by February 23, 2022 by 5 p.m.

10. Chapter Scrapbook - Virtual Conference REVISED GUIDELINES

Revised guidelines for Chapter Scrapbook for the virtual conference are posted to the Maryland FBLA website on the Advisor Resources page under “2022 State Leadership Conference Documents” (<http://www.mdfla.org/advisor-resources.html>). All scrapbooks for the 2022 Virtual State Leadership Conference must be in PDF format and submitted in Blue Panda by February 23, 2022 by 5 p.m.



State Officer Candidate Information and Application

Information for state officer candidates, including the state officer application, will be released this week. It will be in Advisor Update #8 and will also be posted to the Maryland FBLA website.