



DALLAS, TEXAS • MAY 9-13, 2018

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NATIONAL LEADERSHIP  
CONFERENCE  
PREVIEW GUIDE



## **Nondiscrimination Policy**

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

## **Legal Notice**

Your participation in this conference constitutes permission to the National Center of Business Professionals of America to use your photographic or video graphic image in national publications and promotions.

## **NASSP Approval**

The Business Professionals of America 2018 National Leadership Conference is approved and listed by the National Association of Secondary School Principals for the NASSP list of approved Contests, Programs and Activities for Students.

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# **DREAM BIGGER and Join us in Dallas, TX, May 9-13, 2018!**

The 2018 Business Professionals of America (BPA) National Leadership Conference will take place May 9-13 at the Gaylord Texan in beautiful Grapevine, TX! Thousands of students and educators from around the country will gather to compete, showcase their business skills and develop their leadership portfolio.

The 2018 National Leadership Conference (NLC) will offer four exciting days of competitions, leadership development sessions, National Officer elections, fantastic tours, the BPA Day of Service and Texas Hoedown, and much more.

Whether it's through Workplace Skills Assessment Program (WSAP) contests, running for national office, attending the National Leadership Academy, being an NLC Intern, receiving an award, or participating in elections, there are many ways to qualify for the 2018 National Leadership Conference and experience Dallas, TX.

Experiencing BPA's National Leadership Conference is the culmination of the BPA year. A reward for the hard work put in to competitions, Torch Awards, and more.

This NLC Conference Preview Guide is designed to familiarize you with the 2018 National Leadership Conference and everything that comes with it. The Guide includes information about events, sessions and activities at NLC, as well as registration instructions, information, and more.

## **Conference Objectives**

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Participate in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Transact business of the association.
7. Participate in leadership programs.
8. Achieve industry certification.

## **Qualify**

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone.

Additionally, a member must qualify for the conference in at least one of the following ways:

1. By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
2. Be a local, regional, or state officer.
3. Represent your state as a voting delegate for your division.
4. Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
5. Earn an Ambassador Torch Award or BPA Cares Award.
6. Participate in the National Leadership Academy and National Intern Program.
7. Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

As you can see, attending NLC is not limited to simply winning your competitive event. Don't miss your chance to Dream Bigger and be a part of this year's National Leadership Conference in Dallas, TX!

# Registration Fees and Deadlines

## Full Registration (Registered Advisors, Students and Alumni)

The NLC registration fee includes General Sessions, Guest Speakers/Entertainment, Success Sessions, Contest Participation, Awards Ceremonies, NLC Souvenir Pin, Conference Souvenir/Gift, and Conference Materials.

*Housing reservations open on February 28 and must be submitted via the BPA NLC Conference Registration System. Full registered students & Advisors are required to stay at an official conference property. Failure to comply will result in disqualification.*

### Full Registration: Advance Online Registration: \$115

Dates: February 28-April 1

During this period participants can register online at the early fee discount, for conference registration, competitive event registration, housing, general conference activities (tours, workshops).

### Full Registration: Final Online Registration: \$145

Dates: April 2-April 6

During this period, participants can register for general conference activities, workshops (based on availability) and tours (based on availability). Competitive event registration is no longer available online. Housing at an official NLC property is still required after this deadline, but may be located off-site. (Contest registration cannot be made online after Saturday, April 1. Please contact Dustin Devers, Director of Education, [ddevers@bpa.org](mailto:ddevers@bpa.org) to discuss contest registration options after this date).

## Guest Registration Fees

Advisors may register their chapter's guests (family, friends, etc.) for the NLC at the special guest registration rates. This registration includes participation in all conference activities but excludes conference gifts.

### Guest Registration: Advance Online Registration: \$80

Dates: February 28-April 1

### Guest Registration: Final Online Registration: \$115

Dates: April 2-April 6

## Guest Details

All guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.

Business Professionals of America registered members (Students, Advisors, Alumni) may NOT register as guests.

Children five years of age or younger will not be charged for NLC registration. DO NOT REGISTER CHILDREN UNDER

FIVE ONLINE. If you wish to purchase tour tickets for children under five, please purchase multiple tickets under the chaperone's name.

An "Awards Session only" wristband is \$10. Advisors must purchase the wristband for their guests at the Finance Desk on Saturday, May 12 from 7:00 am to 2:00 pm.

## Conference Registration Payment

All payments must be received prior to attending the National Leadership Conference. Conference registration payments should be mailed in time to be received at the National Center by Wednesday, April 18. Hotel payments must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check or credit card.

## Check Payment for National Conference Registration Invoices

Mail check along with a copy of the registration invoice to the following address:

Business Professionals of America, Inc.  
National Center  
P.O. Box 729  
Westerville, OH 43086

## Credit Card Payment for National Conference Registration Invoices

Credit card payment may be made by MasterCard, VISA, American Express or Discover/Novus by completing the credit card section of the invoice. Mail the invoice with completed credit card information to the following address or download the [Credit Card Authorization Form](#) and fax:  
Business Professionals of America  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
OR Fax to 614-895-1165  
OR pay by phone, 614-895-7277 Ext.7479  
OR e-mail to [mgordon@bpa.org](mailto:mgordon@bpa.org)

## Purchase Order Payment for Conference Registration

School purchase orders may be sent along with the invoice and received by mail by the National Center 30 days prior to NLC.

Payment must still be made prior to receiving conference materials. Anyone not fulfilling their purchase order obligation will not receive purchase order privileges in the future at NLCs.

Mail invoices with purchase orders attached to the following address:

# Registration Fees and Deadlines (Cont.)

Business Professionals of America  
5454 Cleveland Avenue  
Columbus, OH 43231-4021  
OR Fax to 614-895-1165

Purchase orders will not be accepted by Conference Hotels for room deposits/payment.

## Alumni Division Registration

As alumni of Business Professionals of America, we invite you to join us as we prepare the next generation of business professionals as they Dream Bigger at the 2018 National Leadership Conference! Alumni serve in various capacities throughout the conference, whether it be judging or administering contests, volunteering during the Day of Service, or mentoring other members through workshops and presentations.

Although, it's not all about giving back to the organization that prepared you for your success. Alumni have the opportunity to network with fellow members and business professionals, conduct the business of the Alumni Division, and take part in conference workshops and activities.

If you are interested in joining us, complete the [Alumni Division Registration Form and Housing Request](#).

## NLC Refund Policy

All eligible refunds will be paid after the conclusion of NLC to advisors requesting them by the required deadline.

Refund requests must be submitted [online](#).

All eligible refund requests postmarked on or before April 26, 2018 will receive a 75% refund. No requests for refunds shall be honored after that date. Refunds are not available for pre-purchased merchandise.

Refunds will not be given for an optional or last minute change on the part of the delegate or advisor or for delayed travel.

Tour refunds will be made in full for those tours which are cancelled by BPA. Refunds cannot be made due to inclement weather.

## Important Deadlines

**February 15:** To be eligible to compete at the NLC, national membership dues must be postmarked/ submitted by this date.

**April 1:** BPA Cares submissions are due (Professional Award Submissions due March 1).

**April 1:** Ambassador Torch Award résumés must be completed by students online and approved/submitted online by a local advisor/reviewer by this date to be eligible.



**April 1:** Online contest registration closes. After this date, contact Dustin Devers at [ddevers@bpa.org](mailto:ddevers@bpa.org).

**April 1:** NLC online housing reservations must be submitted. All hotel registrations after this date will be available on a first-come, first-served basis.

**April 2-6:** Final online registration rate period.

**April 6:** Last day for online conference pre-registration. Conference registration after this date must be on-site at your time of arrival.

**April 16:** Deadline for all Refund Requests. All requests must be submitted using the online form.

**April 18:** All NLC payments due to the National Center.

**May 7:** National Staff will be on site in Dallas, TX. The National Center will be closed May 7-18.

Contest Related Deadlines: Please read the WSAP Competitive Event Guidelines and note the important deadlines in your calendar where applicable.

## Helpful Hints

- Hotel reservations must be completed along with your Conference Registration.
- Print out your invoice before hitting the submit button, ***but don't forget to hit the submit button.***
- Keep a copy of all forms submitted for your records. Bring your copies with you.

# Online Conference Registration Instructions

The Online Conference Registration System will be used to register your chapter for all conference activities. The Online Conference Registration System will open on Wednesday, February 28, 2018.

## Using the **Online Conference Registration System**

Log on [here](#) with your web browser.

Enter your username and password (the same username and password utilized to register your members).

### **Step 1: Conference Registration**

- Select the members attending the National Leadership Conference. Members who have registered for chapter membership will appear on this list.
- Add guests using the “Guest/Alumni” section at the bottom of the page.
- Select gender for each student. You will not select gender for the advisors.
- Click the Submit button after you have checked on each member.

Select by clicking each “Add” button. The following items must be added to each member individually.

- Item: Purchase Graduation Tassels, Graduation Cords, and other items for sale.
- Contest: Register your students for their competitive events.
- T-Shirt: Pre-order T-shirts for your participants.
- NLC Assignment: Register for your advisor assignment/job at NLC.
- Intern: Register your student participants for an internship assignment.
- Leadership Academy: Register your student participants for the National Leadership Academy (S/PS Only).
- Special Olympics: Register your participants for the Walk for Special Olympics.
- Special Event: Register your participants for the Special Event and any optional meal selections.
- Certifications: Select the exam, time, and day you wish to register for certifications.
- BPA University: Register your participants for the sessions of their choice.
- General Sessions: Register your participants for the General Sessions.
- Tour: Register your participants for the Tours of their choice.
- The “Add Member” button will allow you to add additional members registered in your chapter not initially submitted.

- The “Add Guest/Alumni” button will allow you to add additional guests. Guests will be able to participate in conference activities and special event but will not receive conference souvenirs.

### **Step 2: Hotel Reservation**

Click “Hotel Reservations” at the bottom of the page.

#### Reserving Hotel Rooms

- Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After April 1, you must contact the hotel directly for all reservation changes.
- Select the members that will be rooming together.
- Input arrival date and departure date.
- Input Special Needs, if applicable.
- Click “Calculate Total” for your chapter hotel reservation total.
- The “View by Room” button will allow you to see the members by room.
- The “View Split Out Details” will allow you to see the price of the room per member.
- Unsubmitted reservations will not be saved in the Conference Registration System. Reservations must be submitted prior to leaving the system or they will be deleted.

Participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation, will be responsible for all charges associated with a no-show fee. BPA reserves the right to collect fees from schools directly should a no-show fee result in a direct expense to BPA.

Hotel rooms may not be held under generic/general space saving names. If generic/general space saving names are used for the purpose of blocking a room, they will be automatically removed from our system.

For assistance prior to Monday, April 2, please contact Jonathan Smith, Director of Member Services & Events, at [jsmith@bpa.org](mailto:jsmith@bpa.org).

Participants are required to stay at an official conference property. Non-compliance is cause for disqualification.

The hotel reservation deadline is Sunday, April 1, 2018. The BPA blocked room rates are not guaranteed after this date. All payments and reservations must be made at the appropriate hotel according to your state/division assignment.

# Online Conference Registration Instructions (Cont.)



## Modifying An Existing Reservation

- Prior to or on April 1, e-mail Jonathan Smith, Director of Member Services & Events, at [jsmith@bpa.org](mailto:jsmith@bpa.org) to make any changes to an existing reservation. This includes deleting and adding rooms.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

## Hotel Room Bed Type Assignments

Room types are automatically assigned by capacities:

- 1 Bed: 1 or 2 people
- 2 Beds: 3 or 4 people, subject to additional fees. (Double/Double or King plus Rollaway)

If auto assigned a one-bed room, you may request a two-bed room after April 1 by contacting the hotel directly.

Advisors and students are not permitted to share a room.

Males and females are not permitted to share a room.

## Sharing a room with students from other chapters (Mixed Reservations)

Chapters are permitted to share rooms with students from other chapters. To complete a Mixed Reservation:

1. Chapters must determine who will be responsible for making the reservation.
2. The chapter charged with booking the reservation will click the Hotel Reservation link, located inside the conference registration system. Then, click the "Add Additional Individual" button found on the reservation page near the bottom of the screen.

3. Type in the student's name you are adding from the other chapter and continue to assign them to a room.

4. The chapter NOT booking the reservation will leave the student off of their reservation completely. This chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapter's invoice.
5. If you have a chapter where ALL of the members are sharing with another chapter and you are therefore booking NO rooms under your chapter ID, click the Hotel Reservation link, then click the Delete Reservation link. You will then type in the name and Chapter ID you are sharing with and continue with your conference registration.

## Arrival/Departure

- Please bring copies of your housing forms and acknowledgements with you. Call and confirm your housing reservation 2-3 days prior to arrival. Document the name of the person confirming your room reservation.
- Note on the online reservation page your earliest arrival and latest departure dates.
- The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay.

## Step 3: Finalize Your Reservation/Registration

- Print a copy of the hotel invoice.
- Click "Submit reservation."
- Print a copy of the registration invoice.
- Click "Submit" on the Conference Registration Page. This will generate an e-mail to you, your state advisor, and the National Center.
- Your state advisor will approve your contest selection.

# Online Conference Registration Instructions (Cont.)

## Adding On After Submitting an Invoice

You can add on new attendees or add items to previously registered attendees.

Adding on New Attendees:

- Log back in with your username and password.
- Click "Add New Invoice."
- Select the new member.
- Follow steps listed above for adding items.

Adding Items to Previously Registered Attendees:

- Log back in with your username and password.
- Click "Add New Invoice."
- Select members you wish to add onto.
- Follow the steps listed above for adding items.
- The "Add Previously Registered Guest" feature will allow you to add tours and other items onto guest registration which have already been submitted.
- While you will receive a new invoice, there are no charges for adding new contests, adding jobs, sessions, awards (for qualifying participants).

## Adding on to Hotel Reservations

- Prior to or on April 1, you must e-mail Jonathan Smith at the National Center: [jsmith@bpa.org](mailto:jsmith@bpa.org) to make any changes to an existing reservation. This includes deleting and adding rooms. After April 1, you must contact the hotel directly for all reservation changes.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

## Helpful Hints

- Collect all necessary information prior to starting your online registration.
- If sharing hotel rooms with another school, ensure you book at the same time to ensure you are assigned to the same hotel. Hotels do fill up and it is possible your state may be assigned to multiple hotels if the state block is exceeded.
- Check hotel availability prior to booking an early conference flight (arrival prior to May 9).

The screenshot shows the "Welcome to the 2018 Conference Registration Page" for the National Leadership Conference. The page is part of the Business Professionals of America website. It includes a header with the BPA logo and the text "Welcome to the 2018 Conference Registration Page" and "www.bpa.org/nlc". Below this, there is a list of 12 items required for registration, including names, event selection, and payment information. At the bottom, there is a "CONFERENCE REGISTRATION DEADLINE: April 1 for hotel & competitive events APR 8 for conference only" and a "Continue to NLC Registration" button.

# Registration Details

## NLC Advisor Assignments

Advisors are an essential part of the overall success of the National Leadership Conference. Advisors support the overall program by assisting in more than 900 different conference areas. There is definitely something for everyone!

Advisors are *required* to select an NLC Assignment upon registration. Advisors may select from a wide variety of assignments including, but not limited to: Competitive Event Administrator, Competitive Event Proctor, Competitive Event Grader, Competitive Event Judge, Registration, Exhibit Hall, T-Shirt Distribution, and much more!

Advisor assignments are 2-4 hours in length. If you are interested in an Advisor position, but want more information, please feel free to contact the National Center before completing your registration. We understand that you are busy and that your students are the number one priority while at NLC. We thank you in advance for your time, talent, and effort. By utilizing advisor expertise, we are able to help guarantee our students a wonderful experience and keep registration costs down.

For additional information regarding the duties and responsibilities of Administrators, Proctors and Graders, please visit the Administrators, Proctors and Graders Handbook found [online](#), and select the APG link.

## Conference Photos

The official conference photographer will be on-site throughout the entire conference. Photos will be available for purchase following the conference. Please visit [here](#) to see pricing and to make your purchase.

## Emergency Medical Authorization Form

BPA requests that advisors provide Emergency Medical Authorization Forms for all participants attending the NLC. This information will remain private and will be destroyed upon the conclusion of the NLC. Please turn in your Emergency Medical Authorization Forms when picking up your registration materials at your Registration/Information Desk. You may use the Emergency Medical Authorization Form provided in the back of this Guide or the form used by your chartering organization.

## NLC Conference T-Shirt

Purchase an official conference T-Shirt and support Special Olympics! During registration, advisors can order official conference T-shirts for themselves and their students. T-Shirts are \$17.00 each (all available sizes).

Sizes Available	
XS	<input type="checkbox"/>
S	<input type="checkbox"/>
M	<input type="checkbox"/>
L	<input type="checkbox"/>
XL	<input type="checkbox"/>
XXL	<input type="checkbox"/>
3XL	<input type="checkbox"/>
4XL	<input type="checkbox"/>

\$1.00 from each sale will go to the Special Olympics. The official conference T-shirt design is shown below.



## Keynote



### **MICHELLE POLER**

**Speaker, Influencer, Fear Facer**

Michelle Poler is a speaker, researcher, and influencer. She has spoken at TEDx, Google, Facebook, and at the World Domination Summit, among others.

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Born and raised in Caracas, Venezuela to a family of holocaust survivors, Michelle was accustomed to living with fear. But when she moved to New York to pursue a Masters in Branding at the School of Visual Arts, Michelle quickly realized that NYC was not for the fearful. In an effort to re-write her definition of fear, Michelle set out to face [100 fears in 100 days](#). Half way into the journey, the project was discovered by the media, becoming an instant viral phenomenon.

Michelle completed her 100th challenge on a TEDx's stage. This helped her turn a personal project into a global movement, allowing her to quit her job as an Art Director in advertising to pursue her passion.

Michelle discovered that inspiring others to go after their fears was her new calling. She is now touring the world speaking at companies, schools, and organizations teaching audiences how to step outside their comfort zones as a way to tap into their full potential.

She is also the host of YouTube/Podcast series [Dear Younger Self](#), and the founder of [Hello Fears](#), a platform where everyday people get to inspire other everyday people with stories of courage.

# NLC Dress Code

In order to promote a professional atmosphere, BPA's Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is recommended that all guests follow established dress code policy.

Members not dressed in required attire will not be allowed to participate in any session or any competitive event. Members not adhering to the Professional Dress Code will not be allowed on stage.

Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.

Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction in question.

## Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops, and National Leadership Academy.

### Women:

Pant or skirt suit.

Dress skirt or dress slacks with coordinated blouse and/or sweater.

Business professional "dress."

BPA blazer with dress skirt or dress slacks and blouse or sweater.

Dress shoes or dress sandals with heel are required with all of the above.

Skirt length may be no greater than two inches above the top of the knee.

This excludes all denim for any of the above.

### Men:

Dress slacks, dress shirt, and tie.

Suit, dress shirt, and tie.

Sport coat, coordinated dress slacks, dress shirt, and tie.

BPA blazer with dress slacks, dress shirt, and tie.

Dress shoes and dress socks are required with all of the above.

This excludes all denim for any of the above.

## Casual Dress Code

Required for the following events: Tours, Special Events and Exhibit Hall.

### Women:

Sportswear (jeans), pants, and shirt, T-shirt, and shorts.

Footwear required with all of the above.

### Men:

Sportswear (jeans), pants and shirt, T-shirt, and shorts.

Footwear required with all of the above.

## The following are unacceptable during BPA activities:

Strapless, spaghetti straps, tube tops, halter tops, midriff tops.

Spandex, lycra, or transparent clothing.

Cutoffs or ragged clothing.

Clothing with inappropriate words and pictures.

Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area

# 2018 Conference Highlights



## AICPA/Advisor Tex-Mex Reception

BPA and Gold Level Presenting Sponsor AICPA is excited to welcome advisors to Dallas and recognize our award recipients, including the Local Certified Advisors, at the Mission Plaza Tex-Mex Reception. Mix and mingle with fellow advisors and toast NLC 2018! Pre-registration and ticket required.

Date: Wednesday, May 9

Time: 7:00 pm-8:00 pm

Location: Gaylord Texan Hotel Mission Plaza



## AICPA/BPA Escape Room Experience

Join the team from Start Here, Go Places.<sup>®</sup> for an afternoon of adventure, puzzles, and brain teasers as they bring a series of Escape Room Experiences to the Gaylord Texan Hotel. Put your problem-solving and teamwork skills to the test as you compete in groups for top prize and bragging rights at this exclusive AICPA Escape Room Experience event! Do you have what it takes to beat the clock (and the real-life CPAs) and escape?

Open by invite only to students in select accounting and finance secondary competitions, the AICPA Escape Room Experience will give you an opportunity to meet and greet the Start Here, Go Places. team, ask questions and chat with real-life CPAs, as well as hang out with your fellow competitors while enjoying a reception crafted just for this event. If you are a Secondary division accounting and finance student, look for your invitation soon!

Date: Friday, May 11

Time: 2:00 pm-5:00 pm

Location: Gaylord Texan Hotel Pecos 1-4



## Bank On it Tournament

Presented by AICPA

Sponsored by Start Here, Go Places.

Date: Thursday, May 10

Time: 6:00 pm-10:00 pm

Location: Gaylord Texan Convention Center Texas Longhorn E

Eligibility: Secondary Division

Registration: Participants must register in advance using the Conference Registration System. The Tournament will be listed under the 'Compete' tab.

Description: Test your accounting knowledge in the ultimate BPA tournament! Set up in a traditional bracket-style competition, students will battle it out for a chance to be crowned the 2018 Bank On It Champion! The Final Four competitors will all receive prizes. Invite your friends to cheer you on to victory and be ready for a tournament of epic proportions!



## Certiport Open Certification Lab

Our Certification Lab returns this year and BPA students and advisors have a great opportunity to take certification tests at an incredible value.

On-site registration is available on Saturday, May 12. To register for a certification on-site, please check-in at the Gaylord Texan Convention Center Texas Longhorn E directly and speak with a Certification Coordinator. Please note that on-site registration is based on time and space allotted.

### Certification Lab Details:

Date: Saturday, May 12

Time: 7:00 am-5:00 pm

Location: Gaylord Texan Convention Center Texas Longhorn E

Cost : MOS, MTA, IC3 and QuickBooks exams are \$5.00 for Advance Registration and \$10.00 for On-site Registration.

ACA Exams are: \$25.00 for Advance Registration and \$30.00 On-site Registration.



## Adobe Digital Learning Lab

### Adobe Academy Boot Camp

Presented by Dan Armstrong, Adobe Education Leader

Date: Thursday, May 10

Time: 8:00 am-1:30 pm

Cost: \$20.00 participant fee per course for Photoshop, Illustrator, and InDesign Boot Camps

Location: Gaylord Texan Hotel Yellow Rose Ballroom

This year we are continuing the incentives for our Adobe courses. We are dedicated to the idea that we want all teachers and students to learn to use the creative tools Adobe has to offer so that they can engage with new technologies. Digital Expression is the new Literacy and Creativity is the new Fluency, go create something today.

To help this Creative pursuit we have organized six (6) Badges (Pins) you can collect:

Adobe Photoshop for Beginners Badge

Adobe Illustrator for Beginners Badge

Document Cloud with Adobe Acrobat Badge

Adobe Muse Badge

Adobe Academy Elective Badge – Attend Adobe Creative Cloud or ACA & Create Idaho

Adobe Academy Graduate Badge – Complete two (2) Boot Camps and attend one other session.

# 2018 Conference Highlights (Cont.)

## HowTheMarketWorks BPA Investment Challenge Finals



Presented by HowTheMarketWorks

Date: Thursday, May 10

Time: 8:00 am-10:00 am

Location: Gaylord Texan Convention Center Grapevine Ballroom 1

For the fourth year running, HowTheMarketWorks is once again sponsoring the BPA Investment Challenge open to all Secondary Division members. Through an online investment challenge simulation [here](#), participants are given \$100,000 to invest across any US stocks, ETFs or mutual funds and compete in building a Top 10 Portfolio by March 15. Participate in the challenge now for your chance to build your portfolio to significant growth and earn your spot in the finals where you have a chance to take home some of the \$1,750 in cash prizes being awarded at NLC.

## NAP Certification Testing

The National Association of Parliamentarians membership exam will be offered.

## NLC Exhibitor Showcase

### DAY 1

Date: Wednesday, May 9

Time: 1:00 pm-5:00 pm

Location: Gaylord Texan Convention Center Third Level Center Pre-function

### DAY 2

Date: Thursday, May 10

Time: 9:00 am-5:00 pm

Location: Gaylord Texan Convention Center Third Level Center Pre-function

Make plans to stop by this year's Exhibitor Showcase, meet conference sponsors and exhibitors, and while you're at it, fine tune your networking skills. This is your one-stop shop to learn about new and innovative fundraising, meet with partnering companies to brainstorm ideas, talk with college representatives, and find solutions and products to take back to your classroom.

Be sure to bring your **exhibitor bingo card** with you this year as you stop by the exhibitor booths to check out a wide variety of services and products on display. All completed cards can be returned to the Alumni Division booth to be entered into a drawing for Six Flags Over Texas theme park tickets.

You won't want to miss out on this great networking opportunity. There's bound to be something for everyone in this year's Exhibitor Showcase!

## NLC Virtual College Experience

Date: Thursday, May 10

Time: 3:00 pm-5:00 pm

Location: Gaylord Texan Convention Center Grapevine Pre-function

Look up and see a vibrant blue sky. Look down and you'll feel like you're walking on a campus sidewalk headed to class. Spin around and get a 360-degree view of the student courtyard! Back by popular demand, the BPA Virtual College Experience makes your traditional college tour experience better with the help of VR technology!

NLC participants will have the opportunity to take a campus tour of any college or university across the country without stepping foot outside the Gaylord Texan Convention Center. With the help from YouVisit and Google, students will be able to transport themselves to one of the many colleges and universities on their list and experience the campus in advance of an in-person visit. BPA Alumni will be on hand to help answer any questions and help in the virtual tour experience. In addition to virtual tours, a series of micro-sessions will once again be taking place on topics such as résumé writing, college planning and the application process, how to prepare for the campus interview, scholarship search tips and much more. Students that attend a micro-session will receive a free pair of VR viewing glasses (limited to the first 100 session attendees). So come join us and experience it for yourself!

## National Showcase

Date: Friday, May 11

Time: 2:30 pm-5:30 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom C

The National Showcase offers an opportunity for our members to demonstrate their amazing skills. It is separate from the individual virtual events and will not affect the pre-judged contests results.

Do you have what it takes to be the "Best in Show"? Take the following steps and find out if you become the 2018 National Showcase "Best In Show" honoree:

- Register for a qualifying Virtual Competition
- Place in the Top 10
- Accept an invitation to present your project in the National Showcase at NLC in Dallas, TX

## 2018 Conference Highlights (Cont.)

During the National Showcase you/your team will be scored based on a number of criteria to determine the "Best in Show" in each of the Virtual Competitions.

The qualifying Virtual Competitions are listed below:

- V01 Virtual Multimedia & Promotion Individual
- V02 Virtual Multimedia & Promotion Team
- V03 Software Engineering Team
- V04 Web Application
- V05 Mobile Application
- V06 Promotional Photography
- V08 Start-up Enterprise Team

### At NLC

The top 10 winners in each Virtual Event will be invited to participate in the *National Showcase* at the National Leadership Conference. The National Showcase will give you a chance to showcase your project and earn additional recognition. Each of the competitor(s)/team(s) will be assigned a table in the BPA Showcase Hall for one (1) hour time blocks throughout the *National Showcase*. During that assigned time, the competitor(s)/team(s) will be rated to determine the "Best in Show" for each virtual event. The competitor(s)/team(s) with the highest score from the National Showcase in each of the virtual events will be named the "Best in Show" for that event and recognized on stage. Please remember, this is separate from the individual virtual events and will not affect the pre-judged contests results. It is possible that an entry could place first in the pre-judged event and not place first in "Best of Show".



### Special Event – BPA Day of Service and Texas Hoedown

Date: Friday, May 11

Time: 2:30 pm-10:30 pm

Location: Gaylord Texan Convention Center

Join us for the BPA Texas Hoedown which kicks off with our Annual BPA Day of Service! Celebrate a Day of Service at the 2018 National Leadership Conference by choosing one or all of the different Day of Service events scheduled for this year: Contribute to the Chain of Love, support our military service personnel, and contribute to those in need. Each activity makes a difference!

#### **BPA Day of Service activities will take place from 2:30 pm-5:30 pm**

Following our BPA Day of Service activities, make plans to join us for our annual Walk for Special Olympics where we will cheer on our walkers and celebrate the spirit of Special Olympics. Pre-registration is required for this Walk. Register during the conference registration process. Registration opens February 28, 2018. The registration fee for this Walk is \$15.00 and includes a commemorative pin. All proceeds will be donated to Special Olympics Texas – Area 11 chapter.

#### **The Walk for Special Olympics will take place from 6:00 pm-7:00 pm**

The BPA Day of Service concludes with a fun-filled evening of food and entertainment supported by ACCESS. This Texas-style Hoedown offers members the opportunity to unwind with games, music, and even a live longhorn to interact with. So put on your cowboy hat and boots because it's going to be a hootin' and hollerin' good time!

#### **Evening Entertainment will take place 6:30 pm-10:30 pm**

# BPA Day of Service Event Activities

**Date:** Friday, May 11 • **Time:** 2:30 pm-5:30 pm • **Location:** Gaylord Texan Convention Center

**What happens when over five thousand five hundred students and teachers come together in one location?** Change!

Difference! Be that change and be that difference at the 2018 National Leadership Conference by participating in the BPA Annual Day of Service. Help complete the Chain of Love, support military service personnel, and contribute to those in need. Pick one, or pick them all; there is something for everyone.



## A Million Thanks

Location: Gaylord Texan Convention Center

Description: With more than seven million letters sent to date, A Million Thanks supports our active, reserve and veteran military by sending millions of letters of thanks and encouragement directly to our service members. Join us as we write letters to thank members of our Armed Forces.

## BPA United Care Packages

Location: Gaylord Texan Convention Center

Description: BPA United is devoted to lessening the burden on those that have been affected by hurricanes Harvey, Irma, and Maria. This service activity will create care packages made up of toiletry items such as soap, shampoo, deodorant, and more which will go to those who need it most. Do you collect hotel toiletries when you travel? Well bring them down to Dallas and donate them to a good cause!

## Freerice.com

Location: Gaylord Texan Convention Center

Description: Help end hunger by playing an online trivia game! That's right, by playing this online trivia game, wherever you are, you generate the money that pays for the rice donated to hungry people. For each right answer, 10 grains of rice are donated through the World Food Programme to help end hunger. So what are you waiting for? Rice Up!

## NOYS Share the Road and Get Where You Need to Go!

Location: Gaylord Texan Convention Center

Description: The National Organizations for Youth Safety (NOYS) will sponsor a Day of Service event focused on sharing the road in a fun, safe, and responsible way. Learn a little about how impairment affects road use by trying on simulation goggles and navigating an obstacle. You'll gain valuable experience that will help you become a better driver while learning how to watch for signs that other drivers around you may be impaired. End the experience by pledging to never drink and drive!

## Pocket Flags Project

Location: Gaylord Texan Convention Center

Description: Our objective is to fold as many pocket flags as we can so they can reach the pockets of our military personnel on the front lines. We want them to know that we care and that we are keeping them in our hearts and our prayers.

## Special Olympics Chain of Love

Location: Gaylord Texan Convention Center

Description: Help support Special Olympics and build the largest Chain of Love in BPA history! Make a donation, design a link and add it to our chain! Any donation less than \$1.00 will provide one link. For every extra dollar, you will receive an additional link to contribute. We will walk with the Chain during the Walk for Special Olympics.

## Walk for Special Olympics

Description: Help us kick off our Texas Hoedown by joining the National Officer Team as we walk in spirit for Greater Fort Worth Special Olympics athletes!

# Housing Overview

Housing reservations for the 2018 National Leadership Conference will open on Wednesday, February 28. Reservations must be submitted via the BPA NLC Conference Registration System located [here](#).

Registered students & advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

Independent chapters will be assigned based on availability. Taxes & fees are subject to change. BPA reserves the right to re-assign delegate housing should the need arise. A limited number of hotel rooms are available for pre- and post- conference stays. The official stay for the 2018 National Leadership Conference is Wednesday, May 9 – Sunday, May 13, 2018.

All housing reservations must be made [online](#) during your conference registration.

## Reserving Hotel Rooms

- Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After Sunday, April 1, you must contact the hotel directly for all reservation changes.
- Select the members that will be rooming together.
- Input arrival date and departure date.
- Input Special Needs if applicable.
- Click “Calculate Total” for your chapter hotel reservation total.
- The “View by Room” button will allow you to see the members by room.
- The “View Split Out Details” will allow you to see the price of the room per member.
- Unsubmitted reservations will not be saved in the Conference Registration System. Reservations must be submitted prior to leaving the system or they will be deleted.

Participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation, will be responsible for all charges associated with a no-show fee. BPA reserves the right to collect fees from schools directly should a no-show fee result in a direct expense to BPA.

Hotel rooms may not be held under generic/general space saving names. If generic/general space saving names are used for the purpose of blocking a room, they will be automatically removed from our system.

For assistance prior to Monday, April 2, please contact Jonathan Smith, Director of Member Services & Events, at [jsmith@bpa.org](mailto:jsmith@bpa.org).

The hotel reservation deadline is Sunday, April 1. The BPA blocked room rates are not guaranteed after this date. All payments and reservations must be made to the appropriate hotel according to your state/division assignment.

## Modifying An Existing Reservation

- Prior to or on Sunday, April 1, you may e-mail Jonathan Smith, Director of Member Services & Events, at [jsmith@bpa.org](mailto:jsmith@bpa.org) to make any changes to an existing reservation. This includes deleting and adding rooms.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

## Hotel Room Bed Type Assignments

Room types are automatically assigned by capacities:

- 1 Bed: 1 or 2 people
- 2 Beds: 3 or 4 people (Double/Double or King plus Rollaway)
- 2 Beds at the Great Wolf Lodge can accommodate up to five (5) people (Double/Double with Sofa Bed)

If auto assigned a one-bed room, you may request a two-bed room after Sunday, April 1, by contacting the hotel directly.

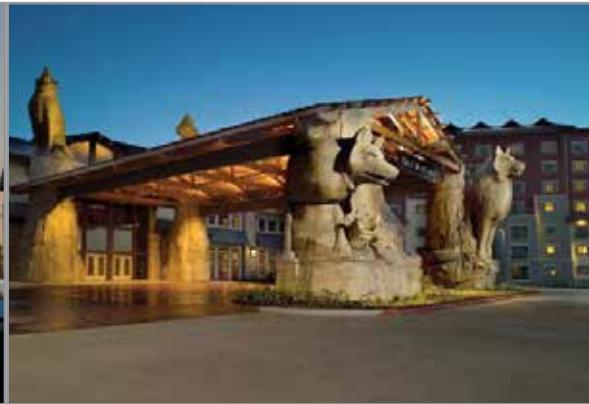
Advisors and students are not permitted to share a room.

Males and females are not permitted to share a room.

## Sharing a room with students from other chapters (mixed reservations)

1. Chapters must determine who will be responsible for making the reservation.
2. The chapter charged with booking the reservation will click the Hotel Reservation link, located inside the conference registration system. Then, click the “Add Additional Individual” button found on the reservation page near the bottom of the screen.
3. Type in the student’s name you are adding from the other chapter and continue to assign them to a room.

# Housing Overview (Cont.)



4. The chapter NOT booking the reservation will leave the student off of their reservation completely. This chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapters invoice.
5. If you have a chapter where ALL of the members are sharing with another chapter and you are therefore booking NO rooms under you chapter ID, click the Hotel Reservation link, then click the Delete Reservation link. You will then type in the name and Chapter ID you are sharing with and continue with your conference registration.

## Arrival/Departure

- Please bring copies of your housing forms and acknowledgements with you. Call and confirm your housing reservation 2-3 days prior to departure. Document the name of the person confirming your room reservation.
- Note on the online reservation page your earliest arrival and latest departure dates.
- The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay.

## Official Conference Properties

### [Gaylord Texan Resort Hotel & Convention Center](#)

1501 Texan Trail  
Grapevine, TX 76051

Assigned States: AK, DE, FL, MA, MI, MN, MT, OH, OK, TX, WI

Rate: \$264.00 (1-4 Persons Occupancy)

Plus applicable taxes currently published at 13% (subject to change). This includes 6% Texas State Hotel Occupancy Tax and 7% Grapevine Hotel Occupancy Tax.

Rate is inclusive of a \$20.00 Resort Fee per room/per night. The Resort Fee provides complimentary bottled water, guestroom Internet access, and fitness center admission.

A one-night's deposit must be submitted for each room. The total for one-night's deposit per room is \$298.32.

## Payment Instructions

School purchase orders are not accepted as payment at any hotel.

**One-Night's Deposit:** A deposit of one-night's accommodations is required for each room reserved and must be sent to your hotel within five (5) business days of your reservation. The deposit must be paid by check or credit card. If paying by check, the check should be made out to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system. Mailing instructions are on the invoice.

**Credit Card Payments:** Guest using a credit card for the deposit and/or payment must complete the [Gaylord Texan Credit Card Authorization Form](#). All major credit cards used to prepay will be charged immediately. A Sample Copy of the Authorization Form can be found at the end of this Guide.

**Check Payments:** Payments via check must be submitted 14 days in advance of arrival. Checks will not be accepted on-site for payment.

# Housing Overview (Cont.)

## **Great Wolf Lodge**

100 Great Wolf Drive  
Grapevine, TX 76051

Assigned States: IA, ID, IL, IN, KS, NM, SC

Rate: \$184.00 (1-5 Persons Occupancy, without Water Park Access)

\$224.00 (1-5 Persons Occupancy, with Water Park Access)

Plus applicable taxes currently published at 13% (subject to change). This includes 6% Texas State Hotel Occupancy Tax and 7% Grapevine Hotel Occupancy Tax.

A one-night's deposit must be submitted for each room. The total for one-night's deposit per room is \$207.92 for rooms without Water Park Access, and \$253.12 for rooms with Water Park Access.

## **Payment Instructions**

School purchase orders are not accepted as payment at any hotel.

**One-Night's Deposit:** A deposit of one-night's accommodations is required for each room reserved and must be sent to your hotel within five (5) business days of your reservation. The deposit must be paid by check or credit card. If paying by check, the check should be made out to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system. Mailing instructions are on the invoice.

**Credit Card Payments:** Guest using a credit card for the deposit and/or payment must call the hotel directly at 800.693.9653.

**Check Payments:** Payments via check must be submitted 14 days in advance of arrival. Checks will not be accepted on-site for payment.

## **Independent Chapter Assignment**

Independent chapters and overflow will be assigned at one of the above official conference properties as space permits.

Let us be your guide!

Scan this QR Code to download  
the Gaylord Hotels Wayfinding App  
or visit [NavigateGaylordHotels.com](http://NavigateGaylordHotels.com)

# Social Media Policy

Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. Remember that as a BPA member your social media activities reflect upon the brand and perception of BPA to others.

Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, and Twitter
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contributions and to the work of BPA
- Promote official BPA social media channels
- Support fellow members for their efforts
- Retweet, repost, or "like" news content that has been released through web and social media channels
- Effectively and positively communicate with friends, family, and others in your social circles
- Use social media to engage and network with BPA members and chapters

BPA reminds all members that you are **never** anonymous on social media and that your posts will **never** disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials and credibility for college admissions, scholarships and employment.

BPA encourages all members to use social media in a pragmatic, productive and positive way. As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender).
- Photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America (BPA) will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes behavior on and off of social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, etc. inappropriate use of **social media (such as, but not limited to)** any illegal action, etc. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. **If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.**



# Upcoming NLC Webinars



## **Exploring the 2018 National Leadership Conference**

Date: February 21

Time: 8:00 pm EST-9:00 pm EST

Description: Join the National Officer Team as we explore Dallas, TX!

[Register for Webinar](#)

## **NLC Intern Program Overview**

Date: February 28

Time: 8:00 pm EST-9:00 pm EST

Description: Join us for an overview of the NLC Intern Program.

[Register for Webinar](#)

## **NLC Intern Orientation**

Date: April 25

Time: 8:00 pm EST-9:00 pm EST

Description: Join us for an online orientation of the NLC Intern program.

[Register for Webinar](#)

# Competitive Event Guidelines



Contest registration is based on state-level competition results. If your student qualifies for an event, register the student for the event. Students who qualify must be registered for NLC and the event to compete at the national level. The State Advisor determines final contest qualifications.

## Contest Deletions and Substitutions

Contest deletions and substitutions may be made after April 1, 2018 by contacting Dustin Devers, Director of Education ([ddevers@bpa.org](mailto:ddevers@bpa.org) OR 614-895-7277) by April 6, 2018. After April 6, all substitutions must be made by the State Advisor prior to 6:00 pm on Wednesday, May 9, 2018 at the National Leadership Conference in the Competitive Events Center located in the Gaylord Texan Convention Center: Dallas 1-2. Please note that substitutions for events requiring pre-submissions of materials must be completed prior to April 1, 2018 as students for these events must be registered to compete before their pre-submission is received.

## Conflicts

Conflicts may be resolved by Local Advisors in the Competitive Events Center located in the Gaylord Texan Convention Center: Dallas 1-2 prior to 6:00 pm on Wednesday, May 9, 2018. Conflict resolutions are made on a first-come, first-serve basis. Only those conflicts caused by two concurrently scheduled BPA competitive events will be resolved. Judged events cannot be rescheduled outside of the scheduled event time frames.

## Competitive Event Reminders

Only contest participants and authorized personnel will be allowed at the event site locations. Students may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Conference name badge and wristband must be worn to all contests.

Do not schedule any tour or meal functions during students' contest time. Remember, if students are competing in a judged or hands-on event, you will need to keep their schedule free to potentially compete in the finals of that event.

No tour refunds are given due to conflicts with scheduled events or finals.

**For those contests using online submission, submissions must be received by 11:59 pm Eastern Time on April 1, 2018.**

Awards: The top ten (10) scores in each contest or all finalists (whichever is greater) will be recognized. These individuals/teams will be called on stage to receive medallions. The top three individuals will then be announced and will receive plaques. Teams placing first, second, or third will receive plaques.

**Professional attire must be worn for all contests. Refer to the Dress Code Policy for details.**

Please note, for events which require a "contestant number", this is the 10-digit membership number provided on the online registration Member List. The Member List can be obtained [online](#). To access, log-in, click Step: 1 and "List All".

Refer to the **WSAP Guidelines** for information regarding the use of a contestant's own computer. The accompanying Software Listing offers information regarding the software supplied for events.

# Middle Level Division Computer Software List

*Provided at National Level Competition — Software provided at state level may vary!*

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
Keyboarding Production	MS Word 2016
Spreadsheet Applications	MS Excel 2016
Administrative Support Team	MS Word 2016, MS Excel 2016, MS PowerPoint 2016, MS Access 2016, and MS Publisher 2016

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Electrical power will be provided. Carry-in and setup of equipment must be done solely by the contestant(s), and must take place within the time allotted.

Contestants must bring their own visual display technology for:

- (930) Digital Game Design Team – Pilot
- (940) Website Design Team
- (945) Introduction to Video Production Team
- (960) Presentation Management Team
- (975) Entrepreneurship Exploration

**As previously published, all contests will use Microsoft Office® 2016.**

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software.



# Middle Level Division National BPA Deadlines

**All pre-submitted events must be submitted electronically.** Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the Guidelines) must be submitted in PDF format.

**Handwritten Entry forms, excluding signatures, are not acceptable and will not be awarded specification points.**

Materials for contests that are **not** listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Digital Game Design Team – Pilot	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Entrepreneurship Exploration	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Graphic Design Promotion	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Introduction to Video Production Team	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Website Design Team	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Virtual Events	See individual event for Specifications	
NLC Competitive Events Registration	Online registration by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration	Early registration by 2/28-4/1/2018 Late registration by 4/2-4/6/2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Hotel Reservations	Online by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration Refund Requests	Submitted by April 16, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
BPA Cares Awards	Submitted by April 1, 2018	Submitted as outlined in the BPA Cares Handbook
Torch Award—Ambassador	Submitted by April 1, 2018	<a href="http://www.bpa.org/awards/torchsystem">www.bpa.org/awards/torchsystem</a>

# Secondary/Post-secondary Computer Software List

Provided at National Level Competition — Software provided at regional and state levels may vary!  
**PCs with Microsoft® Windows format will be used for all events**

Event	Software Packages
Administrative Support Team	MS Office 2016
Advanced Office Systems & Procedures	MS Office 2016
Advanced Spreadsheet Applications	MS Excel 2016
Advanced Word Processing	MS Office 2016
Basic Office Systems & Procedures	MS Office 2016
Database Applications	MS Access 2016
Digital Publishing	Adobe InDesign® CS6, Adobe Illustrator® CS6
Fundamental Desktop Publishing	MS Office 2016, MS Publisher 2016, Adobe InDesign® CS6
Fundamental Spreadsheet Applications	MS Excel 2016
Fundamental Word Processing	MS Office 2016
Fundamentals of Web Design	Notepad
Integrated Office Applications	MS Office 2016
Intermediate Word Processing	MS Office 2016
Legal Office Procedures	MS Office 2016
Medical Office Procedures	MS Office 2016

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are not needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted for orientation/warm-up.

**As previously published, all contests will use Microsoft Office® 2016.**

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for contestants by the National Center.

# Secondary/Post-secondary National BPA Deadlines

**All pre-submitted events must be submitted electronically.** Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the Guidelines) must be submitted in PDF format.

**Handwritten forms, excluding signatures, are not acceptable and will not be awarded specification points..**

Materials for contests that are **not** listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Advanced Interview Skills	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Broadcast News Production Team (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Computer Animation Team (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Computer Modeling (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Digital Media Production	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Economic Research Individual (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Economic Research Team (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Entrepreneurship	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Global Marketing Team (S)	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Graphic Design Promotion	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Interview Skills	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Network Design Team	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Video Production Team	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>

# Secondary/Post-secondary National BPA Deadlines

Website Design Team	Submitted by 11:59 pm Eastern April 1, 2018	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
Virtual Events	See individual event for specifications	<a href="http://www.bpa.org/submit">www.bpa.org/submit</a>
NLC Competitive Events Registration	Online registration by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration	Early registration: Feb. 28-April 1, 2018 Late registration: April 2-6, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Hotel Reservations	Online by April 1, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
NLC Registration Refund Requests	Submitted by April 16, 2018	<a href="http://www.bpa.org">www.bpa.org</a>
National Officer Candidate Application	Postmarked by April 1, 2018	Submit as outlined in the BPA National Officer Candidate Handbook
BPA Cares Awards	Submitted by April 1, 2018	Submit as outlined in the BPA Cares Handbook
Ambassador Torch Award	Submitted by April 1, 2018	<a href="http://www.bpa.org/awards/torchsystem">www.bpa.org/awards/torchsystem</a>



# 2018 WSAP Open Events Lab

Students, Advisors\* and Alumni\* of the 2018 National Leadership are invited to test in the WSAP Open Events Lab.

The WSAP Open Events Lab is located at the Gaylord Texan Convention Center Longhorn E.

## Hours:

Date: Wednesday, May 9

Time: 10:00 am-4:00 pm

(Last exam administered at 3:30 pm.)

Date: Thursday, May 10

Time: 9:00 am-5:00 pm

(Last exam administered at 4:30 pm.)

Date: Friday, May 11

Time: 8:00 am-5:00 pm

(Last exam administered at 4:30 pm.)

The WSAP Open Events do not require pre-advancement qualification or pre-registration.

## WSAP Open Events Lab

Administrative Support Concepts (S/PS)

Business Meeting Management Concepts (S/PS)

Computer Programming Concepts (S/PS)

Financial Math & Analysis Concepts (S/PS)

Information Technology Concepts (S/PS)

Management, Marketing, & Human Resources Concepts (S/PS)

Parliamentary Procedure Concepts(S/PS)

Project Management Concepts (PS)

Business Math Concepts (ML)

Business Communication Skills Concepts (ML)

Computer Literacy Concepts (ML)

Business Fundamentals Concepts (ML)

Merit Scholar (ML/S/PS)

MIDDLE LEVEL  
LEADERSHIP "KICK" OFF!



DALLAS, TEXAS

Wednesday, May 9, 2018 4:00-6:00pm  
Gaylord Texan Resort & Convention Center

"The Leadership Academy was great! I figured it would be someone lecturing to me about what I needed to do to be a better leader, but it was games that could be easily played. Games that you could tell had a meaning. After being there for the first half hour it no longer seemed like something I had to do, but that I was there because I had the potential to be or do something great and someone wanted to help me realize I could do it."

Jennifer Marshall • Tri Jr./Sr. High School, Indiana

**BUSINESS**  
*professionals*  
**OF AMERICA**  
Today's students.  
Tomorrow's business professionals.



**KICK IT IN** this year at the  
Business Professionals of America  
National Leadership Conference  
with the BPA Middle Level  
Leadership "Kick" Off!  
You'll interact with every  
junior high and middle school  
student attending BPA's NLC  
from all over the U.S.  
learning how you can  
"make things happen."

Actions do speak louder than words and we'll be getting everyone actively involved in creating the kind of engaging, enthusiastic, experiential learning that's way better than just "sitting and getting." With interactive leadership and team-building challenges you'll be learning about leadership and what it takes to work with other people. Our goal is to help you "dream bigger" to be the leader you want to become so you can KICK IT IN and TAKE THE LEAD!



**Program Presenters**  
**Fran Kick &**  
**Frank Crockett**  
[www.kickitin.com/bpa](http://www.kickitin.com/bpa)

## MIDDLE LEVEL LEADERSHIP "KICK" OFF!

**NOTE: All Middle Level participants are automatically registered for this Middle Level Leadership "Kick" Off Program and expected to attend with their advisors.**

### Program Objectives

- *Introduce students to individual leadership competencies and how to relate them to real-life situations.*
- *Build an organizational leadership orientation and how to develop leadership within yourself.*
- *Participate in experiential hands-on team-building activities.*
- *Reflect and learn from your own as well as other people's experiences.*
- *Discover more leadership opportunities for yourself and others.*

### Schedule of Events

**Wednesday, May 9, 2018 4:00–6:00pm**

*Junior High/Middle Level Leadership Academy  
Develop the personal leadership you need to take the lead!  
Because you can't lead others until you lead yourself.*

### Program Topics

- *Leaders pay attention and respond appropriately.*
- *The more you put into it, the more you get out of it.*
- *What you put into it, is what you get out of it.*
- *If you're always whining, griping and complaining having a terrible time – maybe that's why?*
- *Focus on what you do want vs. what you don't want.*
- *You can make things happen, watch things happen, or wonder what's happening.*
- *Lead, follow, or get out of the way.*
- *I/me vs. we/us, ego vs. mission, self vs. others.*
- *The more you give, the more you get.*



*"The Leadership Academy was truly a learning experience.*

*My favorite quote would be show not tell."*

*Brittany Johnson • Michigan*

*"Thank you for such an awesome program.  
All the activities we took part in from the cards to determine  
social standing to the tank game were exhilarating.  
Thanks for allowing me to open my eyes to opportunities;  
opportunities now allowing me to kick it in!"*

*Afshin Zahraee • Illinois*

*"If I were speaking to someone who was thinking about  
going to Nationals to be in the Academy, I would tell them  
GO FOR IT! It's an experience that I will never forget."*

*Katelyn Wooley • Massachusetts*

*"The Leadership Academy was a great opportunity for me  
to view leadership from not only a different perspective,  
but from a more fun and exciting one as well. It was  
an awesome experience with a lot of great insights into  
leadership. I would definitely recommend it to anyone  
who wants to make a difference in any way."*

*Stephanie Rose Jones • Texas*

## Secondary & Post-secondary BPA NATIONAL LEADERSHIP ACADEMY



**BUSINESS**  
*professionals*  
**OF AMERICA**

Today's students.  
Tomorrow's business professionals.

## DALLAS, TEXAS

- Thursday, May 10, 2018 8am-12pm
- Friday, May 11, 2018 8am-12pm

**Gaylord Texan Resort & Convention Center**



**KICK IT IN' this year at the  
Business Professionals of America  
National Leadership Conference.  
Plan to attend the BPA  
Leadership Academy and interact  
with other student leaders  
from all over the United States.  
Learn how you can become  
the leader you want to become!**

Actions speak louder than words and we'll be getting everyone actively involved in creating the kind of engaging, enthusiastic, experiential learning that's way better than just "sitting and getting." Experience internships, interactive leadership team-building challenges, a professional leadership panel presentation, and so much more! All designed to help you make things happen within BPA and in life so you can KICK IT IN and TAKE THE LEAD!



#### **Program Presenters**

**Fran Kick &  
Frank Crockett**

[www.kickitin.com/bpa](http://www.kickitin.com/bpa)

## **Program Objectives**

- Increase individual leadership competencies and how to relate them to real-life situations.
- Focus on organizational leadership and developing leadership in others.
- Learn how to enhance personal leadership skills, pay attention, respond appropriately, model effective communication, encourage cooperation and collaboration.
- Investigate leadership values including self-awareness, ethical congruence, and maintaining a commitment to completion.
- Participate in experiential hands-on activities in group, partner, and individual situations.
- Become more reflective and learn from your own experiences as well as other people's experiences.
- Learn how to nurture more leadership around you so that others can start making things happen.

## **Schedule of Events**

### **Thursday, May 10, 2018 Day 1 (8am-12pm)**

Develop the personal leadership needed to TAKE THE LEAD! Plus, learn first hand from a professional leadership panel of special guests.

### **Friday, May 11, 2018 Day 2 (8am-12pm)**

Inspire the self-motivation within yourself and others when you return home and show others the way to really KICK IT IN!

### **Friday, May 11, 2018 BPA Day of Service (2:30pm - 5:30 pm)**

Complete a required two-hour service project commitment during the NLC BPA Day of Service project.

## **Eligibility & Online Application Information**

- The National Leadership Academy is open to Secondary & Post-secondary Divisions participants who register and attend the National Leadership Conference with a local chapter.
- National level contestants in any contest other than Open contests cannot enroll in the National Leadership Academy. In addition, Open contest participation must be scheduled around the National Leadership Academy schedule.
- There are only 300 spaces available in the 2018 National Leadership Academy.
- Registration for the Leadership Academy is online as part of the conference registration. Simply add Leadership Academy option during the online registration process. Approval in the Academy is granted by the local advisor and confirmed by submitting the online conference registration. No other approval is required. All applicants registering for the Academy during the online conference registration process will be admitted.
- Each participant must commit to:
  1. Complete the Leadership Academy in its entirety.  
(Please schedule tours around the Leadership Academy schedule.)
  2. Participate in the NLC BPA Day of Service activities following the Leadership Academy on Friday.

# 2017-2018 Certiport Exams WSAP

## NLC 2018 Industry Certification

Provided at national level competition. The certification testing will count as 25% of the final score for each of the BPA Competitive Events listed below.

- Microsoft Office Specialist – MOS
- Microsoft Technology Associate – MTA

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications	MOS Excel Exam 2016
Advanced Word Processing	MOS Word Exam 2016
*Computer Network Technology	MTA Networking Fundamentals
*Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2016
*Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2016
*Network Administration Using Microsoft®	MTA Networking Fundamentals
*PC Servicing and Troubleshooting	MTA Windows OS Fundamentals
*Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam <b>OR</b> MTA Software Development Fundamentals C# Exam

**\*Note:** Contestants who have certified in the linked Microsoft Technology Associate (MTA) exam may choose from one of the following two options. Option one; the contestant will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam; the score earned on this exam will serve as the contest score. Option two; the contestant may share their previously passed test scores with NLC staff. If this option is selected, the contestant will be required to login to their Certiport account and share the previously earned score at the time of sign in at NLC.

All contestants who have previously certified in Microsoft Office Specialist (MOS) exams will be **required** to retake the exam.

### **IMPORTANT: New Requirement for Certiport Exams Beginning 2017-2018**

A new requirement is being implemented by Certiport – at the direction of Microsoft and Pearson VUE – regarding any and all MOS and MTA exams incorporated in to the Workplace Skills Assessment Program. All students under the age of 18 will be required to submit a signed Parental Consent form which must be on file with the National Center in order for scores to be released to BPA at NLC.

If there is no Parental Consent form on file with the National Center on or before May 9, 2018, contestant scores will not be released and students' overall scores will be drastically affected. The Parental Consent form is located on page 31 and can be obtained as a PDF file on the [WSAP Download Center webpage](#). This form must be on file with National Center for all contestants who are or will be under the age of 18.

## Parent / Legal Guardian Consent Form

I am the parent/legal guardian of \_\_\_\_\_ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at [www.certiport.com](http://www.certiport.com) and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at [www.certiport.com](http://www.certiport.com), including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2018 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

---

NAME OF PARENT/LEGAL GUARDIAN

---

SIGNATURE OF PARENT/LEGAL GUARDIAN

---

DATE

# Walk for Special Olympics

Since 2012, Business Professionals of America has presented over \$50,000 in donations to local area Special Olympics Chapters in Chicago, Orlando, Indianapolis, Anaheim, Boston, and in 2018; Dallas/Fort Worth, Texas.

More than 6,000 participants have come together over the past six years to walk in spirit for and with local Special Olympic Athletes.

Join us in Dallas, TX this May as we cheer on our walkers and celebrate the spirit of Special Olympics.

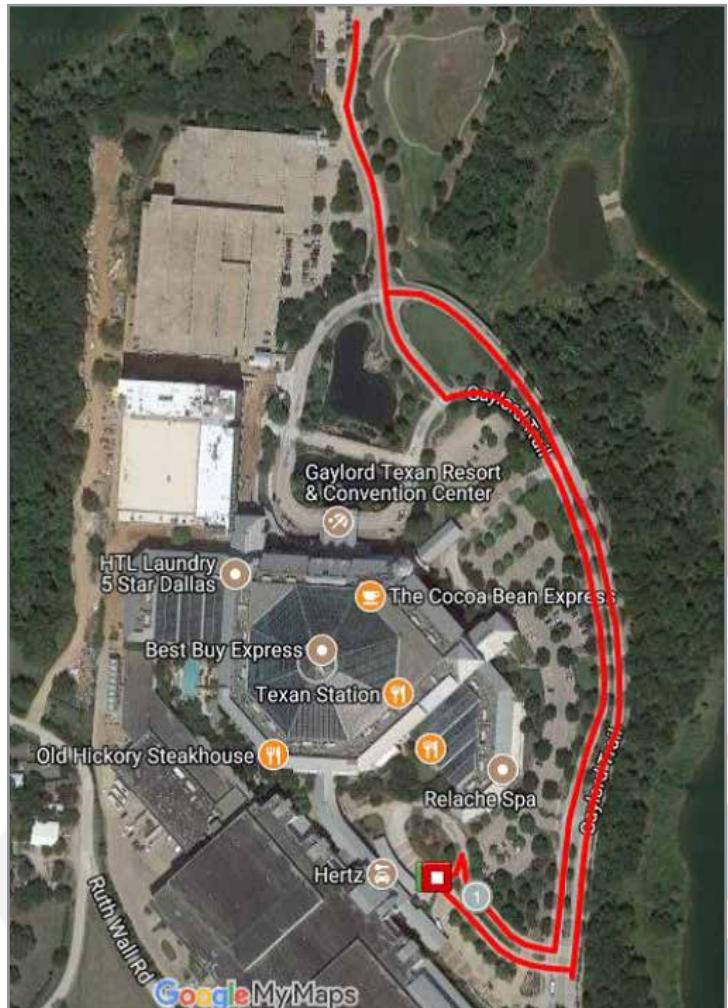
Registration: Register during the conference registration process. Registration opens February 28, 2018.

Date: Friday, May 11

Time: 6:00 pm-7:00 pm

Location: Route-Gaylord Texan Resort  
(approximately 1 mile)

Cost: \$15.00-Includes a commemorative pin.



**Note:** All participants in the Walk for Special Olympics must review and sign the Liability Waiver found at the back of this publication. This form will be collected before the Walk for Special Olympics event.



Our Certification Lab returns this year where both BPA students and advisors have a great opportunity to take certification tests at an incredible value.

Please remember that some certification tests are embedded in Workplace Skills Assessment Program (WSAP) competitions at the national level. Be sure to read the guidelines for your event carefully to see if a certification is in fact part of your competition.

If your WSAP event includes a certification test, you will automatically be listed at no cost and scheduled for the test on Thursday. Be sure to check the guidelines for your event to see if it includes a certification test at NLC.

All persons planning to take a certification test (competitive event or stand-by) need to register with [Certiport](#) before attending NLC. Students must include their BPA member ID in their Certiport profile when they register online.

Open certifications will be offered at NLC to registered Advisors and students only (guests cannot take the certification exams offered at NLC).

On-site registration is available on Saturday, May 12. To register for a certification onsite, please check-in at the Longhorn Exhibit Hall E directly and speak with a Certification Coordinator. Please note that on-site registration is based on time and space availability.

#### **Certification Lab Details:**

Date: Saturday, May 12

Time: 7:00 a.m.-5:00 p.m.

Location: Gaylord Texan Convention Center Texas  
Longhorn E

Cost: MOS, MTA, IC3 and QuickBooks exams are \$5.00 for Advance Registration and \$10.00 for On-site Registration.

ACA Exams are \$25.00 for Advance Registration and \$30.00 for On-site Registration.



#### **Certifications Available:**

##### **Microsoft Office Specialist (MOS):**

2016 Access

2016 Excel

2016 PowerPoint

2016 Word

2016 Word Expert

2016 Excel Expert

##### **Microsoft Technology Associate (MTA):**

HTML 5 Development Fundamentals

Networking Fundamentals

Security Fundamentals

Software Development

Administration Fundamentals

# BPA University

## Digital Communication and Design Track

### Five Tips for Teaching Social Media Marketing – ADVISOR SESSION

Presented by: Brandon Winter, Stukent

Date: Thursday, May 10

Time: 11:00 am-11:50 am

Location: Gaylord Texan Convention Center Grapevine Ballroom 1

Description: Come learn how educators can keep up with the world of social media marketing. We will discuss industry experts to follow, current platforms that are relevant, curriculum and resources that are continuously updated and a simulation for students to practice in.

### The Value of Certifications, Entrepreneurship and Small Business (ESB) Exam, and Other Certiport Certification Exams

Presented by: Kris Morris, Certiport

Date: Thursday, May 10

Time: 11:00 am-11:50 am

Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Why Certify? Learn more about the value of certifications and the benefits that come from certifications such as increasing student GPAs, graduation rates, and employment opportunities. See how the latest product releases are embracing emerging educational concepts such as 21st Century digital literacy, computational thinking, and information and communications technologies. Gain insights into Certiport's new Entrepreneurship and Small Business (ESB) Certification exam and a portfolio of additional Certification exams that are offered by Certiport.

### The Value of Certifications, New Microsoft Exams and Adobe Exam Insights

Presented by: Kris Morris, Certiport

Date: Thursday, May 10

Time: 1:00 pm-1:50 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Why Certify? Learn more about the value of certifications and the benefits that come from certifications such as increasing student GPAs, graduation rates, and employment opportunities. See how the latest product releases are embracing emerging educational concepts such as 21st Century digital literacy, computational thinking, and information and communications technologies. Gain insights into the new Microsoft Technology Associate (MTA) direction with the Developer Exams and the new Microsoft Certified Educator (MCE) exam with the 21CLD Learning Path, as well as insights into the Microsoft Office Specialist (MOS) 2016 exams and Adobe Certified Associate (ACA) exams.

### Creating Engaging Learning Environments with Business Simulations – ADVISOR SESSION

Presented by: Matt Shell, Capsim

Date: Thursday, May 10

Time: 1:00 pm-1:50 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom 1

Description: Simulations provide an experiential learning opportunity and a level of engagement like no other instructional material can. Advisors, come join BPA's newest partner, Capsim, as they highlight the benefits of utilizing business simulations in the classroom as well as demonstrate the importance of soft skill development in today's students. Experience the student journey of analysis, critical thinking and reflection with their entry-level business simulation CapsimCore. It's competitive, fun and gets students learning by doing. Additionally, find out more about the current state of soft skills development and why these skills are so critical in today's workplace. Learn how soft skills can be objectively and efficiently assessed and developed with their revolutionary new simulation based soft skills assessment CapsimInbox.

### Adobe Academy Boot Camp

Presented by: Dan Armstrong, Adobe Education Leader

This year we are continuing the incentives for our Adobe courses. We are dedicated to the idea that we want all teachers and students to learn to use the creative tools Adobe has to offer so that they can engage with new technologies. Digital Expression is the new Literacy and Creativity is the new Fluency, go create something today.

To help this Creative pursuit we have organized six (6) Badges (Pins) you can collect:

Adobe Photoshop for Beginners Badge

Adobe Illustrator for Beginners Badge

Document Cloud with Adobe Acrobat Badge

Adobe Muse Badge

Adobe Academy Elective Badge – Attend Adobe Creative Cloud or ACA & Create Idaho

Adobe Academy Graduate Badge – Complete two (2) Boot Camps and attend one other session

### Adobe Academy: Adobe Photoshop for Beginners

Date: Thursday, May 10

Time: 8:00 am-9:30 am

Cost: \$20.00

Location: Gaylord Texan Hotel Yellow Rose Ballroom

Description: Whether you are a Photoshop Pro or just getting started, this workshop will teach you the tips and tricks you didn't know you needed. From masks to adjustment layers and even more, get ready to edit masterpieces in Adobe Photoshop (Earn the Adobe Photoshop for Beginners Adobe Academy Badge at this Workshop).

# BPA University (Cont.)

## **Adobe Academy: Adobe Illustrator for Beginners**

Date: Thursday, May 10

Time: 10:00 am-11:30 am

Cost: \$20.00

Location: Gaylord Texan Hotel Yellow Rose Ballroom

Description: In the vast workspace of Illustrator there is always something new to explore. Endless options for shapes and paths, almost as endless as their vector sizes. All this and more to learn in this workshop with Adobe Illustrator (Earn the Adobe Illustrator for Beginners Adobe Academy Badge at this Workshop).

## **Adobe Academy Document Cloud with Adobe Acrobat**

Date: Thursday, May 10

Time: 12:00 pm-1:30 pm

Cost: \$20.00

Location: Gaylord Texan Hotel Yellow Rose Ballroom

Description: Never be without the document you need again. Have access to everything from any of your devices so that the creativity never has to stop and you will always be able to show off your latest work. This session will teach you everything you need to know about the Document Cloud with Adobe Acrobat. (Earn the Document Cloud with Adobe Acrobat Adobe Academy Badge at this Workshop).

## **Adobe Academy: The Adobe Creative Cloud**

Date: Thursday, May 10

Time: 2:00 pm-2:50 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom 5 & 6

Description: This session will be a show and tell about new ideas and things up and coming from the creative cloud. Learn about all the applications the Adobe Creative Cloud has to offer including the mobile apps. Explore your creative tools then experience a seamless workflow even when you are on the go. Everything new coming on the bleeding edge is served up at this session (Earn an Elective Adobe Academy Badge at this Session).

## **Adobe Academy: Adobe Muse**

Date: Thursday, May 10

Time: 3:00 pm-3:50 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom 5 & 6

Description: Responsive web design, decoded. Create and publish beautiful responsive websites, no coding required. Adobe Muse CC makes it easy for designers to create fixed, fluid, and adaptive websites with freeform layouts that load quickly and look great on virtually every screen. Learn everything you need to know to create your very own website with Adobe Muse (Earn the Adobe Muse Adobe Academy Badge at this Session).

## **Adobe Academy: Adobe Certified Associate (ACA) & Create Idaho**

Date: Thursday, May 10

Time: 4:00 pm-4:50 pm

Location: Gaylord Texan Convention Center Grapevine Ballroom 5 & 6

Description: This brand new session of the Adobe Academy will have you at the edge of your seat excited to bring Create to your State! The Adobe Certified Associate Exams are the perfect addition to any professional portfolio. This combination will give students the creative edge that higher education and industry employers look for. Come find out how you can make this a reality for your students with ACA & Create Idaho (Earn an Elective Adobe Academy Badge at this Session).

## **Applying Social Media to Your Job Search**

Presented by: Social Assurity

Date: Thursday, May 10

Time: 2:00 pm – 4:30 pm

Location: Gaylord Texan Hotel Yellow Rose Ballroom Exclusive Offering for Post-secondary Division Members

Description: Social media has become a critical element of an effective job search. Does your social media presence pass the employer test? Virtual first impressions are formed via strategic social engagement, informative content, and a search friendly digital presence. A positive online experience can land you the job you have always dreamed about. Make plans to attend this exclusive one-day Digital Learn Lab offering for Post-secondary members sponsored by Social Assurity and take the first steps toward building a productive social media presence

## **NLC Featuring JEA**

### **Feature 1: Taking Photography to a New Level**

Presented by: Kelly Glasscock - JEA

Date: Thursday, May 10

Time: 9:00 am-9:50 am

Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: The art of photography is a multifaceted production. Come learn what it takes to go from a beginner to a master photographer capable of telling impactful, rich stories with their camera.

### **Feature 2: Design with Direction**

Presented by: Kelly Glasscock-JEA

Date: Thursday, May 10

Time: 10:00 am-10:50 am

Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Businesses know how to get your attention. Learn how design can impact everything from a logo to a product. With a little direction, design is a game changer.

# BPA University (Cont.)

## Finance Track

### BPA Investment Challenge Top 10 Final Round Presentations

Presented and Sponsored by: HowTheMarketWorks  
Date: Thursday, May 10  
Time: 8:00 am-10:00 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom 1  
Eligibility: Secondary Division Top 10 Finalists of the HowTheMarketWorks BPA Investment Challenge  
Registration: Finalists will be contacted directly by HowTheMarketWorks in advance of NLC and after the BPA Investment Challenge has concluded.

Description: Back for its fourth year, the BPA Investment Challenge sponsored by HowTheMarketWorks is open to all Secondary Division members. Through an [online investment challenge simulation](#), participants were given \$100,000 to invest across any US stocks, ETFs or mutual funds and competed to build up a Top 10 worthy Portfolio by March 15.

Following the closing bell on March 15, the Top 10 performers will be announced and invited to the 2018 National Leadership Conference where they will present their trading strategy in front of a panel of judges. \$1,750 in cash prizes will be awarded! NLC registration fees for the Top 10 performers invited, and attending the conference, will be reimbursed by HowTheMarketWorks following NLC.

Prizes will be based on total portfolio returns over the trading competition. An (unofficial) live ranking will be provided, however all results are dependent on a final audit by the StockTrak team. The results of the audit are final. Students still have time to [sign up](#) and compete, simply [log on](#) for a chance to earn your spot in the Top 10.

### Bank On It Tournament

Presented by: AICPA  
Sponsored by: Start Here, Go Places.  
Date: Thursday, May 10  
Time: 6:00 pm-10:00 pm  
Location: Gaylord Texan Convention Center Longhorn E  
Eligibility: Secondary Division

Registration: Participants must register in advance using the Conference Registration System. The Tournament will be listed under the 'Compete' tab.

Description: Test your accounting knowledge in the ultimate BPA tournament! Business Professionals of America Secondary students are invited to be a part of the national BPA Bank On It Tournament. Continuing its exciting tradition started in Anaheim in 2015, the AICPA's Start Here, Go Places. has once again teamed up with BPA to host this fun, in-person "Bank On It Tournament" during the National Leadership Conference in Dallas.

The tournament is open to the first 100 Secondary students who register. Did we forget to mention that there will be an award for each of the Final Four competitors? Don't miss out on the fun and competition of this year's national BPA Bank On It Tournament. Who will take home top prize at this year's BPA | Start Here, Go Places. Bank On It Tournament?

## Management, Marketing and Communication Track

### Ultimate Session on Student Employability Skills – ADVISOR SESSION

Presented by: Danny Rubin, Rubin Education  
Date: Thursday, May 10  
Time: 10:00 am-10:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom 1

Description: People with strong employability skills move ahead in their careers faster than the competition. In a hands-on workshop, author and communications expert Danny Rubin will give educators simple ways to teach in-demand "soft" skills so their students can write stellar emails, job applications and business outreach. Rubin will also share his turnkey curriculum (100 total classroom activities) for both the job search and business communication. After the session, educators will be able to show their students how to:

- Apply for a job even if the company has no openings
- Ask someone to meet for advice or mentorship
- Tell an unforgettable story of success as the intro to any cover letter, and more!

# BPA University (Cont.)

## Back to Basics with BPA

Presented by: The 2017-2018 National Officer Team  
Date: Friday, May 11  
Time: 8:00 am-8:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Are you smarter than your National Officers? Join your 2017-2018 National Officer Team in an immersive experience to learn and understand the basics which will be fundamental to your BPA success. Be sure to bring your mobile devices as we embark on an intellectual journey to help you Dream Bigger.

## Yes, I'm Selling Something. But Trust Me, It's Good.

Presented by: Collin Corrington, Great American Opportunities  
Date: Friday, May 11  
Time: 9:00 am-9:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Do you have what it takes to close the deal and make the sale? Whether it's selling yourself to a college admissions officer, company recruiter or customer, being able to make the sale is key. This informative session is designed to teach you the importance of learning to sell regardless of your career path.

## National Alumni Division Panel

Presented by: The BPA National Alumni Division  
Date: Friday, May 11  
Time: 10:00 am-10:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom 1

Description: Life is what you make of it and BPA gives you an extra set of tools to leverage. Join members of the BPA Alumni Division for an inspiring panel discussion and hear advice from them on a range of topics that include everything from industry know-how to applying to college, great networking advice and staying involved with BPA after graduation.

## Quest to Qualified: A Student's Guide to Launching a Successful Career

Presented by: Latesha Byrd, CPA – Byrd Career Consulting  
Date: Friday, May 11  
Time: 10:00 am-10:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: Finding your dream job can be stressful and a little scary, right? Not if you're equipped with the right tools to become a rockstar candidate! In this session, we uncover secrets to go after the job that you really want with confidence and ease. You will learn valuable skills on how to sell yourself in an interview and make your résumé stand out.

## National Showcase Business Panel

Presented by: BPA Board of Trustees and National Business Advisory Council  
Date: Friday, May 11  
Time: 11:30 am-12:30 pm  
Location: Gaylord Texan Convention Center Grapevine Ballroom 5&6

Description: Join our panel of professionals whose successes in business are well worth learning! During this interactive session, panelists will share information and advice that can better prepare you for your future careers. What would you like to know about business? What's the secret to a successful entrepreneurial venture? What real-world skills and learning are 'must have's' in today's workforce? Bring your questions and join us for a stimulating discussion in advance of this year's 2018 National Showcase where the newest "Best in Show" winner will be crowned!

## Discover the Entrepreneur in You

Presented by: Northwood University  
Date: Friday, May 11  
Time: 11:00 am-11:50 am  
Location: Gaylord Texan Convention Center Grapevine Ballroom A

Description: This workshop will help students uncover their passion and understand the entrepreneurial mindset.





Date: Friday, May 11

Time: 10:00 am-4:00 pm

Location: Gaylord Texan Hotel Yellow Rose Ballroom

Cost: \$10.00 Day-Pass (pre-registration required)

Join us again this year for a one-day Digital Learning Lab experience sponsored by Precision Exams where students have a great opportunity to take certification exams at a remarkable value and come away from NLC Certified!

This year's certification offerings also include two certification tests that are affiliated with the Economic Research Team and Banking and Finance Workplace Skills Assessment Program (WSAP) competitions at the national level. These offerings are open to everyone and are introduced at the 2018 NLC as a beta run for incorporation into future years' competitive events. Be first to get certified and experience the future of these WSAP competitions.

The 2018 NLC Precision Exams Certification Offerings will include:

Accounting I (aligns with BPA (100) Fundamental Accounting & (105) College Accounting)

Accounting II (aligns with BPA (125) Payroll Accounting & (130) College Payroll Accounting)

Banking and Finance (aligns with BPA (145) Banking & Finance)

Digital Media IA (aligns with BPA (420) Digital Media Production)

Economics (aligns with BPA (155) Economic Research Individual)

3D Graphics (aligns with BPA (425) Computer Modeling)

3D Animation (aligns with BPA (440) Computer Animation Team)

Web Development (aligns with BPA (V06) Web Applications Team)

Word Processing (aligns with BPA (205) Intermediate Word Processing & (210) Advanced Word Processing)

Attendees may register for a Day Pass in advance of NLC by using the Conference Registration System. To register, click the Certifications tab next to the participant name you wish to add for this offering. Then, select "Precision Exams Digital Learning Lab" from the BPA University menu.

Registered students will have the opportunity to take one or all of the nine Precision Exams Certification modules being offered. Pre-registration is required for students interested in taking these certifications. Students who are competing in the Banking & Finance and Economic Research Team WSAP events are not required to pre-register for the day-pass. Registration is only required for those NLC participants interested in the Precision Exams Certifications apart from the WSAP events.

\*Precision Exams Certifications are not currently integrated into WSAP and will not have any impact on the outcome of student competitive events in 2018. Precision Exams Certifications are being offered as a value-add for students attending the 2018 NLC as well as an introductory beta for future WSAP events.

# General Sessions

Note: Session information is likely to grow and change leading up to the conference. Be sure to download new copies of this document [here](#) to see the most up-to-date information. All General Sessions will be held at the Gaylord Texan Convention Center.

## Opening Session

Date: Wednesday, May 9  
Time: 8:30 pm-10:00 pm  
Location: Texas Ballroom

Join all conference attendees for the kick-off to the National Leadership Conference. One of the conference's biggest highlights each year, the Opening General Session sets the tone for the week with National Officer introductions, critical conference information, and a dynamic keynote presentation.

## Secondary Division Business Meeting

Date: Thursday, May 10  
Time: 5:00 pm-7:00 pm  
Location: Texas Ballroom

An important session for all Secondary students to attend, the Secondary Business meeting precedes the Secondary Campaign Rally and includes National Officer Candidate speeches, and official division business.

## Secondary Division Campaign Rally

Date: Thursday, May 10  
Time: Immediately following the Secondary Division Business Meeting  
Location: Longhorn Exhibit Hall D

See what potential National Officers have to offer as candidates showcase themselves at the Campaign Rally.

## Post-secondary Division Business Meeting

Date: Thursday, May 10  
Time: 8:00 pm  
Location: Grapevine Ballroom A

An important session for all Post-secondary students to attend, the Post-secondary Business meeting precedes the Post-secondary Campaign Rally and includes National Officer Candidate speeches, and official division business.

## Post-secondary Division Campaign Rally

Date: Thursday, May 10  
Time: Immediately following the Post-secondary Division Business Meeting  
Location: Grapevine Ballroom A

See what potential National Officers have to offer as candidates showcase themselves at the Campaign Rally.

## National Honor Awards Session

Date: Friday, May 11  
Time: 12:30 pm-2:00 pm  
Location: Texas Ballroom

Join us as we celebrate recipients of the following programs: BPA Cares, Ambassador Awards (to include the Torch Ceremony), Advisor Awards, Scholarship Recipients, Hall of Fame, Outstanding Service Awards and more!

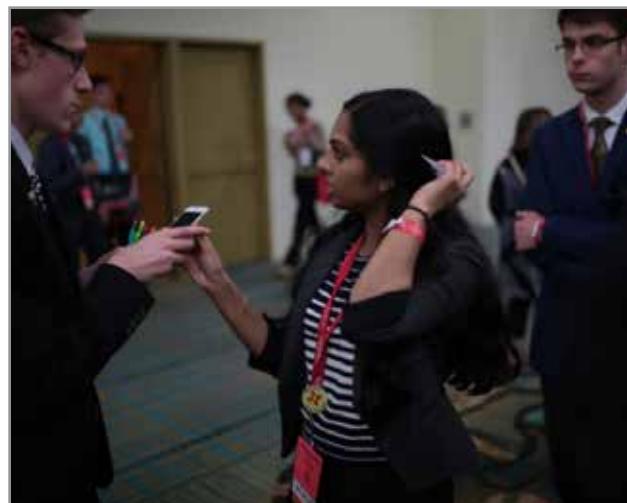
## Post-secondary Division Awards Session Finale

Date: Saturday, May 12  
Time: 6:00 pm-8:00 pm  
Location: Texas Ballroom

## Secondary/Middle Divisions Awards Session Finale

Date: Saturday, May 12  
Time: 8:30 pm-11:30 pm  
Location: Texas Ballroom

Impossible to describe, the Awards Session must be experienced to understand the atmosphere of excitement and high energy. Awards are given for all competitive events, and 2018-2019 National Officers are revealed. This session is the payoff for all you've worked for during the year!



# National Officers and Elections

## Run for National Office

### National Officer Candidates

BPA needs outstanding student members to share their leadership skills with all members by becoming a National Officer candidate. If your student is interested in serving, and meets the requirements listed online at [www.bpa.org/service/runforoffice](http://www.bpa.org/service/runforoffice), contact your State Advisor. Candidates will be running for a place on the National Officer Team, not for a specific office.

### Prior to NLC

Candidate 100 word statements, answers to specific questions, and optional videos will be posted on the BPA website the Monday before NLC. Once the items are posted on the website and the link given is sent out over the official National BPA's social media platforms, the candidate can announce their candidacy on social media platforms.

### At NLC Election / Voting Procedures

The Policy & Procedures Rule, which states that Head Voting Delegates must attend the Candidate/Head Voting Delegate Briefing Meeting, will be strictly enforced. States not complying will lose all of their votes.

Candidate/Head Voting Delegate Briefing Meetings for Secondary and Post-secondary Divisions  
Date: Wednesday, May 9  
Time: 3:00 PM-4:00 PM  
Location: Longhorn D

This meeting is required for all Candidates, Campaign Managers, and Head Voting Delegates. General Voting Delegates are invited, but not required to attend. Immediately following the meeting candidates will take the Merit Scholar Test.

Candidates will be introduced at the Opening Session and can immediately begin distributing business cards. Only the candidate and the campaign manager can campaign prior to the rally and may only distribute standard business cards.

Speeches will be given at divisional business meetings. There will be a Campaign Rally during which materials for each National Officer Candidate will be distributed to delegates. Only the candidate and the campaign manager are allowed to campaign. (All campaign materials must be distributed only in the room designated for the Campaign Rally and only during the specified time period except for the business cards by the candidate.)

If needed, based on the number of candidates, a primary election will be held by secret ballot during the Campaign Rally at the time specified in the program. Every student member attending NLC will have an opportunity to cast a ballot during the primary election.

There will be no nominations from the floor. Any violation of the rules will be brought before the NLC Rules Committee. All grievances must be filed using the Grievance Form and following the proper Grievance Policy Guidelines. Any damage charges by the hotel resulting from inappropriate campaigning will be charged to the candidate's state association.

Schedules will be distributed prior to the State Caucuses. The top 10 candidates for each division will have an opportunity to caucus.

The primary election results will be pro-rated based on the number of voting delegates allocated to each state association which is determined by memberships submitted to the National Center by Thursday, February 15, 2018. Only designated voting delegates will cast votes in the general election and transact all other business.

Offices will be filled by the six (6) candidates receiving the highest majority votes for the Secondary Division and the four (4) candidates receiving the highest majority votes for the Post-secondary Division. Once the six (6) Secondary officers and the four (4) Post-secondary officers have been elected, a placement committee will slate the officers in a specific office position. Candidates will be interviewed by this committee before placement. Members of the committee will include two (2) Board Members, National Officer Coordinator, Executive Director, one (1) former National Officer, and one (1) Alumni Member.

### Secondary Division Voting Delegates

The number of Secondary Voting Delegates is determined by granting each State Association five (5) votes plus additional votes, based on their paid student memberships received in the National Center Thursday, February 15, 2018. Membership dues received after Thursday, February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .003 and rounding to the nearest whole number.

### Post-secondary Division Voting Delegates

The number of Post-secondary Voting Delegates is determined by granting each State Association three (3) votes plus additional votes, based on their paid student memberships received in the National Center Thursday, February 15, 2018. Membership dues received after February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .008 and rounding to the nearest whole number.

# BPA Texas Hoedown



## BPA Texas Hoedown

Date: Friday, May 11

Time: 6:30pm-10:30pm

Location: Gaylord Texan Convention Center Longhorn B-D

Join us for a night full of fun activities at the 2018 BPA Texas Hoedown! How good are you with a lasso? Find out by testing your skill with the trick roper! There will also be:

- A Mini Golf Course
- Caricature Artist
- Arcade and Carnival Games
- Photo Booth
- Line Dancing and a DJ
- Armadillo Races
- Food for purchase
- A live longhorn to interact with and more!

There's definitely going to be something for everyone! So put on your cowboy hat and boots because it's going to be a hootin' and hollerin' good time!

**Note:** If under the age of 18, certain activities at the BPA Texas Hoedown Special Event will require a parent or guardian's permission in order to participate. Please have the respective parent or guardian review and sign the "Assumption of Risk and Release of Liability Agreement" provided by ACCESS DMC at the back of this publication for each participant. This form will be collected at the Special Event.



# Tours



## General Information

### Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register your delegates with the online registration system, click on the tours in which you and your delegates want to participate.
- The correct payment for tours will be calculated and added to your invoice total by the online registration system.

### Attending Tours

- Participants must arrive and depart as a group. Individual ticket admission is not eligible. If transportation is not provided, participants must walk to specified location and check in with the group chaperone upon arrival for admission. When booking tours for your arrival day, allow plenty of time for possible flight delays or delays in shuttle transfers.
- Assembly times for scheduled tours will be 15-minutes before scheduled departure times. Departures will leave at the scheduled time.
- Advisors/chaperones are required to accompany students on tours (does not apply to Post-secondary Division).
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour venues.
- BPA is not responsible for your return trip if you are not on the bus at the departure time.
- Participants who delay the departure for the return trip longer than 15-minutes will be charged \$25.00 per person for every 15-minutes delayed.
- Tours are subject to change.

- Refunds are not given for an optional or last minute change on the part of a delegate or advisor. No refunds are given due to inclement weather.
- All prices are based on a minimum number of persons participating; if the minimum number of persons do not sign up for a particular tour, that tour may be cancelled.
- Some tours have a maximum number of persons who can participate; these tours will be filled on a first-come, first-serve basis.
- In the event that a tour is filled or cancelled, you may exchange the ticket for another of equal value or receive a refund.
- You can purchase tickets for any tour with available space at the Tour Desk on-site.
- All tour tickets must be picked up at the Tour Desk by the advisor. Tickets are not distributed in the registration packets and will not be released to individual students.

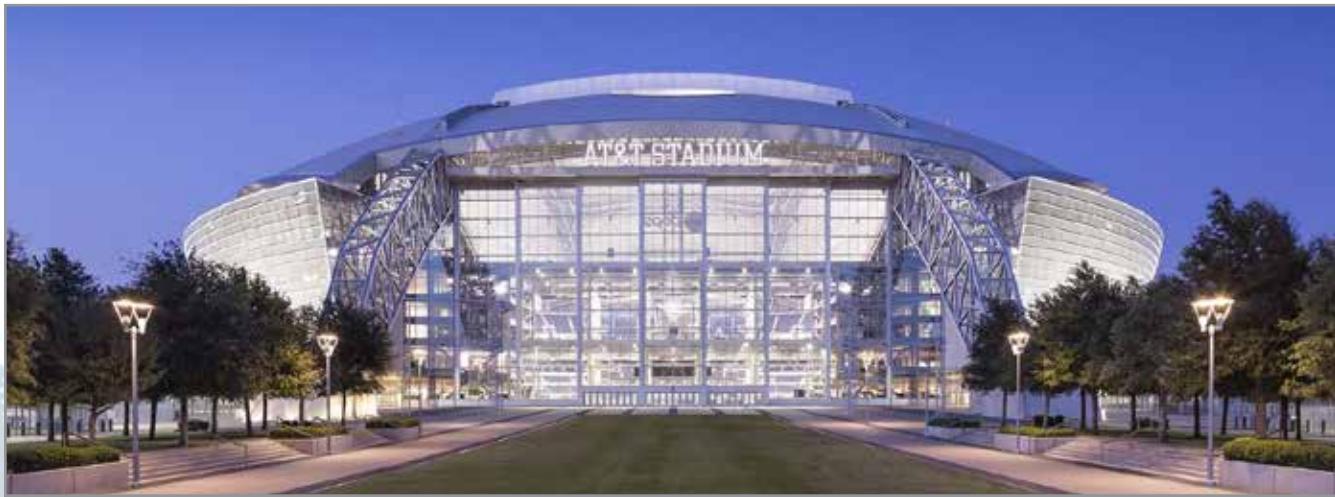
### Tour Desk

Location: Gaylord Texan: Texas Ballroom Pre-Function

Hours:

Tuesday, May 8	3:00 pm-10:00 pm
Wednesday, 9	7:00 am-7:00pm
Thursday, May 10	7:00 am-5:00 pm
Friday, May 11	7:00 am-5:00 pm
Saturday, May 12	7:00 am-12:00 pm

# 2018 Tour Descriptions



## AT&T Stadium VIP Tour

### Option #1

Date: Wednesday, May 9  
Time: 1:00 pm-4:00 pm  
Cost: \$67.00

### Option #2

Date: Thursday, May 10  
Time: 11:00 am-2:00 pm  
Cost: \$67.00

### Option #3

Date: Thursday, May 10  
Time: 1:00 pm-4:00 pm  
Cost: \$67.00

Deeply rooted in a long standing tradition, AT&T Stadium is the new retractable-roof stadium in Arlington, Texas for the National Football League's Dallas Cowboys. It replaces the open-air Texas Stadium, which opened in 1971, as the Cowboys' home.

During the tour, you will get a feel for the enormity of the structure which seats approximately 80,000 but can be expanded up to 100,000 for major events, like Super Bowl XLV, which was held at the Cowboys New Stadium February 6, 2011. There are distinct arches spanning the length of the stadium, a hole in the roof when the dome is open and open-air end zone plazas, which give the stadium an outdoor feel. A signature element for the stadium is the 365-day a year entry, framing in glass the Pro Shop, Dallas Cowboy Hall of Fame and ticket office.

Your tour will begin at the Main Club with stops that include a private suite, the radio and print media press boxes, the Cotton Bowl offices, the Dr. Pepper Star Bar, and the Ford Motor Company Fountain. Afterwards, you will go to the event level where you'll see the field, the Miller Lite Club, the post-game interview room, along with the Cowboys locker room and the cheerleaders' locker room. Your tour will end in the Cowboys Stadium Pro Shop.

## Dallas World Aquarium Tickets

### Option #1

Date: Thursday, May 10  
Time: 1:30 pm-5:00 pm  
Cost: \$55.00

### Option #2

Date: Friday, May 11  
Time: 9:30 am-1:00 pm  
Cost: \$55.00

The adventure at The Dallas World Aquarium begins at the top of the rainforest exhibit, where exotic birds, such as Cocks-of-the-rock and many species of toucans, can be seen. Lounging around are Two-toed and Three-toed sloths. Endangered animals, such as Orinoco crocodiles, Giant river otters, Antillean manatees and several species of monkeys are part of the many conservation projects. The aquarium portion displays interesting marine life, including Japanese crabs, jellyfish, Leafy, Weedy and Ribbon seadragons. Black-footed and Blue penguins can be seen swimming as guests enjoy the outdoor South Africa exhibit. Sharks, rays and sawfish are only a few of the fish living in the Mundo Maya cenote. Safe from Neotropical eagles, are euphonias, tanagers and hummingbirds. Reptiles and amphibians, both of significance to the Maya culture, can be seen throughout the exhibit.



# 2018 Tour Descriptions (Cont.)



## Fort Worth Stockyards Tour

### Option #1

Date: Thursday, May 10  
Time: 10:00 am-2:00 pm  
Cost: \$49.00

### Option #2

Date: Saturday, May 11  
Time: 10:30 am-2:30 pm  
Cost: \$49.00

You will be transferred to the Wild West, visiting the Fort Worth Historic Stockyards. On your way to Fort Worth, your tour guide will explain the exciting history of the Wild West and the impact that Fort Worth had in that time period.

Your first stop will be a visit to the Texas Cowboy Hall of Fame that honors those men and women who have excelled in the sport and business of rodeo, as well as the western lifestyle in Texas.

Your next stop will be the Stockyards Museum. The Stockyards Museum showcases the rich history of the Fort Worth Stockyards and the north side of Fort Worth. There is a growing collection of artifacts, photos and exhibits that document everything from our Native American connections, the Chisholm Trail, the livestock market/stockyards to the Swift and Armour Packing plants.

You will then visit the world-famous and the world's largest honky tonk, Billy Bob's Texas. Billy Bob's is housed in a building originally built in 1910 as an open-air barn for housing prize cattle during the Fort Worth Stock Show. With 127,000 square feet of space, Billy Bob's Texas opened April 1, 1981 to national attention with Larry Gatlin & the Gatlin Brothers as the first performers.

The Old West comes to life before your eyes during the Fort Worth Herd's twice-daily cattle drive. Genuine Texas cowhands drive a herd of Texas longhorns down Exchange Avenue in the Stockyards National Historic District. Every detail of the cattle drive—from the saddles and chaps to the boots and hats – is authentic and historically true.

## Presidential Tour

### Option #1

Date: Wednesday, May 9  
Time: 12:30 pm-6:00 pm  
Cost: \$83.00

### Option #2

Date: Friday, May 11  
Time: 9:30 am-3:00 pm  
Cost: \$83.00

### Option #3

Date: Saturday, May 12  
Time: 9:30 am-3:00 pm  
Cost: \$83.00

Visit two of Dallas's most popular attractions on this city tour focusing on Presidential Dallas! The first stop of the day will be at the new George W. Bush Presidential Library on the beautiful campus of Southern Methodist University.



The Museum at the George W. Bush Presidential Library and Museum tells the story of the United States in an extraordinary time. Using artifacts, documents, photographs, and videos from the Library's extensive collection, the 14,000 square foot Museum includes features, such as a full-sized Oval Office and a Texas Rose Garden. Interactive features in the permanent exhibition include a Decision Points Theater designed to take the visitor "inside" the decision-making process and policies developed during the Administration of President George W. Bush.

Then continue on to Dealey Plaza, the site of the assassination of John F. Kennedy. You will begin with a guided walking tour of Dealey Plaza, located at the heart of the city center. Stand on the infamous Grassy Knoll, explore various theories related to the assassination and discover the elements that make Dealey Plaza one of the most fascinating and controversial locations in our city. Then enjoy a self-guided audio tour of the Sixth Floor Museum located in the old Texas School Book Depository, which is a chronicle of the life and legacies of John F. Kennedy.

# 2018 Tour Descriptions (Cont.)



## Six Flags Over Texas Theme Park Tickets

### Option #1

Date: Friday, May 11  
Time: 10:00 am-8:00 pm  
Cost: All-Day, One-Day Access: \$69.00 (park closes at 8:00 pm; last bus departs park at 8:00 pm)

Meal Deal Voucher: \$15.00 (choose either a Hamburger & Fries, Chicken Strips & Fries, Pizza, or a Salad; all served with a drink of your choice)

### Option #2

Date: Saturday, May 12  
Time: 10:00 am-7:00 pm  
Price: All-Day, One-Day Access: \$69.00 (park closes at 10:00 pm; last bus departs park at 7:00 pm)

Meal Deal Voucher: \$15.00 (choose either a Hamburger & Fries, Chicken Strips & Fries, Pizza, or a Salad; all served with a drink of your choice)

Transportation: Continuous transportation will be available for ticket only purchases Friday, May 11 and Saturday, May 12. The last bus on Saturday will depart before the park closes, so please plan accordingly.

Six Flags Over Texas, the Thrill Capital of Texas, is home to more than 100 rides, shows, and attractions including 13 world-class roller coasters, plus the all-new and first-of-its-kind, HARLEY QUINN Spinsanity. Guests can also enjoy the impressive and thrilling Titan or New Texas Giant. GO BIG! GO Six Flags Over Texas!

Don't miss the park's many wicked thrill rides, like The JOKER, which is the park's first free-fly roller coaster. The maniacal JOKER will tower over Gotham City at 120-feet high, while also offering 90-foot drops and a series of free-flying flips that are different each time you ride, thus making every ride experience unique. In between rides, check out one of the live shows or take in the views on the observation deck of the legendary Oil Derrick. Or relax in the shade with an icy cold Pink Thing.

## Sixth Floor Museum Tour

### Option #1

Date: Wednesday, May 9  
Time: 1:30 pm-5:00 pm  
Cost: \$48.00

### Option #2

Date: Thursday, May 10  
Time: 11:30 am-3:00 pm  
Cost: \$48.00

### Option #3

Date: Friday, May 11  
Time: 11:30 am-3:00 pm  
Cost: \$48.00

### Option #4

Date: Saturday, May 12  
Time: 11:30 am-3:00 pm  
Cost: \$48.00

On November 22nd, 1963, shots rang out over Dealey Plaza and changed Dallas, and the world, forever. On this day John F. Kennedy, the 35th president of the United States of America, was assassinated as his motorcade passed through Dealey Plaza in downtown Dallas, at the doorstep to the city. Kennedy was the youngest man elected President and the youngest to die.

Follow in the steps and the final hours of President Kennedy's visit to Dallas with a certified DFW Tour guide. You will begin with a guided walking tour of Dealey Plaza, located at the heart of the city center. Stand on the infamous Grassy Knoll, explore various theories related to the assassination and discover the elements that make Dealey Plaza one of the most fascinating and controversial locations in our city. Then enjoy a self-guided audio tour of the Sixth Floor Museum located in the old Texas School Book Depository, which is a chronicle of the life and legacies of John F. Kennedy. The audio guide is narrated by Pierce Allman, the first reporter to broadcast from the Texas School Book Depository on November 22, 1963. It provides a thorough explanation of and directions through the permanent exhibition on the sixth floor. The guide features excerpts of historic radio broadcasts and the voices of reporters, police officers and witnesses to the assassination.



After the museum, we will continue through the heart of Dallas. You will see the original Neiman Marcus store, Thanksgiving Square followed by a stop at the renowned Dallas Farmer's Market, just to name a few. Our tour will close with a driving tour of Dallas Arts District, the largest, contiguous arts district in the country.

# Transportation and Logistics

## Accident Insurance

Accident/Medical insurance is provided for all conference attendees. You will need to contact Ric Cowles, Director of Finance at Business Professionals of America, in the event of an accident. Ric Cowles will be available on-site at the NLC Finance Desk or after the conference at 614-895-7277.

Please have the information below available when reporting a claim. Remember that this is accident insurance and it does not cover illness not caused by an accident (Sunburn is not considered an accident).

### Information to be submitted:

Name of Insured

Business Professionals of America

Date and time of accident

Location of accident

Medical service company

Description of accident

Names of witnesses

## Non-Conference Activities

A full schedule of activities has been planned for all conference delegates. This year's NLC has many conference-related activities planned to keep each delegate busy. Please plan non-conference activities around the scheduled conference activities.

## Attendance Supervision Ratios/Student Travel

Attendance supervision is based on a ratio of ten (10) delegates to one (1) advisor/chaperone at the Secondary level, seven (7) delegates to one (1) advisor/chaperone at the Middle School level, and fifteen (15) delegates to one (1) advisor/chaperone at the Post-Secondary level. Students are not permitted to attend the NLC without an advisor or chaperone. Students may travel with designated advisors other than their own, with written notice to the National Center. Please email alternative chaperone travel assignments to [jsmith@bpa.org](mailto:jsmith@bpa.org).

## Helpful Hints for Advisors

Here are some hints that will provide help in preparing for and attending the NLC:

- Schedule a meeting with members who are likely to attend and discuss the conference.
- Review the conference schedule and plan your activities.
- Plan for delegates to attend all General Sessions.
- Make copies of all conference forms and bring copies with you.
- Make sure you've paid all invoices. Membership dues must be postmarked by February 15, 2018 to be eligible to compete at the NLC. There are very few exceptions to this deadline. If you feel you may qualify for an exception, please review the Membership Deadline Exception Policy on the website under Membership--> Registration--> Deadlines.
- Compile a budget; include known and estimated expenses.
- Discuss proper clothing, behavior, activity guidelines, packing techniques, and safety regarding health, accidents, or fire.

## Tips for Safe Travel

- Remember to pass all pertinent travel information on to someone at home.
- Travel in a group.
- Do not travel in areas of which you are not familiar.
- Remember to take off your name badge when you are not on conference property; however, you must keep your wristband on at ALL TIMES.
- Please prepare for all types of weather.



# Transportation and Logistics (Cont.)



- Bring and WEAR sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly when traveling. Keep locations and schedule details vague/general and/or private.
- Use the official BPA social media platforms to promote conference scheduled activities through re-tweets, re-posts and shares.
- Review the Risk Management Plan found in your Conference Program on-site.
- Use ground transportation and tour activities scheduled and recommended by Business Professionals of America.

## Transportation Discounts

### SuperShuttle

Instructions:

- [Book Online](#) with the BPA special rate! Use this link to book a one-way or round-trip transportation to and from Dallas/Fort Worth International Airport (DFW) or Dallas Love Field Airport (DAL). SuperShuttle provides transportation to both the Gaylord Texan Resort & Conference Center and Great Wolf Lodge.
- If booking directly [here](#), use discount code **WF3EW**.
- You can also book and manage your trip on the SuperShuttle app, found on the App Store and Google Play.

### Avis

Business Professionals of America has partnered with Avis to provide rental cars at a discounted rate. To receive the best rate possible call **(800) 331-1600** or book online. Please mention **AWD# J659563** when you call.



# NLC Internship Program

## Intern Invitation

The National Leadership Conference is your conference! Not only are activities and events planned for you, they are conducted with your help! The NLC Internship Program is a vital part of the National Leadership Conference, involving over 200 student volunteers from all across the country.

Do you want to see what happens “behind the scenes”? Do you want to meet new people from all across the country? Do you want the ultimate leadership experience? If you said, “Yes,” to any of these, you want to be an NLC Intern!

## Intern Job Descriptions

### AICPA/Bank On It Tournament Intern

Provide assistance and support to sponsoring partner AICPA and help check in participants of the tournament. Gain experience with competition/event registration, online gaming and have an opportunity to network with one of BPA's Gold Level partners.

### BPA University/Digital Learning Lab

Help facilitate sessions at NLC. Assist presenters as needed, greet participants as they enter, ensure presenters have materials as needed.

### Competitive Events

Assist the Competitive Event Center by distributing materials, assisting at the Certification Lab, greeting participants in the Open Event Lab and more.

### Day of Service

Work with participants in the Day of Service activity rooms. Assist in material distribution, greet participants, and more!

### Exhibitor Showcase and Virtual College Experience

Provide assistance and support to key partners in the



Exhibitor Showcase and during the Virtual College Experience. Gain experience with marketing and sales in an exhibition environment, have an opportunity to network with BPA partners, and learn about virtual reality technology.

## General Sessions

Work with the session coordinator to unpack awards, hang banners and much more! You will be able to see what happens “behind the scenes” when we’re setting up the amazing General Sessions.

## Intern Desk

Interns at the desk will be responsible for ALL intern communication. The Intern Desk is where students will come to switch hours, check their schedules, and request additional volunteer time. The Intern Desk will be located at the Gaylord Texan Convention Center Third Level.

## Judges

Interns will greet judges as they enter the Judges Orientation breakfast or lunch. This is a two-hour commitment. It will be important that Interns understand the layout of the hotel, or bring their conference handbook as they will be escorting the judges to their respective contest rooms. Interns may be asked to help set up the orientation area and pass out judges' gifts. Be the face of BPA and show everyone how great you, the students, really are!

## National Officer Coordinator Interns

Interns will be working with National Officers and Officer Coordinator before many of the special events to help set up, decorate, greet, and/or take tickets. Events, Success Sessions, Campaign Rally Set-up, General Sessions, and much more!

## National Showcase

Assist participants at the National Showcase and greet attendees.

## Photographer

The official behind the scenes photographers serve a very important role at the National Leadership Conference. It is the job of each intern to take pictures that will be used on the national BPA website, and other promotional materials. Wherever you are you have the unique opportunity to capture the amazing moments of NLC. Interns filling these roles will be taking pictures of everything, everywhere, and everyone. Interns on the Press Team will have a detailed understanding of the conference schedule to make sure every exciting moment is captured at NLC. This intern assignment can be flexible as not everything happens between 8:00 am and 5:00

# NLC Internship Program (Cont.)

pm. If you are interested in being a floating photographer we can make that happen.

Team Members are required to do the following prior to the NLC:

- Interns should have access to a DSLR camera of their own. The Intern Program will provide memory cards.
- Attend an informational webinar to understand your role in the NLC, date and time to TBA

## Registration

Interns will check in chapters and address problems that arise. Sharpen your problem-solving skills, because this is a fast-paced, customer-focused assignment that will keep you jumping!

## Super Intern

Super Interns are former Intern participants or National Officers. Super Interns help manage the internship program. Super Interns will need to display critical thinking skills and perform independent decision-making. Because you are vested with a high level of responsibility this internship runs in four (4) block time commitments. Super Interns will have an additional training in the online InternU.

## APPLY!

Advisors can register students for the intern program while registering their students [online](#) for NLC.

Approval in the intern program is granted by the local advisor and confirmed by selecting an intern event and submitting the online conference registration. No other approval is required. All applicants registering for the National Leadership Academy during the online conference registration process will be admitted.

Please contact Brenda Jacobsen at [jacobren@isu.edu](mailto:jacobren@isu.edu) for additional information or questions.

Participants are required to:

1. Select an Onsite Intern Orientation in the online registration process. Participants are only required to attend ONE onsite orientation.
2. [Enroll](#) in and complete the modules in InternU, customer service for NLC Interns.
3. Adhere to the NLC Intern Dress Code, white button up shirt, black pants or skirt, intern badge while on duty.

## Cybis Production Intern

Go Backstage at the 2018 BPA NLC in Dallas!

Cybis Communications is a total creative communications company based in Orlando, FL. The Cybis Production Internship is a unique opportunity for one or two members to participate in the many aspects of live event production, from stage management and video production to lighting and sound. [Apply](#) by March 31st.



## Marketing Communications Intern

Receive a behind the scenes look at what's involved with marketing and promoting a successful national event by serving as an NLC Marketing Communications Intern in Dallas. NLC Marketing Communications Interns will provide support and assistance to National Staff by serving as a general photographer, videographer and social media correspondent for the National Leadership Conference. Capture and highlight the people, places and events taking place throughout the week in an effort to successfully document and promote NLC. Photographs, video clips and communications will be used in a variety of ways throughout the conference including promotion through official National Social Media platforms.

Serving as a Marketing Communications Intern will open up networking opportunities at the conference through interaction with alumni, national partners, as well as BPA students and advisors from other states. Interns will work daily with the Director of Strategic Advancement to create, produce and deliver event marketing promotions for use by the National Center to highlight and showcase NLC. Experience taking video and photos with digital technology and previous writing experience are considered a plus. Interested applicants must complete an [online application](#) and local advisor approval/sign-off is required.

## NEW INTERNSHIP OPPORTUNITY FOR 2018

### NLC Event Management Intern

The NLC Event Management Intern will support our Director of Member Services & Events throughout the BPA National Leadership Conference by providing assistance with events management, execution, communication, and administrative support. This is an outstanding opportunity for a student who is interested in learning more about non-profit conferences, as well as event planning and coordination. The internship offers exciting hands-on experience and the opportunity to gain new skills. Interested applicants must complete an [online application](#) and local advisor approval/sign-off is required.

# Moodle Instructions InternU

Choose your username and password

Username:

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password:

More details

Email address:

Email (again):

First name:

Last name:

City/town:

Country:

RECAPTCHA:

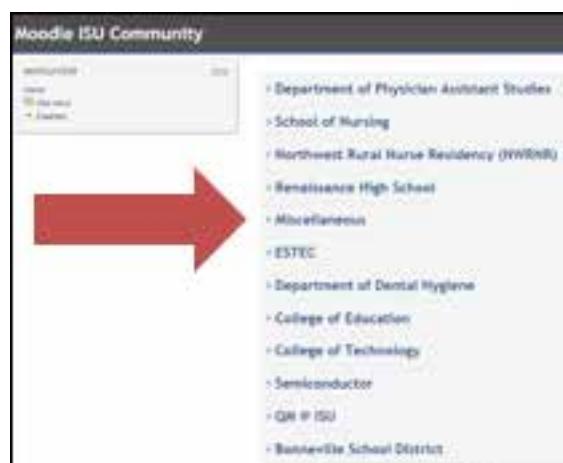
Enter the words above:

[Get another CAPTCHA](#) [Get an audio CAPTCHA](#)

## Overview

In order to full participate in the InternU course, you will need to create an account and register for in our online classroom. IF you have already participated in the Membership Series you can navigate down to Registering for InternU and add the course to your account.

The platform where you complete the course is called Moodle. The service is provided by Idaho State University as a part of their community online classrooms.



## Miscellaneous

- Bahn Research Project
- Intern-U
- START Technology & Research

## Creating an Account

1. Navigate to the following [link](#)
2. Click on the blue 'Login or create an account' link, which is located to the right of the page in the first box with the label 'Moodle ISU Community Site'.
3. Click on the 'Create new account' button on the right.
4. Fill in the form – all items that contains a \* next to the text box are required in order to submit your registration. Once you have completed the form, click the blue 'Create my new account' button at the bottom of the page.
5. Once your form goes through, you will be directed a new page, which will state your account has been set up and an email has been sent to you regarding account verification. Navigate to your email, open the email once it arrives to your inbox and click on the link provided in the email to confirm your new Moodle account.

BUSINESS PRO



# Moodle Instructions InternU

## Registering for the Series

1. If you just confirmed your account, you can click on the 'Courses' button that showed up on the screen. If you exited the page after creating your account, go to the above URL and click on 'Courses' in the box labeled 'Navigation' on the left of the screen.
2. Find the section called Miscellaneous and click on the link. You will then scroll until you locate the class called 'Membership Series I' and click on that link.
3. It brings up a screen asking for an enrollment key. The enrollment key for the course is INTERN2018. This is case sensitive, you must type INTERN in capital letters.

4. You then should see the page with all the materials and links that you will need for the class. You will also receive an email welcoming you to the class.

## Website Issues/Additional Information

If you have any questions or issues with getting registered in the class on Moodle Community, please email Dr. Brenda Jacobsen [jacobren@isu.edu](mailto:jacobren@isu.edu), who will be able to further assist with your registration.

**Howdy from  
TEXAS!**

I'm Lil' Hank and I'm here to get ya'll riled up and ready for the National Leadership Conference down here in Texas.

We will be corralled at the Gaylord Texan and at the Great Wolf Lodge in Dallas, May 9-13, 2018.

Get ready for a Texas-sized good time as we Dream Bigger this year!

I'd love to see what your members are doing to promote Business Professionals of America and how you are preparing for this year's NLC.

Tag your posts #LilHank and #bpaallday so you can share all the great things that your state has to offer.

I can't wait for you to bring me back home to Texas in May.

Buckle up, Buttercup! We are in for a WILD ride!

**DREAM  
BIGGER**  
BUSINESS PROFESSIONALS OF  
AMERICA

# 2018 Schedule for Conference

Events will be held at the Gaylord Texan Resort and Convention Center except where noted in Location as "GWL" which stands for the Great Wolf Lodge

Date	Time	Event	Location
Tuesday, May 8	12:00 pm-6:00 pm	Competitive Events Center	Dallas 1-2
Tuesday, May 8	3:00 pm-10:00 pm	Registration/Information Desk	Texas Prefunction
Tuesday, May 8	3:00 pm-10:00 pm	Finance Desk	Texas Prefunction
Tuesday, May 8	3:00 pm-10:00 pm	Tour Desk	Texas Ballroom Reg Desk/Office C
Tuesday, May 8	3:00 pm-10:00 pm	Conference Headquarters	Texas Ballroom Reg Desk/Office C
Tuesday, May 8	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	Dallas 5-7
Tuesday, May 8	5:00 pm-6:00 pm	Intern Orientation	Dallas 5-7
Tuesday, May 8	7:00 pm-8:00 pm	Host Committee Reception	Appaloosa 1
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Wednesday, May 9	7:00 am-8:00 am	Administrator's/Proctor's/Grader's Orientation	Dallas 5-7
Wednesday, May 9	7:00 am-7:00 pm	Registration/Information Desk	Texas Prefunction
Wednesday, May 9	7:00 am-7:00 pm	Finance Desk	Texas Ballroom Prefunction
Wednesday, May 9	7:00 am-7:00 pm	Tour Desk	Texas Ballroom Reg Desk/Office C
Wednesday, May 9	7:00 am-7:00 pm	Conference Headquarters	Texas Ballroom Reg Desk/Office C
Wednesday, May 9	8:00 am-8:00 pm	Competitive Events Center/Test Distribution	Dallas 1-2
Wednesday, May 9	8:30 am-9:30 am	Intern Orientation	Grapevine Ballroom A
Wednesday, May 9	9:00 am-3:00 pm	Intern Desk	Grapevine Ballroom Reg Desk/Office A
Wednesday, May 9	1:00 pm-5:00 pm	NLC Exhibitor Showcase	Center Pre-function
Wednesday, May 9	1:00 pm-5:00 pm	BPA Prepaid Merchandise (T-shirts, tassles, pins, honor cords)	Texas Ballroom Reg Desk/Office A
Wednesday, May 9	12:00 pm-5:00 pm (last exam administered at 4:30 pm)	WSAP Open Events Lab	
Wednesday, May 9		Administrative Support Concepts (S/PS)	Texas Longhorn E
Wednesday, May 9		Business Meeting Management (S/PS)	Texas Longhorn E
Wednesday, May 9		Computer Programming Concepts (S/PS)	Texas Longhorn E
Wednesday, May 9		Financial Math & Analysis (S/PS)	Texas Longhorn E
Wednesday, May 9		Information Technology Concepts (S/PS)	Texas Longhorn E
Wednesday, May 9		Management/Marketing/Human Resources Concepts (S/PS)	Texas Longhorn E
Wednesday, May 9		Project Management Concepts (PS)	Texas Longhorn E
Wednesday, May 9		Business Math Concepts (ML)	Texas Longhorn E
Wednesday, May 9		Business Communication Skills Concepts (ML)	Texas Longhorn E
Wednesday, May 9		Business Fundamentals Concepts (ML)	Texas Longhorn E
Wednesday, May 9		Computer Literacy Concepts (ML)	Texas Longhorn E

## 2018 Schedule for Conference (Cont.)

Wednesday, May 9	3:00 pm-4:00 pm	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting-All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.	Longhorn D
Wednesday, May 9	4:00 pm-5:00 pm	Candidate Meeting and Testing	Longhorn D
Wednesday, May 9	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	Dallas 5-7
Wednesday, May 9	4:00 pm-5:00 pm	Parade of Flags Rehearsal (State Rep Must Attend)	Texas Ballroom
Wednesday, May 9	4:00 pm-6:00 pm	Middle Level Leadership Kickoff! (ML) Pre-registration is not required. All ML participants are automatically enrolled.	Grapevine Ballroom D
Wednesday, May 9	4:00 pm-6:00 pm	Administrative Support Team (S/PS/ML)	Longhorn F
Wednesday, May 9	5:00 pm-6:00 pm	SAAC Meeting	Grapevine Ballroom 2
Wednesday, May 9	5:00 pm-6:00 pm	CEAC Meeting	Grapevine Ballroom 1
Wednesday, May 9	5:00 pm-9:00 pm	Grading Room	Dallas 3-4
Wednesday, May 9	5:30 pm-6:30 pm	Intern Orientation	Grapevine Ballroom A
Wednesday, May 9	6:30 pm-7:30 pm	State Meetings	
Wednesday, May 9	6:30 pm-7:30 pm	Alaska	Fort Worth 2
Wednesday, May 9	6:30 pm-7:30 pm	Idaho	GWL: Fallen Timbers A & B
Wednesday, May 9	6:30 pm-7:30 pm	Illinois	GWL: White Pines I & II
Wednesday, May 9	6:30 pm-7:30 pm	Iowa-S	GWL: White Pines III
Wednesday, May 9	6:30 pm-7:30 pm	Iowa-PS	GWL: Red Oak
Wednesday, May 9	6:30 pm-7:30 pm	Ohio-S	Grapevine Ballroom D
Wednesday, May 9	6:30 pm-7:30 pm	Massachusetts	Grapevine Ballroom 1
Wednesday, May 9	6:30 pm-7:30 pm	Michigan	Grapevine Ballroom C
Wednesday, May 9	6:30 pm-7:30 pm	Minnesota-S	Dallas 5-7
Wednesday, May 9	6:30 pm-7:30 pm	Montana	Grapevine Ballroom A
Wednesday, May 9	6:30 pm-7:30 pm	Puerto Rico	Fort Worth 2
Wednesday, May 9	7:00 pm-8:00 pm	AICPA Advisor Reception: Pre-Registration and Ticket are required. Sponsored by AICPA	Mission Plaza
Wednesday, May 9	7:00 pm-8:00 pm	Parliamentary Procedure Team Objective Event (S)	Longhorn F
Wednesday, May 9	8:30 pm-10:00 pm	Opening General Session	Texas Ballroom
Wednesday, May 9	10:00 pm-11:00 pm	State Meetings	
Wednesday, May 9	10:00 pm-11:00 pm	Chicago Chapter	Fort Worth 3
Wednesday, May 9	10:00 pm-11:00 pm	Delaware	Grapevine Ballroom A
Wednesday, May 9	10:00 pm-11:00 pm	Florida	Dallas 5-7
Wednesday, May 9	10:00 pm-11:00 pm	Indiana	GWL: Fallen Timbers A & B
Wednesday, May 9	10:00 pm-11:00 pm	Kansas	GWL: White Pines I & II
Wednesday, May 9	10:00 pm-11:00 pm	Minnesota-PS	Fort Worth 2
Wednesday, May 9	10:00 pm-11:00 pm	New Mexico	GWL: White Pines III
Wednesday, May 9	10:00 pm-11:00 pm	Ohio-PS	Fort Worth 1
Wednesday, May 9	10:00 pm-11:00 pm	Oklahoma	Grapevine Ballroom D

## 2018 Schedule for Conference (Cont.)

Wednesday, May 9	10:00 pm-11:00 pm	South Carolina	GWL: Red Oak
Wednesday, May 9	10:00 pm-11:00 pm	Texas	Grapevine Ballroom C
Wednesday, May 9	10:00 pm-11:00 pm	Wisconsin	Grapevine Ballroom 1
Wednesday, May 9	Midnight	Curfew (Secondary & Middle Level)	
Thursday, May 10	6:30 am-5:00 pm	Competitive Events Center/Test Distribution	Dallas 1-2
Thursday, May 10	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	Grapevine Ballroom B
Thursday, May 10	7:00 am-8:00 am	Intern Orientation	Grapevine Ballroom A
Thursday, May 10	7:00 am-8:30 am	State Officer's Breakfast	Grapevine Ballroom C
Thursday, May 10	7:00 am-9:00 am	Federal Income Tax Accounting (PS)	Grapevine Ballroom 4
Thursday, May 10	7:00 am-9:00 am	Fundamental Accounting (S)	Dallas 5-7
Thursday, May 10	7:00 am-9:00 am	Personal Financial Management (S/PS)	Longhorn F
Thursday, May 10	7:00 am-10:00 am	PC Servicing & Troubleshooting/MTA Windows OS Fundamentals (S/PS)	Longhorn F
Thursday, May 10	7:00 am-10:00 am	Fundamentals of Web Design/MTA HTML5 Application Developer Fundamentals (S/PS)	Longhorn F
Thursday, May 10	7:00 am-5:00 pm	Registration/Information Desk	Texas Ballroom Prefunction
Thursday, May 10	7:00 am-5:00 pm	Finance Desk	Texas Ballroom Prefunction
Thursday, May 10	7:00 am-5:00 pm	Tour Desk	Texas Ballroom Reg Desk/Office C
Thursday, May 10	7:00 am-5:00 pm	Conference Headquarters	Texas Ballroom Reg Desk/Office C
Thursday, May 10	8:00 am-9:00 am	Administrator's/Proctor's/Grader's Orientation	Grapevine Ballroom A
Thursday, May 10	8:00 am-1:30pm	DIGITAL LEARNING LAB SERIES-Adobe Academy ACA Boot Camp-Presented by Dan Armstrong, Adobe Education Leader	Yellow Rose Ballroom
Thursday, May 10	8:00 am-9:30 am	Visual Design Badge - Adobe Photoshop	Yellow Rose Ballroom
Thursday, May 10	10:00 am-11:30 am	Graphic Design and Illustration Badge - Adobe Illustrator	Yellow Rose Ballroom
Thursday, May 10	12:00 pm-1:30 pm	Print and Digital Publishing Badge - Adobe InDesign	Yellow Rose Ballroom
Thursday, May 10	8:00 am-10:00 am	BPA University: HowTheMarketWorks Final Round Presentations: Presented and Sponsored by HowTheMarketWorks	Grapevine 1
Thursday, May 10	8:00 am-12:00 pm	Computer Modeling (S)	
Thursday, May 10		Section 1	Del Rio 1
Thursday, May 10		Section 2	Del Rio 2
Thursday, May 10		Section 3	Del Rio 3
Thursday, May 10	8:00 am-12:00 pm	Digital Media Production (S)	
Thursday, May 10		Section 1	San Antonio 2
Thursday, May 10		Section 2	San Antonio 3
Thursday, May 10		Section 3	San Antonio 4
Thursday, May 10		Section 4	San Antonio 5

# 2018 Schedule for Conference (Cont.)

Thursday, May 10	8:00 am-12:00 pm	Contemporary Issues (PS)	
Thursday, May 10		Preparation	Palomino 1
Thursday, May 10		Presentation	Palomino 2
Thursday, May 10	8:00 am-12:00 pm	Extemporaneous Speech (ML)	
Thursday, May 10		Preparation	Ft. Worth 4
Thursday, May 10		Presentation	Ft. Worth 5
Thursday, May 10	8:00 am-12:00 pm	Extemporaneous Speech (S)	
Thursday, May 10		Preparation Sections 1-2	Ft. Worth 1
Thursday, May 10		Section 1	Ft. Worth 2
Thursday, May 10		Section 2	Ft. Worth 3
Thursday, May 10	8:00 am-12:00 pm	Graphic Design Promotion (ML)	Palomino 3
Thursday, May 10	8:00 am-12:00 pm	Graphic Design Promotion (PS)	
Thursday, May 10		Section 1	Mustang 1
Thursday, May 10		Section 2	Mustang 3
Thursday, May 10	8:00 am-12:00 pm	Graphic Design Promotion (S)	
Thursday, May 10		Section 1	Mustang 2
Thursday, May 10		Section 2	Mustang 4
Thursday, May 10		Section 3	Mustang 6
Thursday, May 10		Section 4	Mustang 5
Thursday, May 10	8:00 am-12:00 pm	Introduction to Video Production Team (ML)	Austin 5
Thursday, May 10	8:00 am-12:00 pm	Presentation Management Individual (S)	
Thursday, May 10		Section 1	Appaloosa 1
Thursday, May 10		Section 2	Appaloosa 2
Thursday, May 10		Section 3	Appaloosa 3
Thursday, May 10	8:00 am-12:00 pm	Video Production Team (S)	
Thursday, May 10		Section 1	Austin 1
Thursday, May 10		Section 2	Austin 2
Thursday, May 10		Section 3	Austin 3
Thursday, May 10	8:00 am-12:00 pm	Digital Media Production (PS)	San Antonio 1
Thursday, May 10	8:00 am-12:00 pm	Video Production Team (PS)	Austin 6
Thursday, May 10	8:00 am-12:00 pm	National Leadership Academy (S/PS)	Grapevine Ballroom D
Thursday, May 10	8:00 am-5:00 pm	Written Event Conflict Room	Grapevine Ballroom 2
Thursday, May 10	9:00 am - 5:00 pm	BPA Prepaid Merchandise (T-shirts, tassles, pins, honor cords)	Texas Ballroom Reg Desk/Office A
Thursday, May 10	9:00 am-9:50 am	BPA University: BPA Featuring JEA-Feature 1 - Taking Photography to a New Level	Grapevine Ballroom A
Thursday, May 10	9:00 am-11:00 am	Post-secondary Candidate Placement Committee & Candidate Interviews	National Officer Suite
Thursday, May 10	9:00 am-3:00 pm	Intern Desk	Grapevine Ballroom Reg Desk/Office A
Thursday, May 10	9:00 am-5:00 pm (last exam administered at 4:30 pm)	WSAP Open Events Lab	
Thursday, May 10		Administrative Support Concepts (S/PS)	Longhorn E
Thursday, May 10		Business Meeting Management Concepts (S/PS)	Longhorn E
Thursday, May 10		Computer Programming Concepts (S/PS)	Longhorn E

# 2018 Schedule for Conference (Cont.)

Thursday, May 10		Financial Math & Analysis (S/PS)	Longhorn E
Thursday, May 10		Information Technology Concepts (S/PS)	Longhorn E
Thursday, May 10		Management/Marketing/Human Resources Concepts (S/PS)	Longhorn E
Thursday, May 10		Parliamentary Procedure Concepts (S/PS)	Longhorn E
Thursday, May 10		Project Management Concepts (PS)	Longhorn E
Thursday, May 10		Business Math Concepts (ML)	Longhorn E
Thursday, May 10		Business Communication Skills Concepts (ML)	Longhorn E
Thursday, May 10		Business Fundamentals Concepts (ML)	Longhorn E
Thursday, May 10		Computer Literacy Concepts (ML)	Longhorn E
Thursday, May 10		Merit Scholar	Longhorn E
Thursday, May 10	9:00 am-5:00 pm	NLC Exhibitor Showcase	Center pre-function
Thursday, May 10	9:00 am-5:00 pm	Grading Room	Dallas 3-4
Thursday, May 10	9:30 am-11:30 am	College Payroll Accounting (PS)	Grapevine Ballroom 4
Thursday, May 10	9:30 am-11:30 am	Payroll Accounting (S)	Dallas 5-7
Thursday, May 10	10:00 am-10:50 am	BPA University: BPA Featuring JEA-Feature 2 - Design with Direction	Grapevine Ballroom A
Thursday, May 10	10:00 - 10:50 am	BPA University ADVISOR SESSION:Ultimate Session on Student Employability Skills presented by Danny Rubin	Grapevine 1
Thursday, May 10	10:30 am-12:30 pm	C++ Programming (S/PS)	Grapevine 5-6
Thursday, May 10	10:30 am-1:30 pm	Advanced Word Processing/MOS Word Exam 2016 (S/PS)	Longhorn F
Thursday, May 10	10:30 am-1:30 pm	Network Administration Using Microsoft/ MTA Networking Fundamentals (S/PS)	Longhorn F
Thursday, May 10	11:00 - 11:50 am	BPA University: The Value of Certifications, Entrepreneurship and Small Business (ESB) Exam, and Other Certiport Certification Exams presented by Certiport	Grapevine Ballroom A
Thursday, May 10	11:00 am-11:50 am	BPA University ADVISOR SESSION: Five Tips for Teaching Social Media Marketing presented by Brandon Winter with Stukent	Grapevine Ballroom 1
Thursday, May 10	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	Grapevine Ballroom B
Thursday, May 10	12:00 pm-2:00 pm	Advanced Accounting (S)	Dallas 5-7
Thursday, May 10	12:00 pm-2:00 pm	Advanced College Accounting (PS)	Grapevine Ballroom 4
Thursday, May 10	1:00 pm-1:50 pm	BPA University ADVISOR SESSION: Creating Engaging Learning Environments with Business Simulations presented by Capsim	Grapevine Ballroom 1
Thursday, May 10	1:00 pm-3:00 pm	JAVA Programming (S/PS)	Grapevine 5-6
Thursday, May 10	1:00 pm-5:00 pm	Advanced Interview Skills (PS)	Pecos 2
Thursday, May 10	1:00 pm-5:00 pm	Advanced Interview Skills (S)	
Thursday, May 10		Section 1	Pecos 1
Thursday, May 10		Section 2	Pecos 3
Thursday, May 10		Section 3	Pecos 4
Thursday, May 10	1:00 pm-5:00 pm	Broadcast News Production Team (S)	

# 2018 Schedule for Conference (Cont.)

Thursday, May 10		Section 1	Austin 1
Thursday, May 10		Section 2	Austin 2
Thursday, May 10		Section 3	Austin 3
Thursday, May 10	1:00 pm-5:00 pm	Entrepreneurship Exploration (ML)	Ft. Worth 1
Thursday, May 10	1:00 pm-5:00 pm	Entrepreneurship (PS)	Ft. Worth 2
Thursday, May 10	1:00 pm-5:00 pm	Entrepreneurship (S)	
Thursday, May 10		Section 1	Ft. Worth 3
Thursday, May 10		Section 2	Ft. Worth 4
Thursday, May 10		Section 3	Ft. Worth 5
Thursday, May 10		Section 4	Ft. Worth 6
Thursday, May 10	1:00 pm-5:00 pm	Ethics & Professionalism (PS)	
Thursday, May 10		Preparation	Palomino 1
Thursday, May 10		Presentation	Palomino 2
Thursday, May 10	1:00 pm-5:00 pm	Computer Animation Team (S)	
Thursday, May 10		Section 1	Austin 4
Thursday, May 10		Section 2	Austin 5
Thursday, May 10	1:00 pm-5:00 pm	Presentation Management Team (ML)	Mustang 1
Thursday, May 10	1:00 pm-5:00 pm	Presentation Management Team (PS)	Mustang 3
Thursday, May 10	1:00 pm-5:00 pm	Presentation Management Individual (PS)	Mustang 2
Thursday, May 10	1:00 pm-5:00 pm	Presentation Management Team (S)	
Thursday, May 10		Section 1	Mustang 4
Thursday, May 10		Section 2	Mustang 5
Thursday, May 10		Section 3	Mustang 6
Thursday, May 10	1:00 pm-5:00 pm	Small Business Management Team (PS)	
Thursday, May 10		Preparation	San Antonio 1
Thursday, May 10		Presentation	San Antonio 2
Thursday, May 10	1:00 pm-5:00 pm	Small Business Management Team (S)	
Thursday, May 10		Preparation Sections 1-3	San Antonio 6
Thursday, May 10		Section 1	San Antonio 5
Thursday, May 10		Section 2	San Antonio 4
Thursday, May 10		Section 3	San Antonio 3
Thursday, May 10	1:00 pm-1:50 pm	BPA University: The Value of Certifications, New Microsoft Exams and Adobe Exam Insights presented by Certiport	Grapevine Ballroom A
Thursday, May 10	2:00 pm-3:30 pm	BPA Alumni Division Business Meeting	Grapevine Ballroom B
Thursday, May 10	2:00 pm-4:30 pm	DIGITAL LEARNING LAB SERIES - Post-secondary Division Program Presented by Social Assurity	Yellow Rose Ballroom
Thursday, May 10	2:00 pm-2:50 pm	BPA University: Adobe Academy Elective-Competitive Events using the Creative Cloud-Presented by Dan Armstrong, Adobe Education Leader	Grapevine 1
Thursday, May 10	2:00 pm-5:00 pm	Integrated Office Applications/MOS PowerPoint 2016 (S/PS)	Longhorn F
Thursday, May 10	2:00 pm-5:00 pm	Computer Security/MTA Security Fundamentals (S/PS)	Longhorn F
Thursday, May 10	2:00 pm-5:00 pm	Visual Basic/C# Programming/MTA Software Development Fundamentals (S/PS)	Longhorn F

## 2018 Schedule for Conference (Cont.)

Thursday, May 10	2:30 pm-3:30 pm	Banking & Finance (S/PS)	Dallas 5-7
Thursday, May 10	2:30 pm-4:30 pm	College Accounting (PS)	Grapevine Ballroom 4
Thursday, May 10	2:30 pm-4:30 pm	Managerial Accounting (PS)	Grapevine Ballroom 3
Thursday, May 10	3:00 pm-3:50 pm	BPA University: Adobe Academy Elective-What is New and Coming from the Adobe Creative Labs presented by Dan Armstrong, Adobe Education Leader	Grapevine 1
Thursday, May 10	3:00 pm-5:00 pm	Virtual College Experience	Grapevine Pre-function
Thursday, May 10	3:30 pm-4:30 pm	Secondary Division Campaign Rally Set-Up	Longhorn D
Thursday, May 10	4:00 pm-4:50 pm	BPA University: Adobe Academy Elective-Iconic Session - Digital Photography Understood -Presented by Dan Armstrong, Adobe Education Leader	Grapevine 1
Thursday, May 10	5:00 pm-7:00 pm	Secondary Division Business Meeting	Texas Ballroom
Thursday, May 10	Following Business Meeting	Secondary Division Campaign Rally	Longhorn D
Thursday, May 10	5:30 pm-8:30 pm	Advanced Spreadsheet Applications/MOS Excel Exam 2016 (S/PS)	Longhorn F
Thursday, May 10	5:30 pm-8:30 pm	Database Applications/MOS Access 2016 (S/PS)	Longhorn F
Thursday, May 10	5:30 pm-8:30 pm	Computer Network Technology/MTA Networking Fundamentals (S/PS)	Longhorn F
Thursday, May 10	6:00 pm-10:00 pm	BPA University: AICPA Bank On It Tournament: Presented and sponsored by AICPA and Start Here, Go Places.	Longhorn E
Thursday, May 10	6:30 pm-7:30 pm	Post-secondary Division Campaign Rally Set-Up	Grapevine Ballroom A
Thursday, May 10	8:00 pm	National Officer Tabulation Meeting	Fort Worth 1
Thursday, May 10	8:00 pm-10:30 pm	Post-secondary Division Business Meeting	Grapevine Ballroom A
Thursday, May 10	Following Business Meeting	Post-secondary Division Campaign Rally	Grapevine Ballroom A
Thursday, May 10	Following Campaign Rally	Post-secondary Caucus	
Thursday, May 10		Idaho	Mustang 6
Thursday, May 10		Indiana	Appaloosa 2
Thursday, May 10		Iowa	Mustang 4
Thursday, May 10		Kansas	Mustang 2
Thursday, May 10		Michigan	Palomino 3
Thursday, May 10		Minnesota	Mustang 3
Thursday, May 10		Montana	Appaloosa 1
Thursday, May 10		Ohio	Palomino 1
Thursday, May 10		Oklahoma	Palomino 2
Thursday, May 10		Texas	Appaloosa 3
Thursday, May 10		Wisconsin	Mustang 1
Thursday, May 10	8:30 pm-10:30 pm	Secondary State Caucus	
Thursday, May 10		Alaska	Ft. Worth 4
Thursday, May 10		Delaware	Austin 1
Thursday, May 10		Florida	Austin 2

## 2018 Schedule for Conference (Cont.)

Thursday, May 10		Idaho	Grapevine 2
Thursday, May 10		Illinois	Grapevine 4
Thursday, May 10		Indiana	Austin 5
Thursday, May 10		Iowa	Grapevine 3
Thursday, May 10		Kansas	Ft. Worth 2
Thursday, May 10		Massachusetts	Austin 4
Thursday, May 10		Michigan	Ft. Worth 6
Thursday, May 10		Minnesota	Austin 6
Thursday, May 10		Montana	Ft. Worth 7
Thursday, May 10		New Mexico	Ft. Worth 5
Thursday, May 10		Ohio	Grapevine 1
Thursday, May 10		Oklahoma	Austin 3
Thursday, May 10		South Carolina	Ft. Worth 3
Thursday, May 10		Texas	Grapevine 5-6
Thursday, May 10	11:00 pm-11:30 pm	Candidate Selection Committee Meeting	National Officer's Suite
Thursday, May 10	Midnight	Curfew (Secondary & Middle Level)	
Friday, May 11	6:30 am-7:00 pm	Competitive Events Center/Test Distribution	Dallas 1-2
Friday, May 11	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	Grapevine Ballroom B
Friday, May 11	7:00 am-8:00 am	Intern Orientation	Grapevine Ballroom A
Friday, May 11	7:00 am-3:00 pm	Written Event Conflict Room	Grapevine Ballroom 2
Friday, May 11	7:00 am-5:00 pm	Registration/Information Desk	Texas Prefunction
Friday, May 11	7:00 am-5:00 pm	Finance Desk	Texas Ballroom Prefunction across from Tours Desk
Friday, May 11	7:00 am-5:00 pm	Tour Desk	Texas Ballroom Reg Desk/Office C
Friday, May 11	7:00 am-5:00 pm	Conference Headquarters	Texas Ballroom Reg Desk/Office C
Friday, May 11	7:00 am- 5:00 pm	BPA Prepaid Merchandise (T-shirts, tassles, pins, honor cords)	Texas Ballroom Reg Desk/Office A
Friday, May 11	7:00 am-5:00 pm	Broadcast News Production Team Finals (S) (Students will complete projects 7:00 am-10:00 am)	Fort Worth 3
Friday, May 11	7:00 am-5:00 pm	Video Production Team Finals (S/PS) (Students will complete projects 7:00 am-10:00 am)	Fort Worth 4
Friday, May 11	7:30 am-11:00 am	Secondary Candidate Placement Committee & Candidate Interviews	National Officer Suite
Friday, May 11	8:00 am-8:50 am	BPA University: Back to Basics with BPA presented by the National Officer Team	Grapevine Ballroom A
Friday, May 11	8:00 am-9:30 am	Intermediate Word Processing (S/PS)	Longhorn F
Friday, May 11	8:00 am-9:30 am	Medical Office Procedures (S/PS)	Longhorn F
Friday, May 11	8:00 am-9:30 am	Spreadsheet Applications (ML)	Longhorn F

# 2018 Schedule for Conference (Cont.)

Friday, May 11	8:00 am-12:00 pm	Administrative Support Research Project (S)	
Friday, May 11		Section 1	Del Rio 1
Friday, May 11		Section 2	Del Rio 2
Friday, May 11		Section 3	Del Rio 3
Friday, May 11	8:00 am-12:00 pm	Economic Research Team (S)	
Friday, May 11		Section 1	Ft. Worth 5
Friday, May 11		Section 2	Ft. Worth 6
Friday, May 11		Section 3	Ft. Worth 7
Friday, May 11	8:00 am-12:00 pm	Financial Analyst Team (PS)	
Friday, May 11		Preparation	San Antonio 6
Friday, May 11		Presentation	San Antonio 1
Friday, May 11	8:00 am-12:00 pm	Financial Analyst Team (S)	
Friday, May 11		Preparation Sections 1-3	San Antonio 5
Friday, May 11		Section 1	San Antonio 2
Friday, May 11		Section 2	San Antonio 3
Friday, May 11		Section 3	San Antonio 4
Friday, May 11	8:00 am-12:00 pm	Human Resource Management (PS)	
Friday, May 11		Preparation	Austin 6
Friday, May 11		Presentation	Austin 1
Friday, May 11	8:00 am-12:00 pm	Human Resource Management (S)	
Friday, May 11		Preparation Sections 1-3	Austin 5
Friday, May 11		Section 1	Austin 2
Friday, May 11		Section 2	Austin 3
Friday, May 11		Section 3	Austin 4
Friday, May 11	8:00 am-12:00 pm	Parliamentary Procedure Team (S)	
Friday, May 11		Preparation Section 1	Appaloosa 1
Friday, May 11		Presentation Section 1	Appaloosa 2
Friday, May 11		Preparation Section 2	Appaloosa 3
Friday, May 11		Presentation Section 2	Appaloosa 4
Friday, May 11	8:00 am-12:00 pm	Website Design Team (ML)	Mustang 1
Friday, May 11	8:00 am-12:00 pm	Website Design Team (PS)	Mustang 3
Friday, May 11	8:00 am-12:00 pm	Website Design Team (S)	
Friday, May 11		Section 1	Mustang 4
Friday, May 11		Section 2	Mustang 5
Friday, May 11		Section 3	Mustang 6
Friday, May 11	8:00 am-12:00 pm (12:00 pm-2:00 pm-Service Project)	National Leadership Academy (S/PS)	Grapevine Ballroom D
Friday, May 11	8:00 am-5:00 pm (Last exam administered at 4:30 pm)	WSAP Open Events Lab	
Friday, May 11		Administrative Support Concepts (S/PS)	Longhorn E
Friday, May 11		Business Meeting Management (S/PS)	Longhorn E
Friday, May 11		Computer Programming Concepts (S/PS)	Longhorn E
Friday, May 11		Financial Math & Analysis (S/PS)	Longhorn E

# 2018 Schedule for Conference (Cont.)

Friday, May 11		Information Technology Concepts (S/PS)	Longhorn E
Friday, May 11		Management/Marketing/Human Resources Concepts (S/PS)	Longhorn E
Friday, May 11		Parliamentary Procedure Concepts (S/PS)	Longhorn E
Friday, May 11		Project Management Concepts (PS)	Longhorn E
Friday, May 11		Business Math Concepts (ML)	Longhorn E
Friday, May 11		Business Communication Skills Concepts (ML)	Longhorn E
Friday, May 11		Business Fundamentals Concepts (ML)	Longhorn E
Friday, May 11		Computer Literacy Concepts (ML)	Longhorn E
Friday, May 11		Merit Scholar	Longhorn E
Friday, May 11	9:00 am-9:50 am	BPA University: Yes, I'm Selling Something, But Trust Me It's Good, by Collin Corrington, Great American Opportunities	Grapevine Ballroom A
Friday, May 11	9:00 am-3:00 pm	Intern Desk	Grapevine Ballroom Reg Desk/Office A
Friday, May 11	9:00 am-5:00 pm	Grading Room	Dallas 3-4
Friday, May 11	10:00 am-10:50 am	BPA University: National Alumni Division Panel-Presented by the National Alumni Division	Grapevine 1
Friday, May 11	10:00 am-11:30 am	Legal Office Procedures (S/PS)	Longhorn F
Friday, May 11	10:00 am-12:00 pm	Fundamental Desktop Publishing (S/PS)	Longhorn F
Friday, May 11	10:00 am-12:00 pm	Basic Office Systems & Procedures (S/PS)	Longhorn F
Friday, May 11	10:00 am-4:00 pm	DIGITAL LEARNING LAB SERIES - Certifications Presented by Precision Exams	Yellow Rose Ballroom
Friday, May 11	11:00 am-11:50 am	BPA University: Discover the Entrepreneur in You presented by Northwood University	Grapevine Ballroom A
Friday, May 11	11:30 am-12:30 pm	National Showcase Business Panel	Grapevine Ballroom 5-6
Friday, May 11	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	Grapevine Ballroom B
Friday, May 11	12:30 pm-2:00 pm	National Honor Awards Session	Texas Ballroom
Friday, May 11	12:30 pm-2:30 pm	Advanced Office Systems & Procedures (S/PS)	Longhorn F
Friday, May 11	12:30 pm-2:30 pm	Digital Publishing (S/PS)	Longhorn F
Friday, May 11	12:30 pm-2:30 pm	Fundamental Word Processing (S/PS)	Longhorn F
Friday, May 11	12:30 pm-2:30 pm	Keyboarding Production (ML)	Longhorn F
Friday, May 11	1:00 pm-5:00 pm	Digital Game Design Team-Pilot (ML)	Del Rio 1
Friday, May 11	1:00 pm-5:00 pm	Economic Research Individual (S)	
Friday, May 11		Section 1	Austin 1
Friday, May 11		Section 2	Austin 2
Friday, May 11		Section 3	Austin 3
Friday, May 11	1:00 pm-5:00 pm	Global Marketing Team (S)	
Friday, May 11		Section 1	Austin 4
Friday, May 11		Section 2	Austin 5
Friday, May 11		Section 3	Austin 6
Friday, May 11	1:00 pm-5:00 pm	Interview Skills (PS)	
Friday, May 11		Section 1	Mustang 1
Friday, May 11		Section 2	Mustang 3

# 2018 Schedule for Conference (Cont.)

Friday, May 11	1:00 pm-5:00 pm	Interview Skills (S)	
Friday, May 11		Section 1	Mustang 2
Friday, May 11		Section 2	Mustang 4
Friday, May 11		Section 3	Mustang 6
Friday, May 11		Section 4	Mustang 5
Friday, May 11	1:00 pm-5:00 pm	Network Design Team (PS)	
Friday, May 11		Preparation	San Antonio 1
Friday, May 11		Presentation	San Antonio 6
Friday, May 11	1:00 pm-5:00 pm	Network Design Team (S)	
Friday, May 11		Preparation Sections 1-2	San Antonio 5
Friday, May 11		Section 1	San Antonio 2
Friday, May 11		Section 2	San Antonio 3
Friday, May 11	1:00 pm-5:00 pm	Prepared Speech (ML)	Ft. Worth 2
Friday, May 11	1:00 pm-5:00 pm	Prepared Speech (PS)	Ft. Worth 1
Friday, May 11	1:00 pm-5:00 pm	Prepared Speech (S)	
Friday, May 11		Section 1	Ft. Worth 5
Friday, May 11		Section 2	Ft. Worth 6
Friday, May 11		Section 3	Ft. Worth 7
Friday, May 11	1:30 pm-2:30 pm	BPA National Showcase Set-Up	Grapevine Ballroom C
Friday, May 11	2:00 pm-3:00 pm	Administrator's/Proctor's/Grader's Orientation	Grapevine Ballroom A
Friday, May 11	2:00 on-5:00 pm	AICPA Secondary Division Accounting Student Networking Event	Pecos 1-4
Friday, May 11	2:30 pm-5:30 pm	BPA National Showcase	Grapevine Ballroom C
Friday, May 11		V01 Virtual Multimedia and Promotion – Individual	Grapevine Ballroom C
Friday, May 11		V02 Virtual Multimedia & Promotion – Team	Grapevine Ballroom C
Friday, May 11		V03 Software Engineering Team	Grapevine Ballroom C
Friday, May 11		V04 Web Application Team	Grapevine Ballroom C
Friday, May 11		V05 Mobile Applications	Grapevine Ballroom C
Friday, May 11		V06 Promotional Photography	Grapevine Ballroom C
Friday, May 11		V08 Start-up Enterprise Team	Grapevine Ballroom C
Friday, May 11	2:30 pm-10:30 pm	BPA Day of Service	
Friday, May 11	2:30 pm-5:30 pm	Service Activities	
Friday, May 11		A Million Thanks	Grapevine Ballroom B
Friday, May 11		BPA United Care Packages	Grapevine Ballroom D
Friday, May 11		Freerice.com	Grapevine Pre-function
Friday, May 11		NOYS	Center Pre-function
Friday, May 11		Pocket Flags for Service	Grapevine Ballroom B
Friday, May 11		Special Olympics Chain of Love	Grapevine Ballroom 3-6
Friday, May 11	3:00 pm-4:00 pm	Financial Literacy (ML)	Longhorn F
Friday, May 11	3:00 pm-4:00 pm	Systems Administration Using Cisco (S/PS)	Longhorn F
Friday, May 11	3:00 pm-4:00 pm	SQL Database Fundamentals (S/PS)	Longhorn F
Friday, May 11	4:30 pm-5:30 pm	Business Law & Ethics (S/PS)	Longhorn F
Friday, May 11	4:30 pm-5:30 pm	ICD-10-CM Diagnostic Coding-Pilot (S/PS)	Longhorn F

## 2018 Schedule for Conference (Cont.)

Friday, May 11	4:30 pm-6:30 pm	Fundamental Spreadsheet Applications (S/PS)	Longhorn F
Friday, May 11	6:00 pm-7:00 pm	Walk for Special Olympics	TBD
Friday, May 11	6:30 pm-10:30 pm	Special Event: BPA Texas Hoedown	Longhorn B-D
Friday, May 11	10:30 pm-11:30 pm	National Officer Candidate Social	National Officer Suite
Saturday, May 12	6:00 am-12:00 pm	Competitive Events Center/Test Distribution	Dallas 1-2
Saturday, May 12	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	Grapevine Ballroom B
Saturday, May 12	7:00 am-12:00 pm	Grading Room	Dallas 3-4
Saturday, May 12	7:00 am-12:00 pm	Registration/Information Desk	Texas Ballrom Prefunction
Saturday, May 12	7:00 am-12:00 pm	Finance Desk	Texas Ballroom Prefunction across from Tours Desk
Saturday, May 12	7:00 am-12:00 pm	Tour Desk	Texas Ballroom Reg Desk/Office C
Saturday, May 12	7:00 am-12:00 pm	Conference Headquarters	
Saturday, May 12	7:00 am - 12:00 pm	BPA Prepaid Merchandise (T-shirts, tassles, pins, honor cords)	Texas Ballroom Reg Desk/Office A
Saturday, May 12	7:00 am-5:00 pm	Certiport Open Certification Lab	Longhorn Exhibit Hall E
Saturday, May 12	7:30 am-12:00 pm	Extemporaneous Speech Finals (S)	
Saturday, May 12		Preparation	Ft. Worth 3
Saturday, May 12		Presentation	Ft. Worth 4
Saturday, May 12	7:30 am-12:00 pm	Financial Analyst Team Finals (S)	
Saturday, May 12		Preparation	San Antonio 1
Saturday, May 12		Presentation	San Antonio 2
Saturday, May 12	7:30 am-12:00 pm	Human Resource Management Finals (S)	
Saturday, May 12		Preparation	Austin 1
Saturday, May 12		Presentation	Austin 2
Saturday, May 12	7:30 am-12:00 pm	Network Design Team Finals (S)	
Saturday, May 12		Preparation	Ft. Worth 6
Saturday, May 12		Presentation	Ft. Worth 5
Saturday, May 12	7:30 am-12:00 pm	Parliamentary Procedure Team Finals (S)	
Saturday, May 12		Preparation	Pecos 1
Saturday, May 12		Presentation	Pecos 2
Saturday, May 12	7:30 am-12:00 pm	Small Business Management Team Finals (S)	
Saturday, May 12		Preparation	San Antonio 6
Saturday, May 12		Presentation	San Antonio 5
Saturday, May 12	8:00 am-9:00 am	Computer Security-Application Event (S)	Longhorn F
Saturday, May 12	8:00 am-9:00 am	PC Servicing and Troubleshooting-Application Event (PS)	Longhorn F
Saturday, May 12	8:00 am-9:00 am	Systems Administration Using Cisco-Application Event (PS)	Longhorn F
Saturday, May 12	8:00 am-12:00 pm	Administrative Support Research Project Finals (S)	Del Rio 2
Saturday, May 12	8:00 am-12:00 pm	Advanced Interview Skills Finals (S)	Palomino 3

## 2018 Schedule for Conference (Cont.)

Saturday, May 12	8:00 am-12:00 pm	Computer Animation Team Finals (S)	Del Rio 1
Saturday, May 12	8:00 am-12:00 pm	Computer Modeling Finals (S)	Del Rio 3
Saturday, May 12	8:00 am-12:00 pm	Digital Media Production Finals (S)	Mustang 1
Saturday, May 12	8:00 am-12:00 pm	Economic Research Individual Finals (S)	Austin 3
Saturday, May 12	8:00 am-12:00 pm	Economic Research Team Finals (S)	Austin 4
Saturday, May 12	8:00 am-12:00 pm	Entrepreneurship Finals (S)	Austin 5
Saturday, May 12	8:00 am-12:00 pm	Global Marketing Team Finals (S)	Austin 6
Saturday, May 12	8:00 am-12:00 pm	Graphic Design Promotion Finals (PS)	Mustang 2
Saturday, May 12	8:00 am-12:00 pm	Graphic Design Promotion Finals (S)	Mustang 3
Saturday, May 12	8:00 am-12:00 pm	Interview Skills Finals (PS)	Palomino 1
Saturday, May 12	8:00 am-12:00 pm	Interview Skills Finals (S)	Palomino 2
Saturday, May 12	8:00 am-12:00 pm	Prepared Speech Finals (S)	San Antonio 3
Saturday, May 12	8:00 am-12:00 pm	Presentation Management Individual Finals (S)	Mustang 4
Saturday, May 12	8:00 am-12:00 pm	Presentation Management Team Finals (S)	Mustang 6
Saturday, May 12	8:00 am-12:00 pm	Website Design Team Finals (S)	Mustang 5
Saturday, May 12	9:00 am-12:00 pm	Intern Desk	Grapevine Ballroom Reg Desk/Office A
Saturday, May 12	9:30 am-10:30 am	Computer Security-Application Event (PS)	Longhorn F
Saturday, May 12	9:30 am-10:30 am	PC Servicing and Troubleshooting-Application Event (S)	Longhorn F
Saturday, May 12	9:30 am-10:30 am	Systems Administration Using Cisco-Application Event (S)	Longhorn F
Saturday, May 12	10:00 am-11:00 am	National Officer Reception (By Invitation Only)	National Officer Suite
Saturday, May 12	1:00 pm-2:00 pm	Virtual Event Forum (all virtual participants are invited)	Grapevine Ballroom A
Saturday, May 12	2:00 pm-3:00 pm	Joint CEAC/SAAC Meeting	Grapevine 1
Saturday, May 12	2:00 pm-4:00 pm	Contest Review-Drop in as needed between 2 pm and 4 pm to review the contest of your choice	Dallas 3-4
Saturday, May 12	3:00 pm-4:00 pm	SAAC Meeting	Grapevine 2
Saturday, May 12	3:00 pm-4:00 pm	CEAC Meeting	Grapevine 1
Saturday, May 12	6:00 pm-8:00 pm	Post-secondary Division Awards Session Finale	Texas Ballroom
Saturday, May 12	8:30 pm-11:30 pm	Secondary/Middle Divisions Awards Session Finale	Texas Ballroom
Saturday, May 12	Immediately following S/ML Awards Session	New National Officer Team Meeting	Ft. Worth 1
Saturday, May 12	Midnight	Curfew (Secondary & Middle Level)	
Sunday, May 13	7:00 am-8:00 am	Board of Trustee's Meeting	Pecos 1
Sunday, May 13	9:00 am-11:00 am	Corporate Meeting	Yellow Rose Ballroom
Sunday, May 13	11:00 am-12:00 pm	New Board of Trustee's Meeting	Pecos 1

## EMERGENCY MEDICAL AUTHORIZATION

Please PRINT and use **BLACK** ink.

### Part 1

The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Name) (Address) (City) (State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

\_\_\_\_\_  
(Member's Signature)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Signature if member is under 18 years of age)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Name)

Parent's or Guardian's Phone (\_\_\_\_\_) \_\_\_\_\_  
(Area)

\_\_\_\_\_  
(Alternative Contact's Name)

Alternative Contact's Phone (\_\_\_\_\_) \_\_\_\_\_  
(Area)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

**Does the member have:**

**ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW**

1. Any allergies  
FOOD \_\_\_\_\_ YES \_\_\_\_\_ NO  
MEDICATION \_\_\_\_\_ YES \_\_\_\_\_ NO  
OTHER (insect, etc.) \_\_\_\_\_ YES \_\_\_\_\_ NO
2. Any health problems or physical disabilities \_\_\_\_\_ YES \_\_\_\_\_ NO
3. Any respiratory problems \_\_\_\_\_ YES \_\_\_\_\_ NO
4. Any diabetes \_\_\_\_\_ YES \_\_\_\_\_ NO
5. Any epilepsy \_\_\_\_\_ YES \_\_\_\_\_ NO
6. Any chronic disease \_\_\_\_\_ YES \_\_\_\_\_ NO
7. Any emotional or psychological problems \_\_\_\_\_ YES \_\_\_\_\_ NO
8. Any medication being taken at present \_\_\_\_\_ YES \_\_\_\_\_ NO
9. Any Glasses YES/NO, Contact Lenses YES/NO, Hearing Devices YES/NO worn?

If any of the above questions are marked "YES," please explain. If taking medication, please give name, amount of dosage, and time medication is taken.

---

10. Date of last tetanus booster: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

11. Does member have all required immunization shots? \_\_\_\_\_ YES \_\_\_\_\_ NO

**PART II-REFUSAL OF CONSENT**  
**DO NOT COMPLETE PART II IF YOU COMPLETED PART I**

I do **not** give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to: \_\_\_\_\_

---

\_\_\_\_\_  
(Member's Signature)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Signature if member is under 18 years of age)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Name)

Parent's or Guardian's Phone (\_\_\_\_) \_\_\_\_\_  
(Area)

\_\_\_\_\_  
(Member's Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

# 2018 Delegate Conduct Practices and Procedures

	Sec.	ML	Alumni*	PS
• The term "delegate" shall mean any member attending the National Leadership Conference.	X	X	X	X
• Delegates shall abide by all conference rules.	X	X	X	X
• Delegates shall stay at the approved hotel/motel during the conference. Participants residing within a 20 mile radius of the conference site may be exempt from the policy at the discretion of the Director of Member Services & Events.	X	X		X
• Delegates shall respect and abide by the authority delegated to the Executive Committee, presiding officers, committee chairmen, and advisor or authorized representative of the aforementioned.	X	X	X	X
• Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.	X	X	X	X
• Delegates shall wear acceptable attire to all program activities as specified in the program.	X	X	X	X
• Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.	X	X	X	X
• Illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol in any form, shall not be possessed or used by any delegate during official functions. Possession is defined as having on one's person, in one's belongings such as in a purse or in luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol are in one's hotel/motel room or in another person's possession.	X	X	X	X
• Identification badges shall be worn at all official functions.	X	X	X	X
• Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions on any premises contracted (i.e. hotel, convention center, etc.) This is in effect from the time the member leaves home until he/she returns home.	X	X	X	X
• Business Professionals of America shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at the NLC or any other national activity. This is in effect from the time the member leaves home until he/she returns home.	X	X	X	X
• Delegates violating or ignoring any of the rules will be subject to the actions of the Grievance Committee. This committee shall be composed of two national officers, two national Board of Trustees members, two local advisors, and the Executive Director.	X	X	X	X
• Spouses are allowed to attend conferences if they officially register as a special registrant. They shall not have membership privileges and shall abide by all conference rules.	X	X	X	X
• Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.	X	X		
• Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.	X	X		
• Non-registered individuals will not be allowed at Conference activities.	X	X	X	X
• Whether at the conference site or in public places, Delegates shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.	X	X	X	X
• Curfew each night shall be midnight, and all delegates shall be in their rooms by curfew.	X	X		
• The approved hotel/motel shall assign certain rooms to male and female delegates.	X	X		
• Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.	X	X		
• Delegates shall conduct themselves in a professional manner.	X	X	X	X
• Delegates shall not participate or become involved in any way in the election process of the other divisions.			X	

When Alumni Division delegates serve or participate with any of its sister divisions at any official function, the Alumni delegates shall abide by the code of conduct established by that division(s).

\* Source: Business Professionals of America *Policies and Procedures Manual*.

Revised July 21, 2013

Passed by the Board of Trustees March 15, 2010

## I. Penalties for Breaking Code of Conduct

### A. Secondary Division Delegates

1. Expulsion from conference: any use or possession of drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
2. Disqualification from competition: violation of male and female room regulations.
3. Elimination of recognition at Awards Ceremony: violation of curfew or any other portion of the Code of Conduct.

### B. Post-secondary Division Delegates

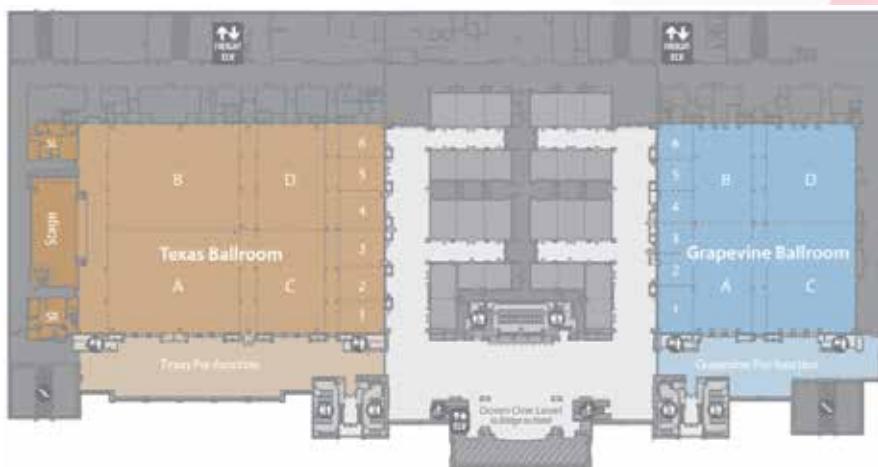
1. Expulsion from conference: any use or possession of drugs by anyone or any use or possession of alcohol by minors, or intentionally causing damage to property.
2. Disqualification from competition: use of alcohol by those 21 and over at any NLC function.
3. Elimination of recognition at Awards Ceremony: for a violation of any other pertinent portion of the Code of Conduct.

# Conference Floorplans

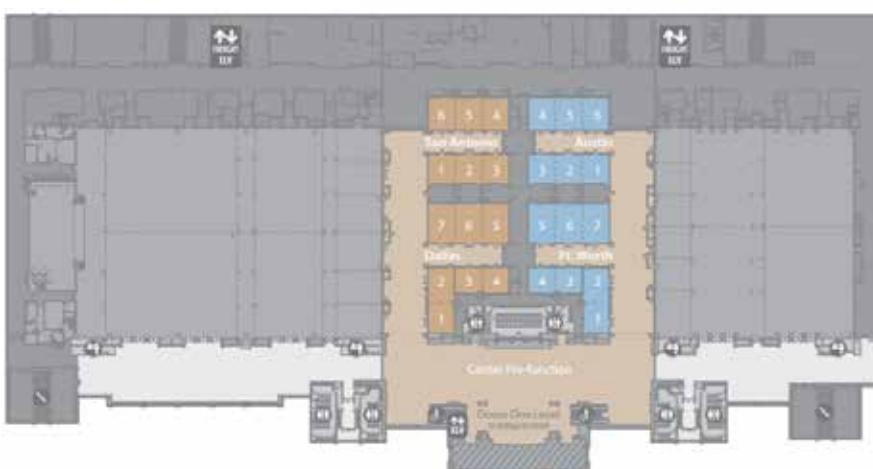
Gaylord Texan Convention Center Level 1



Gaylord Texan Convention Center Level 3 - Ballrooms

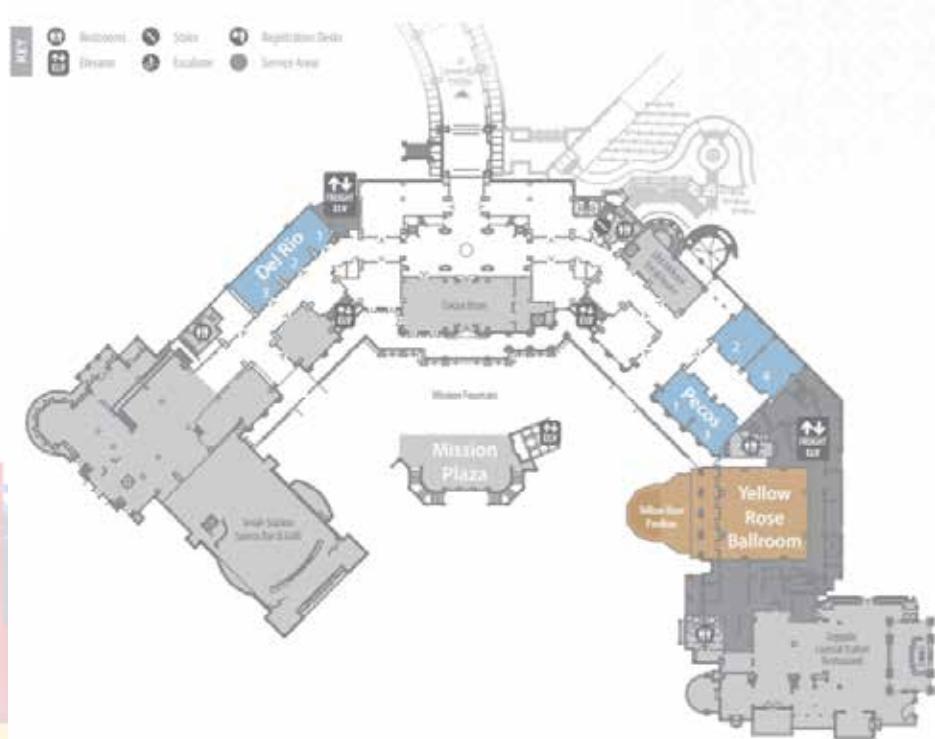


Gaylord Texan Convention Center Level 3 - Breakout Rooms

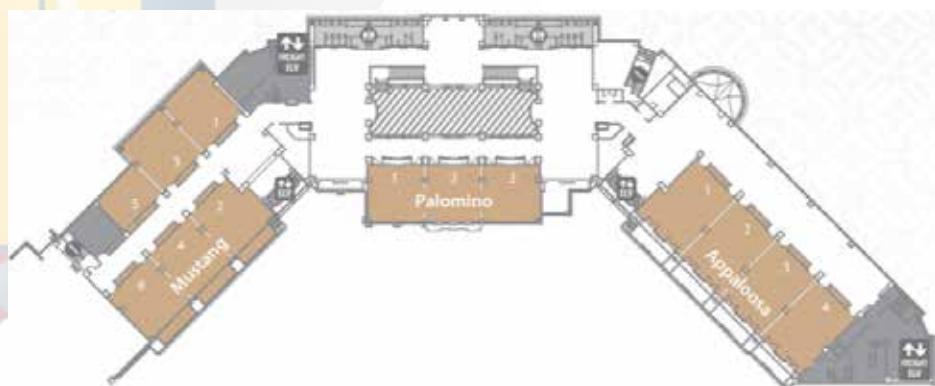


# Conference Floorplans

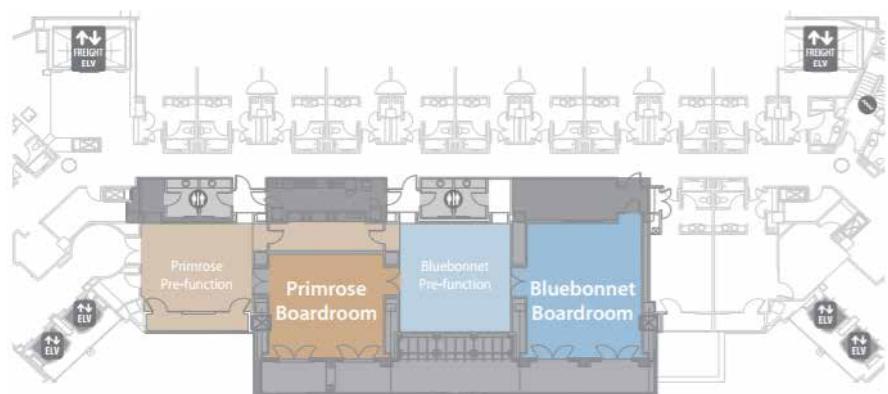
Gaylord Texan Lonestar Tower Level 3



Gaylord Texan Lonestar Tower Level 3

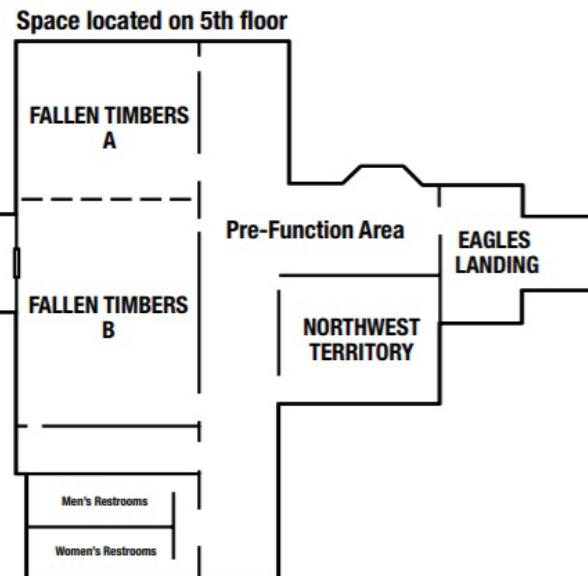


Gaylord Texan Lonestar Tower Level 4

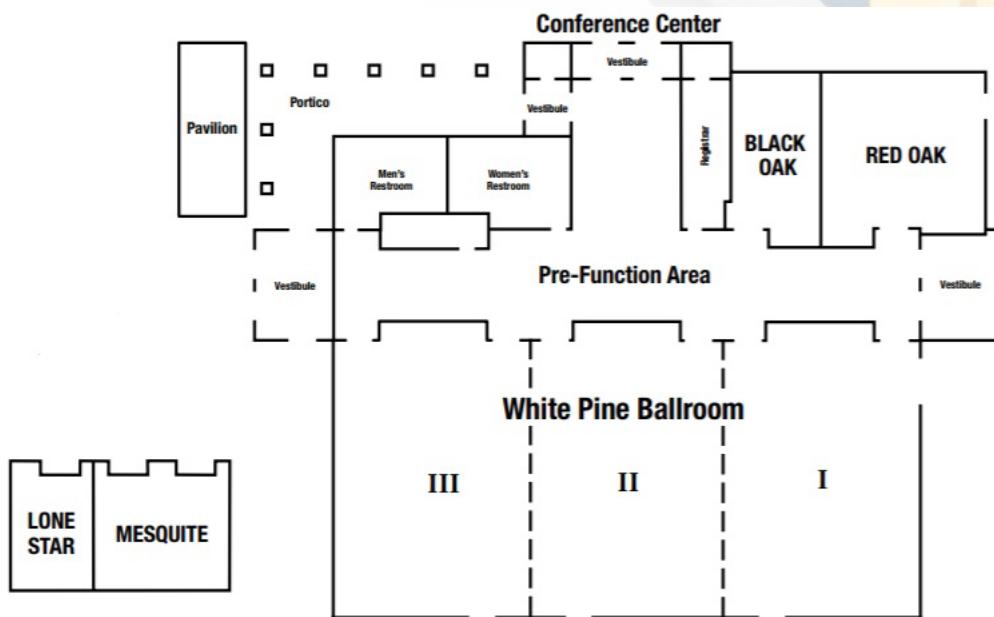


# Conference Floorplans

Great Wolf Lodge 5th Floor



Great Wolf Lodge Convention Center



# Press Release

*Use this as a template for a press release about your chapter's participation in the 2018 NLC*

## **For Immediate Release**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date: \_\_\_\_\_

### **Leading Business Students Travel to Grapevine, TX to Participate in the Business Professionals of America National Leadership Conference.**

Top performing students from (school) will be attending the Business Professionals of America (BPA) 2018 National Leadership Conference, "Dream Bigger," in Grapevine, TX, May 9-13, 2018. (school) chapter members, (name students) will join more than 5,500 other conference delegates from across the nation to compete in national level business skills competitions and attend leadership development, workshops, general sessions, and national officer candidate campaigns and elections. In addition to having the opportunity to compete on the national stage and learn from leading business professionals, students will experience the cities of Dallas and Grapevine Texas.

"Attending the National Leadership Conference is not only an honor, but a testament to the hard work that each of these students has put into their school year to excel in business education and training. It is the culmination of a year's worth of focus and dedication put forth by the members of our local chapter of Business Professionals of America at (school)," said chapter advisor, (advisor name), who teaches (class or course). (At this point tell about specific students' involvement in competitive events, BPA Cares Awards, leadership training, Torch Awards, national officer campaign/election, etc.)

Business Professionals of America is the premier Career and Technical Student Organization (CTSO) for high school, college, and middle school students preparing for careers in business, finance and management information systems and other related fields. The organization's activities and programs complement classroom instruction by giving students practical experience through application of the skills learned at school.

Business Professionals of America acts as a cohesive agent in the nationwide networking of education and business and industry. The mission of Business Professionals of America is to contribute to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills.

Business Professionals of America is aided in this endeavor with financial support from companies, institutions and organizations such as: the Association of International Certified Professional Accountants, Precision Exams, Great American Opportunities, Stukent, Social Assurity, HowTheMarketWorks, Driving-Tests.org, the University of Indianapolis, Certiport, and Northwood University. The generous support of the organization's many partners facilitates scholarships, educational resources, professional development workshops, webinars and other opportunities for our students and educators and helps make BPA's National Leadership Conference possible and successful.

## Third Party Credit Card Authorization Form

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. **I understand that the hotel is not required to accept this form and the guest should check with the hotel to ensure they accept third party transactions.** Gaylord Texan Resort and Convention Center (main number 817-778-1000). Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Gaylord Texan Resort and Convention Center at fax number - 817-778-2049.

**FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards. However, we recommend that the credit card holder purchase a gift card for the guest (if possible) rather than send their credit card number via this third party form.**

### **CARDHOLDER INFORMATION - Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account Type:  Individual -  Debit /  Credit  Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address (statement): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

### **GUEST INFORMATION - Required**

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Relation to Cardholder:  Relative  Friend  Business Associate  Other \_\_\_\_\_

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest Name: (Printed) \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RATE INFORMATION AND APPROVED CHARGES - Required**

Room Rate: \* \_\_\_\_\_ Taxes: \* \_\_\_\_\_ Total Daily Rate: \* \_\_\_\_\_ Number of Nights: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form.)

All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Restaurant  
 Room Service  Valet/Laundry  Parking  HS Internet Access  Movies  
 Other \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Gaylord Texan Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed \$ \_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not send a photocopy of the front or back of your credit card.



Today's students. Tomorrow's business professionals.

**NATIONAL LEADERSHIP CONFERENCE**

**CREDIT CARD AUTHORIZATION FORM**

**Your card will be processed same day as submission.  
All NLC payments must be received no later than April 18, 2018.**

**Fax # 614-895-1165**

**or**

**Email [mgordon@bpa.org](mailto:mgordon@bpa.org)**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Billing Information**

Same as above

Name as it appears on card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Invoice # \_\_\_\_\_ or Chapter ID# \_\_\_\_\_

**Total Amount Authorized to charge \_\_\_\_\_**

**Payment Method (Check One)**

VISA

MASTERCARD

DISCOVER

AMERICAN EXPRESS

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_



# Sample Refund Request Form

Valid Forms Must Be Completed And Submitted Online

## NATIONAL LEADERSHIP CONFERENCE CONFERENCE REGISTRATION/ TOUR/ SESSION REFUND REQUEST APPLICATION

### CONTACT INFORMATION:

School:

Advisor- First Name:  Last Name:

Chapter ID:  Invoice Numbers:

School Address:  Website:

City:  State:  Zip:  E-Mail:

Telephone/Cell:  Fax:

Name of Registrant:  Total Amount Requested:

Type of Refund Requested:  Tour Refund  Make Check Payable To:

[Download a W9 form](#)

W9-Form:  No file chosen

Additional Comments:

Signature of Authorized agent:  Date:

Note: T-shirts and other merchandise items (honor cords, photos, etc.) are NOT eligible for refunds.

I understand that all eligible refunds will be paid after the National Leadership Conference. Pre purchased merchandise and Etiquette Luncheon tickets are not eligible for refunds. All requests submitted on or before April 26th 2018 shall receive 75% refund. ALL REQUESTS MUST INCLUDE A COMPLETED W-9 FORM.

For more information, call Michele Gordon at 614-895-7277, or email: [mgordon@bpa.org](mailto:mgordon@bpa.org)

# W-9

Form (Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Marriott Hotel Services Inc</b>						
	2 Business name/disregarded entity name, if different from above <b>DBA/Gaylord Texan Hotel</b>						
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► <b>C</b> <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ►							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) <b>PO BOX 402642</b>				Requester's name and address (optional)			
6 City, state, and ZIP code <b>ATLANTA, GA 30384-2642</b>							
7 List account number(s) here (optional)							

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>			
Or									
Employer identification number									
<b>5</b>	<b>2</b>	-	<b>1</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>6</b>	<b>0</b>

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here      Signature of U.S. person ►

*Jennifer Archin*

Date ►

*5/30/17*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# National Officer For A Day Program

## Requirements

To be eligible for this program, applicants must meet the following requirements:

- A Middle Level member in good standing with the organization
- All forms must be completed and returned by the assigned deadlines
- Be present at the 2018 National Leadership Conference in Dallas, Texas

## Application Instructions

All completed forms must be e-mailed by the applicant to Erika Nance or Garrett Bock **no later than** Sunday, April 1, 2018. Applications received after this time will not

be considered. E-mail all documents to: [enance@bpa.org](mailto:enance@bpa.org) OR [gbock@bpa.org](mailto:gbock@bpa.org).

## Required documents:

- Completed Application Form
- Letter of Recommendation from the applicant's Local Chapter Advisor \*\*

\*\*The Letter of Recommendation must be e-mailed **directly** to Erika Nance or Garrett Bock from the applicant's BPA advisor **no later than** Sunday, April 1, 2018.

Members will receive a notification e-mail to assure that all documents have been received.

## General Information

Full Name	• E-mail Address	• Phone Number
Chapter (School)	• Current Grade	• State Association
Advisor's Name	• Advisor's Email Address	• Advisor's Phone Number

## Number of Years in BPA:

## Job Goal:

## Highest Torch Award Received (Award and Year):

## BPA Offices Held

Title/Position	• Level	• Year

## Competitive Events

(Please list only the highest level of competition completed for each event each year)

Name of Event	• Conference	• Place	• Year

## Other BPA Involvement & Contributions:



## ASSUMPTION OF RISK and RELEASE OF LIABILITY AGREEMENT

Participant: \_\_\_\_\_ print name

The undersigned Participant or parent or guardian of Participant knowingly and freely assumes all risks related to or arising out of voluntary participation in any of the optional activities connected with the Business Professionals of America National Leadership Conference event ("Event"), both known and unknown, even if arising from the negligence of Releasee or others and assume full responsibility for my actions. I hereby release, waive, relinquish, discharge and covenant not to sue ACCESS Texas or any of the entities offering the activities ("Releasees") from liability from any and all claims for any and all injury, disability, death or loss or damage to person or property, whether arising from the negligence of the Releasees or otherwise, sustained as a result of, arising out of or related to the activity which Participant has elected voluntarily to participate in, to the fullest extent provided by law. I expressly agree that this Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Texas, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

---

Signature

---

Date



Today's students.  
Tomorrow's business professionals.

5454 Cleveland Avenue, Columbus, OH 43231  
P: 614.895.7277 • F: 614.895.1165  
[www.bpa.org](http://www.bpa.org)