

**Maryland FBLA
Advisor Update #6
Regional Conference Information
December 1, 2011**

Hello Maryland FBLA Advisors

Regional conferences are just around the corner and now is the time to begin planning for the events. Below is information that will be helpful to you and your students:

- Summary of key dates for regional conferences
- Dates and locations of conferences
- Regional advisor and MSDE contact information
- Online testing window
- Registration process—How to register for competitive events at regional conferences
- Competitive events that will occur at regional conferences (performance events)
- Competitive events that will occur at home school (online testing)

Summary of key dates for regional conferences

All regions

December 5	Conference registration opens
December 20	Conference registration closes at 5
January 6	Conference payment due

January 9	Online testing begins
Dates vary by region (see next page for each region's closing date)	Online testing ends at 5 p.m.

Dates and locations of conferences

Region	Online Testing Open	Online Testing Close at 5:00 pm	Regional Location	Regional Date	Snow Date
Region 1	Monday, January 9, 2012	Monday, January 30, 2012	Clear Spring High School	Thursday, February 2, 2012	Tuesday, February 7, 2012
Region 2	Monday, January 9, 2012	Friday, January 27, 2012	Dundalk High School	Wednesday, February 1, 2012	Wednesday, February 8, 2012
Region 3	Monday, January 9, 2012	Wednesday, February 1, 2012	Largo High School	Saturday, February 4, 2012	Saturday, February 11, 2012
Region 4	Monday, January 9, 2012	Friday, January 20, 2012	Leonardtwn High School	Wednesday, January 25, 2012	Thursday January 26, 2012
Region 5	Monday, January 9, 2012	Tuesday, February 7, 2012	North East High School	Wednesday, February 15, 2012	Tuesday, February 21, 2012
Region 6	Monday, January 9, 2012	Tuesday, February 7, 2012	Colonel Richardson High School	Monday, February 13, 2012	Thursday, February 23, 2012
Region 7	Monday, January 9, 2012	Monday, February 6, 2012	Northern High School	Thursday, February 9, 2012	Wednesday, February 22, 2012
Region 8	Monday, January 9, 2012	Tuesday, February 7, 2012	Chesapeake High School	Thursday, February 16, 2012	Thursday, February 23, 2012
Region 9	Monday, January 9, 2012	Tuesday, February 7, 2012	River Hill High School	Saturday February 11, 2012	Saturday, February 18, 2012

If you are unsure of the region your school is in, below is a listing of the counties in each region:

Region	Counties
1	Frederick, Washington, Allegany & Garrett Counties
2	Baltimore County & Baltimore City
3	Montgomery & Prince Georges' Counties
4	St. Mary's County
5	Harford & Cecil Counties
6	Eastern Shore (Kent, Queen Anne's Caroline, Talbot, Dorchester, Wicomico, Somerset, & Worcester Counties)
7	Calvert & Charles Counties
8	Anne Arundel & Carroll Counties
9	Howard County

Regional advisor and MSDE contact information

Contact information for the Maryland State Department of Education (MSDE) is as follows:

William Nottage
Division of Career and College Readiness
Maryland State Department of Education
200 West Baltimore St.
Baltimore, MD 21201
410-767-0536
wnottage@msde.state.md.us

Contact information for the regional advisor and vice president (state officer) for each region is as follows:

Region 1

Clear Spring High School

Advisor: Karen Teach, teachkar@wcboe.k12.md.us

Regional Vice President: Colby Poffenberger, colby.1995fbla@gmail.com

Region 2

Dundalk High School

Advisor: Patrick Holt, pholt2@bcps.org

Regional Vice President: James Reed, jamesreed1994@gmail.com

Region 3

Largo High School

Advisor: Donnita McMillan, donnit.mcmillan@pgcps.org

Regional Vice President: None

Region 4

Leonardtown High School

Advisor: Giselle Schrader, GMSchrader@smcps.org

Regional Vice President: Dillon Norris, dillon.r.norris@gmail.com

Region 5

North East High School

Advisor: Jessica Schneider, jaschneider@ccps.org

Regional Vice President: Andrew Jones, a.jones1293@gmail.com

Region 6

Colonel Richardson High School

Advisor: Sara Ewing, sara_ewing@mail.cl.k12.md.us

Regional Vice President: Thomas Ozman, ozmanthomas@yahoo.com

Region 7

Northern High School

Advisor: Nancy Cohen, cohenn@calvertnet.k12.md.us

Regional Vice President: Michael Wise, michael.wise16@yahoo.com

Region 8

Chesapeake High School

Advisor: Debbie Groff, dgroff@aacps.org

Regional Vice President: Joshua Dixon, jdixon4396@verizon.net

Region 9

River Hill High School

Advisor: Teresa Waters, TERESA_WATERS@hcpss.org

Regional Vice President: Kurt Anderson, kurt@kurtisanderson.com

Online testing window

For events that have an online test, all online testing will be completed in each chapter's home school beginning on January 9, 2012. The closing date for online testing varies by region. Please review the attachment to determine your region's online testing closing date. Results of the online testing will be distributed to all chapters via e-mail shortly after your online testing window closes. Regional advisors will complete competitive event certificates for the winners and will distribute them to each chapter.

Each advisor is responsible for scheduling time for their students to take the exams on computers in their school and for coordinating proctors to oversee the students taking the exams. Additional information and instructions regarding online testing will be sent before testing begins.

The testing deadline for each region is firm. **Any students who have User IDs for the testing system that have not completed their exam by 5 p.m. on their assigned date will be deleted from the testing system.** In other words, once 5 p.m. on your region's closing date passes, no further online testing will be possible. Please plan accordingly and get your proctors and computer room reservations in now so you don't miss this important deadline. Please, please, please do not schedule your testing for the last few days of your testing window. If there is a weather emergency in the last few days, you will not have time for your students to test if you wait until the last minute and are unable to return to school until after your testing window. In other words, please plan to get your testing done in early to mid-January to plan for any unexpected events, including but not limited to weather emergencies, technology/computer issues, etc. There are no exceptions to the closing deadlines. Period.

Registration process--How to register for competitive events at regional conferences

All conference registration must be completed using the online registration system. To access the registration system, go to: <http://regsvr.mdfbla.org/reg/>. Registration system user IDs and passwords will be e-mailed to all advisors by December 5.

Your password and log-in information is the same information as you used to register for conferences last year and this year's fall conference.

Forgot your password?

All users of the registration system will receive an e-mail from the registration system with your password information by December 5. The e-mail address the e-mail will come from is regsvr@mdfbla.org.

If you cannot remember your log-in information or locate the e-mail you receive from the registration system with log in your log-in information, please visit <http://regsvr.mdfbla.org/reg/> and choose "I forgot my password..."

From that screen, you can have your password e-mailed to you either by entering your region and chapter number or just by entering your e-mail address.

If you are still unable to determine your password, please e-mail regsvr@mdfbla.org.

All registration information must be submitted by 5 p.m. on December 20, 2011. After this time the registration system will be locked and no additional registrations will be accepted. Any students not registered through this system by December 20, 2011 will not be permitted to participate in online testing or in competitive events at your regional conference. Please plan accordingly.

Registration Fee

Consistent with last year, the state chapter will assess a \$5 registration fee for each student competing in a competitive event at the regional level (both online test events as well as performance events that occur at the regional conference). The \$5 fee collected for students competing in an online test event will be retained by the state chapter to offset the cost of online testing. The \$5 fee for the performance events that occur at the regional conference will be remitted to the chapter hosting the regional conference. Once you finalize your registration, a statement will be generated with payment instructions. All money for the conference is due by January 6, 2012. Please make arrangements with your school's financial secretary now to ensure you will not have a problem getting your chapter's check issued prior to January 2, 2012 so it will be received by Maryland FBLA by January 6, 2012.

Changes to your registration are permitted through 5 p.m. on December 20, 2011. After 5 p.m. on December 20, 2011, no changes to your registration are permitted. **Your chapter is financially responsible for all students you have submitted by 5 p.m. on December 20, 2011 regardless of whether they follow through with completing the online test or performing at the regional conference.**

As in the past, students must be dues paid members in order to participate in regional conference competitive events. The registration database will be cross-checked against the National FBLA dues database and students who are not dues paid members will not be permitted to compete at the regional conference or in the online test event. **However, as a reminder, your chapter is financially responsible for all students you register in the conference registration system, regardless of whether they follow through with completing the online test or performing at the regional conference, regardless of the reason, including but not limited to the fact that they are not a dues paid member, a scheduling conflict, a weather emergency, etc.**

Mistakes and oversights do happen and it would be unfortunate that a student is denied the opportunity to compete because of an error/oversight regardless of why the error was made or who made the error. Unfortunate situations such as this are easily avoidable. To avoid this situation and to avoid having to scramble at the last minute to submit dues for students who may have been left off the list initially (regardless of the reason) or who have recently joined your chapter, please review the list of paid members that National FBLA has on record from your chapter NOW. Please don't wait until late December 20 as it will likely be too late to be able to remedy the situation in time to meet the deadline for regional conference registration. If you are unsure how to review your paid members on record with National FBLA, please call National FBLA at 800-FBLA-WIN for assistance.

Competitive events that will occur at regional conferences (performance events)

The following performance events will occur at each regional conference and require attendance at the conference by students participating in these events:

<u>Performance Events at Regional Conferences</u>			
1	Business Ethics	Team of 2 or 3	
2	Business Presentation	Individual <u>OR</u> Team of 2 or 3	
3	Client Service	Individual	
4	Electronic Career Portfolio	Individual	
5	Emerging Business Issues	Team of 2 or 3	
6	Impromptu Speaking	Individual	
7	Job Interview	Individual	
8	Public Speaking I	Individual	Grades 9 & 10
9	Public Speaking II	Individual	

Competitive events that will occur at home school (online testing)

Students competing in the following events will take an online exam beginning on January 9, 2012. Some of these events have a performance component at the state and national levels. The performance component for any event listed below will NOT occur at the regional conference; the score of the online tests will determine eligibility to compete at the state leadership conference.

Attendance at the regional conference is not mandatory for students competing in the events listed below that have an online test only, however students competing in these events should plan on attending the regional conference. It is a rewarding experience for students to attend the regional conference; not only will they get recognized in front of their peers for their accomplishment, but they will have the opportunity to network with students from other schools and some regions have leadership activities (workshops, guest speakers, games, etc.) for the students to participate in during the conference. Please check with your regional advisor for details of your regional conference.

<u>Online Tests that will occur at home school</u>			
1	Accounting I	Individual	
2	Accounting II	Individual	
3	Banking and Financial Systems	Team of 2 or 3	
4	Business Calculations	Individual	
5	Business Communication	Individual	
6	Business Law	Individual	
7	Business Math	Individual	Grades 9 & 10
8	Business Procedures	Individual	
9	Computer Applications	Individual	
10	Computer Problem Solving	Individual	
11	Cyber Security	Individual	
12	Database Design & Applications	Individual	
13	Desktop Publishing	Team of 2	
14	Economics	Individual	
15	Entrepreneurship	Team of 2 or 3	

16	FBLA Principles and Procedures	Individual	Grades 9 & 10
17	Future Business Leader	Individual	
18	Global Business	Team of 2 or 3	
19	Healthcare Administration	Individual	
20	Help Desk	Individual	
21	Hospitality Management	Individual	
22	Introduction to Business	Individual	Grades 9 & 10
23	Introduction to Business Communication	Individual	Grades 9 & 10
24	Introduction to Parliamentary Procedure	Individual	Grades 9 & 10
25	Introduction to Technology Concepts	Individual	Grades 9 & 10
26	Management Decision Making	Team of 2 or 3	
27	Management Information Systems	Team of 2 or 3	
28	Marketing	Team of 2 or 3	
29	Network Design	Team of 2 or 3	
30	Networking Concepts	Individual	
31	Parliamentary Procedure	Team of 4 or 5	
32	Personal Finance	Individual	
33	Sports Management	Individual	
34	Spreadsheet Applications	Individual	
35	Technology Concepts	Individual	
36	Word Processing I	Individual	Grades 9 & 10
37	Word Processing II	Individual	

Please refer to the Maryland Competitive Events Guide (available on the Maryland FBLA website at www.mdfla.org) for complete details on eligibility requirements, procedures, and judging rules for competitive events at the regional, state, and national levels.