

**2011 Maryland FBLA Fall Leadership Conference**  
**Ocean City, Maryland**  
**October 31-November 1, 2011**

**Advisor Update #4 - 2011 MD FBLA FLC pre-conference advisor information**

The Maryland FBLA-PBL Board of Directors is looking forward to your attendance at the 2011 FBLA Fall Leadership Conference. There are a few items we would like to make you aware of prior to the conference. Please take a few minutes to review this document as it contains important information for you and your students.

Please note that all documents related to the Maryland FLC, including a link to the registration system, can be found on the Maryland FBLA website at the following address: <http://www2.mdfbla.org/page.aspx?id=31>

**Summary of information included in this document:**

1. Registration Information
2. Dress Code
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**1. Registration Information**

All participants must register for the conference through the online registration system ([www.regsvr.mdfbla.org/reg](http://www.regsvr.mdfbla.org/reg)) and stay at the hotel. There are no exceptions to this policy. This policy is in place because of risk management and insurance issues. There is no "registration only" participation or single day registration for this conference.

Online registration began on September 18, 2011. Costs for attending the conference are in the document labeled "MD FBLA FLC registration fee and deadlines (2011)" that was e-mailed on September 8 and is posted on the Maryland FBLA website.

The fees listed in the document cover hotel accommodations and other conference costs. This includes, but is not limited to one night's hotel accommodations, one dinner (Monday evening), one box lunch (Tuesday), one dance, Leadership Academy, meeting space, workshops, multimedia, conference gift, printing costs, conference participation certificate, and more.

The fees charged are per person and depend on room type. For example, if you have four students in a quad room, the cost to attend the conference for these students is \$160 per student for a total of \$640 for that room (\$160 x 4 students).

If any of your students are room sharing with students from another chapter and the student(s) from the other chapter cancel or do not complete their registration, your chapter will be responsible for the increased rates for the remaining students in your chapter. In other words, if you have two students sharing a room with one student from another chapter (triple rate) and that other student does not follow through on their registration or cancels their registration prior to the October 14 deadline, you will be charged the double rate for each of your students instead of the triple rate that you would have been charged if you were room sharing.

Please note that it is likely that each student will be sharing a bed with another student. Rooms with two beds are given in priority order in the following manner: Quads, then triples, then doubles. Booking a double room

does not guarantee that there will be two beds in the room. Whether there are two beds or one bed is a function of all chapters' demand for rooms and the hotel's supply of rooms. The only way to guarantee one individual per bed is to book a single room, which is an option for advisors only because of liability and safety reasons. This is consistent with how Maryland FBLA has always operated and how other student organizations operate. Please note that there is an option for a situation where sharing a room is not a viable option based on medical, religious, or other reasons. Please refer to #13 in this document for more information.

Hotel room reservations will be made for you and your students based on the registration information you submit using the registration system. We will make your hotel room reservations based on the information you submit and your room assignments and room keys will be distributed at approximately 6 p.m.

The student names you type in the system is exactly how the names will appear on name badges and other conference information. If you misspell a name, it will be misspelled on the name badge. Please take the time to double-check the information you enter prior to submitting it to ensure all names are spelled correctly, that you have not entered a student/advisor/guest more than once, and that you have entered your students in the correct competitive event. As chapter advisor, it is your responsibility to ensure the accuracy of the registration information you submit. **Please do not submit names in the registration system using all capital letters. Please use upper and lower case letters.**

Registration will conclude on October 14, 2011 at 5:00 p.m. All money for the conference is due by October 20, 2011. 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 October 20 so it will be received by Maryland FBLA by October 20.

## **2. Dress Code**

The dress code for all workshops and general sessions other than the dinner session on Monday evening is business casual. The dress code is business casual to accommodate some of the hands-on activities of the Leadership Academy. Business casual attire is defined as a dress shirt, dress slacks, and dress shoes. **No jeans, t-shirts, or tennis shoes.** We advise that you have your students arrive dressed in business casual attire as you will not be able to check into rooms until approximately 6 p.m.

**Business attire is required for the Monday dinner session.** Business attire is defined in the "Dress Code (Maryland FBLA-PBL)" attached to this e-mail and posted on the Maryland FBLA website.

## **3. Code of Conduct**

**Please share the attached Code of Conduct with your students.** Please let them know that they are expected to follow the rules listed in this document.

## **4. Parental Authorization Form**

Please ensure that you have completed the attached parental authorization form for each student attending the conference. These forms will be checked at the time of registration and any student that does not have a completed form will not be allowed to participate in the conference. Please have the forms alphabetized by the students' last name. **Please note that your local school system authorization form or the National FBLA authorization form is not acceptable in lieu of the attached form. You must turned in copies of the attached form for each student.**

## **5. Arrival Information**

Registration opens at 10:30 a.m. Please plan to arrive at that time or after. Arriving before 10:30 a.m. creates a logistical problem for the hotel as we have not contracted with them for chapters to arrive before 10:30 a.m. You should plan on stopping for lunch on your way to the conference as the first meal that will be served is dinner that will not occur until approximately 7:30 p.m. You may also want to advise your students to bring a snack with them as there will not be time to order food from the hotel restaurant once the conference begins at Noon. The opening session begins promptly at Noon.

State officers will greet your bus upon arrival. The advisor from each chapter should report to conference registration located on the second floor of the hotel's conference center. The advisor will receive the registration packet for their chapter. If you have a large number of students registered and think you will need help carrying the registration packet (conference programs, participation certificates for members, name tags, and conference

giveaway), you may bring ONE student with you. The registration area is not large enough to accommodate more than two people from each chapter at one time.

**We will be collecting each advisor(s) cell phone number at the time of registration. This will be used to contact you during the conference in case of an emergency or other situation.**

At the same time the advisor (and up to one student) is picking up the registration packet, the rest of the chapter will unload their luggage from the bus and take it to the designated area for storage. A state officer will accompany the students to the designated area. Please make arrangements for someone to take the luggage of the advisor (and other student) picking up the registration packet to the designated area. Once in the designated area, each school will be marked with a sign as to where you should place your luggage.

### **6. Schedule of Events**

A tentative schedule of the conference events was e-mailed to all advisors by David Jones on September 8. The document is posted on the Maryland FBLA-PBL website. Once the schedule is finalized, it an updated schedule will be posted on the website.

### **7. Meals**

Dinner will be provided on Monday evening (no additional charge).

A box lunch will be provided when you leave on Tuesday (no additional charge). The closing session will end at Noon on Tuesday.

A breakfast buffet will be available in the Horizons Restaurant on Tuesday morning from 7:00 a.m. to 8:30 a.m. The buffet will include fresh fruit, cold cereals, scrambled eggs, bacon, French toast, and orange juice. The cost will be approximately \$8 (including gratuity). Once the final cost is known, I will let all advisors know.

Lunch will NOT be provided on Monday. Please make arrangements for your bus to stop along the way to the conference. You may also want to advise your students to bring a snack with them as there will not be time to order food from the hotel restaurant once the conference begins at Noon.

### **8. Advisor Responsibilities**

Similar to the prior year, we will need the assistance of ALL advisors during the conference. Advisors will be assigned as workshop monitors as well as dance monitors on a rotating basis. The assignment of advisors will be sent out prior to the conference.

In addition, please plan on attending the advisors' session from 5:10-5:50 p.m. on Monday. Room keys will be distributed during this time as well as other conference information and state chapter updates. During the advisors' session we would appreciate the assistance of any adult conference attendees who are not advisors with monitoring the student workshops.

There will be an Advisor Hospitality Suite on Monday and Tuesday. The suite is located behind the registration desk in conference room 5. It will be open during the times that student workshops occur on both Monday and Tuesday. There will be coffee and hot chocolate available for advisors. This is an excellent opportunity to network with other advisors and we hope that you will plan on spending time in the suite sharing ideas with other advisors. The feedback we received on this from previous years was very positive. New advisors really appreciated the guidance and suggestions from our experienced advisors. This will only be successful if everyone participates.

### **9. Door Prizes**

There will be door prize drawings during the closing session on Tuesday. Students will be entered into the door prize drawings by turning in attendance tickets after attending workshops. Attendance tickets will be distributed and collected at the end of each workshop. 10 prizes will be given away for completed attendance cards. **Please explain this to your students prior to the conference.**

### **10. March of Dimes bucket brigade**

During the general sessions we will be collecting change for the March of Dimes. **Please let your students know so they can bring any change (or bills!) they would like to donate.** 100% of the money collected is donated to the March of Dimes.

### **11. Check-out information**

All of your rooms must be vacated by 8:15 a.m. on Tuesday. Luggage is to be taken to the designated area for storage.

### **12. Photos for slideshow during General Sessions**

We are compiling photos from all chapters for use in a slideshow that will be shown during the countdown for each general session of the conference (Monday's opening session, Monday's general session, and Tuesday's general session). This is a great opportunity for your members to have the chance to see themselves on the big screen! The photos can be of your members participating in chapter activities such as chapter meetings, social events, community service projects, regional conferences, etc.

Once your chapter has gathered your photos, please upload them to the following website:

<http://upload.mdfbla.org/>.

### **All photos must be submitted by October 19.**

This initiative won't be successful without photos from every chapter, so please start getting your chapter and member photos together now.

### **13. Policy regarding student overnight accommodations for conferences or activities**

Students attending a Maryland FBLA sponsored activity or conference with overnight accommodations are not permitted to stay alone in their own hotel room (i.e. single room). There are many safety and liability issues associated with one student in a single hotel room and that is why this policy is in place. There are no exceptions to this policy.

Every student participating in the conference/activity must be registered through the local chapter using the conference registration system either at the double, triple, or quad rate. It is likely that each student will be sharing a bed with another student. Rooms with two beds are given in priority order in the following manner: Quads, then triples, then doubles. Booking a double room does not guarantee that there will be two beds in the room. Whether there are two beds or one bed is a function of all chapters' demand for rooms and the hotel's supply of rooms.

The attached document explains alternatives for those students in a situation where sharing a room is not a viable option based on medical, religious, or other reasons.