NATIONAL HARBOR, MD • MAY 6-10, 2020

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 subject to discrimination of 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 both digital and in print.

NASSP Approval
The Business Professionals of America 2020 National Leadership Conference is approved and listed by the National Association of Secondary School Principals for the NASSP Student Contests, Programs and Activities for Students.

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Capitalized Your Future
in National Harbor, MD, May 6-10, 2020!

The 2020 Business Professionals of America National Leadership Conference is the culmination of your hard work throughout the membership year. Taking place May 6-10 at the Gaylord National Resort and Convention Center in National Harbor, MD, thousands of your peers from around the country will gather over four exciting days of competitions, leadership development sessions, National Officer elections, tours, a national Day of Service, Walk for Special Olympics and more.

Whether it’s through Workplace Skills Assessment Program contests, running for national office, attending the National Leadership Academy, being an NLC Intern or Volunteer, receiving the Ambassador Torch Award, or participating in elections, there are many ways to qualify for the 2020 National Leadership Conference.

This NLC Conference Preview Guide is designed to familiarize you with the 2020 National Leadership Conference and all it has to offer. 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. Compete in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Engage in leadership development and community service programs.
7. Immerse yourself in cultural enrichment of the host location through activities and tours.
8. Collaborate through networking opportunities with business professionals and peers from across the country.

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 / or National Volunteer & Internship 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 Capitalize on the opportunity to be a part of this year’s National Leadership Conference in National Harbor, MD!
NLC Dress Code

In order to promote a professional atmosphere, BPA's National 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 also recommended that all guests follow the 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 1-hour 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.

• Dress slacks, dress shirt, and tie
• Pant or skirt suit
• Suit, dress shirt, and tie
• Dress skirt or dress slacks with coordinated blouse and/or sweater
• Sport coat, coordinated dress slacks, dress shirt and tie
• BPA blazer with dress skirt or dress slacks with blouse or sweater
• BPA blazer with dress slacks, dress shirt, and tie
• Dress shoes with socks
• Dress heels or closed-toed flats

Special Notes:

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

All denim is excluded for any of the items listed above.

No tennis shoes, sandals, flip-flops or open-toed flats.

Casual Dress Code:

Jeans, pants, shorts, shirt, t-shirt
(Footwear is required with all of the above.)

The following are unacceptable during BPA activities:

• Strapless tops, spaghetti straps, tube tops, halter tops, midriff tops
• Spandex, lycra or transparent clothing
• Cut-offs or torn 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

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

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Full Registration (Registered Advisors & Students)
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: $125
Dates: February 28-April 1
During this period participants can register online at the early fee discount for conference registration, competitive event registration, housing and general conference activities (tours, workshops).

Full Registration: Final Online Registration: $145
(Contest registration cannot be made online after Wednesday, April 1. Please contact Amber McNew, Director of Education, amcnew@bpa.org to discuss contest registration options after this date).
Dates: April 2 – April 8
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.

Chaperone and Guest Registration
Advisors may register their chapter’s chaperones and guests (family, friends, etc.) for the NLC at these special registration rates. This registration includes participation in all conference activities but excludes conference gifts.
Chaperone/Guest Registration: Advance Online Registration: $90
Dates: February 28 – April 1
Chaperone/Guest Registration: Final Online Registration: $115
Dates: April 2 – April 8

A “General Sessions only” wristband is $10. Advisors must purchase the wristband for their guests at the Finance Desk starting Thursday, May 7 and before Saturday, May 9 at 12:00 pm.

Alumni Registration
In an effort to encourage and promote membership in the National BPA Alumni Division, complimentary conference registration will be provided to nationally registered BPA Alumni members that do not serve as a chapter advisor, chaperone, or similar role. Alumni members may participate in conference activities, serve as conference volunteers and much more!

Alumni Details
All Alumni must be registered and wearing their name badges and wristbands to be admitted to NLC activities. To qualify for the complimentary conference registration, Alumni must be registered for the conference through an approved Alumni chapter in advance of NLC and must be signed up for a volunteer opportunity. Individuals not registered through an approved Alumni chapter will pay the Guest Registration fee online or on-site.

Business Professionals of America registered members (Students and Advisors) are not required to stay at an official conference property. However, Alumni can request to reserve hotel accommodations through Business Professionals of America. Simply complete the Alumni Housing Reservation form found online. Specific hotel requests cannot be guaranteed and be aware that space is limited.

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 15. 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.

Chapter Advisors: It is your responsibility to ensure payments are made to the National Center on or before April 15, 2020. If your school district requires purchase orders, please make sure you complete the process as soon as possible.

Check Payment for National Conference Registration Invoices
Mail check along with 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 by completing the credit card section of the invoice.
To make payment, contact Michele Gordon by email at mgordon@bpa.org, OR by telephone at 614.895.7277 ext. 7479 OR send by fax to 614.895.1165.

Purchase Order Payment for Conference Registration
- School purchase orders are not accepted as a form of payment.
- Purchase order numbers cannot be added to submitted invoice(s).
- The National Center is unable to change dates to submitted invoices; therefore, you are responsible to follow your school district’s purchase order procedures prior to submitting any invoices.
- You are responsible to follow-up with your school’s business office to ensure invoices are paid in full prior to attending NLC. Log on to the Conference Registration System to view all submitted conference invoices.
- Any outstanding conference invoice balance will need to be paid in full prior to receiving conference materials.

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 must be completed using the online form and are due on or before April 23, 2020 will receive a 75% refund. No requests for refunds shall be honored after that date. Refunds are not available for pre-purchased merchandise or tours.
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.
March 25: BPA Cares submissions are due (Professional Award Submissions due March 1).

March 25: 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: Scholarship Application deadline.
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 1: Online contest registration closes. After this date, contact Amber McNew, Director of Education, at amcnew@bpa.org.
April 2 – April 8: Final online registration rate period.
April 8: Last day for online conference pre-registration. Conference registration after this date must be on-site at your time of arrival.
April 15: All NLC payments due to the National Center.
April 23: Deadline for all Refund Requests. All requests must be submitted using the online form.
May 4: National Staff will be on site in National Harbor, MD. The National Center will be closed May 4 – May 15.

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 Friday, February 28, 2020.

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” 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 regalia, optional airport shuttle transportation and other items for sale.

• Contest: Register your students for their competitive events.

• T-Shirt: Pre-order the official conference T-shirt for your participants.

• NLC Assignment: Register for your advisor assignment/job at NLC.

• Student Volunteer: Register your student participants for a Volunteer 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 & any optional meal selections.

• Certifications: Select the pass type and days to take 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.

• 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 8, 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.

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 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 Thursday, April 2, please contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org. Participants are required to stay at an official conference property. Non-compliance is cause for disqualification.

The hotel reservation deadline is Wednesday, April 1, 2020. 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.

Modifying an Existing Reservation

• Prior to or on April 2, e-mail Jonathan Smith, Director of Strategic Programs & Experiences, at 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 Residence Inn will consist of king bed with pull-out sleeper sofa. These rooms can accommodate up to 4 people.

If auto assigned a one-bed room, you may request a two-bed room after April 8 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 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 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.

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 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.
Online Conference Registration Instructions (Cont.)

- While you will receive a new invoice, there are no charges for adding new contests, adding volunteer jobs, and sessions (for qualifying participants).

Adding on to Hotel Reservations
- Prior to or on April 2, you must e-mail Jonathan Smith at the National Center at jsmith@bpa.org to make any changes to an existing reservation. This includes deleting and adding rooms. After April 8, 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 6).
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 and much more!

Advisor assignments are 2-4 hours in length. If you are interested in a specific 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.

Conference Photos
The official conference photographer will be on-site throughout the entire conference. Photos will be available online following the conference.

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.

2020 NLC Conference T-Shirt
Purchase an official conference T-Shirt and support Special Olympics. All with one shirt. 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
- S
- M
- L
- XL
- XXL
- 3XL
- 4XL

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

Ken E. Nwadike, Jr.
A peace activist, motivational speaker and video journalist

Ken E. Nwadike, Jr., is a peace activist, motivational speaker, and video journalist known as the Free Hugs Guy online. Mr. Nwadike Jr is the founder of the Free Hugs Project, which produces motivational videos to spread love, inspire change, and raise awareness of social issues. His ‘Free Hugs’ videos have reached hundreds of millions of views on Facebook and YouTube.

In 2014, Ken launched the Free Hugs Project to spread love in response to the bombing of the Boston Marathon.

“While viewing the devastation of the 2013 bombing of the Boston Marathon, I was determined to be a participant in the next race. I failed to qualify by just 23 seconds, so I decided to attend the event in a different way. I provided free hugs to runners as encouragement along the route. This simple act made national news headlines and lifted runners’ spirits. Hugs produced smiles and gave runners an extra boost as they ran.”

The Free Hugs Project gained popularity in 2016, as Nwadike made major news headlines for his peace-keeping efforts and de-escalating violence during protests, riots, and political rallies. The Free Hugs Project is a program conducted at workplaces and colleges, designed to bridge racial divides and encourage civility.

Ken was featured in Google’s 2016 Year in Search video as a highlight of some of the year’s most defining moments. He has made many appearances on news programs and radio broadcasts worldwide, including CNN, USA Today, Good Morning Britain, and BBC News. Ken has spoken at hundreds of Colleges and Universities and is a favorite at high-schools and corporations.

Today, Ken’s courageous work as a peace activist is an example of how all individuals have the ability to Capitalize their Future through service to others and what may seem like small gestures to some can make a significant difference to many.
2020 Conference Highlights

AICPA/Advisor Reception
BPA and Premier Level Sponsor AICPA is excited to welcome advisors to National Harbor, MD and recognize our award recipients, including the Local Certified Advisors, at the 2020 BPA Advisor Reception. Mix and mingle with fellow advisors and celebrate NLC 2020! Pre-registration and ticket required.

Date: Wednesday, May 6
Time: 7:00 pm – 8:00 pm
Location: Lower Atrium

AICPA/BPA Secondary Student Networking Event
Test your networking skills while meeting with business, finance and accounting professionals at this exclusive Secondary student networking event sponsored by the team from Start Here, Go Places.® Open by invitation only to students in select Secondary accounting and finance competitions, the AICPA Student Networking Event is your opportunity to meet and greet the Start Here, Go Places team, network with fellow BPA students and enjoy some down-time away from competitions. If you are a Secondary Division accounting and finance student, look for your invitation soon!

Date: Friday, May 8
Time: 2:30 pm – 4:30 pm
Location: TBA

Bank On it Tournament
Presented by AICPA
Sponsored by Start Here, Go Places.

Date: Thursday, May 7
Time: 6:00 pm – 10:00 pm
Location: Potomac Ballroom C

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 2020 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!

NAP Certification Testing
The National Association of Parliamentarians membership exam will be offered.

NLC Exhibitor Showcase

Day 1
Date: Thursday, May 7
Time: 10:00 am – 6:00 pm
Location: Potomac Ballroom Foyer

Day 2
Date: Friday, May 8
Time: 9:00 am – 5:00 pm
Location: Potomac Ballroom Foyer

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.

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 Open Certification Labs
This year, students and advisors have access to a number of certifications offered by partners Certiport and Precision Exams at a significant value. BPA will be offering one and three day pass options for attendees. These day passes can be used interchangeably between the two labs, offering even more opportunity to earn certifications!

Dates: Thursday, May 7 – Saturday, May 9
Time: 10:00 am – 4:00 pm
Locations: Certiport Lab: Potomac Ballroom 2-3
Precision Exams Lab: Potomac Ballroom 4-5

<table>
<thead>
<tr>
<th>Cost</th>
<th>Pre-Conference Registration</th>
<th>On-Site Registration</th>
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<tbody>
<tr>
<td>1-Day Pass</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>3-Day Pass</td>
<td>$20.00</td>
<td>$25.00</td>
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Passes are unlimited and seats are first-come-first-serve.

Believe It or Not?
Date: Friday, May 8
Time: 8:00 am – 8:50 am
Location: Maryland Ballroom C

Contrary to what you may think, BPA is more than just something to do in high school. Believe it or not, there is so much more to the organization than plaques and pins. Come join us for this eye-opening session as we debunk some of the most popular BPA myths and see for yourself how you can take your BPA experience to the next level. The session is open to all BPA student members, especially graduating high school seniors.
2020 Conference Highlights (Cont.)

**National Showcase**
Date: Friday, May 8
Time: 7:30 am – 9:00 am Set-up
10:00 am – 12:30 pm National Showcase
Location: Maryland Ballroom AB

The National Showcase is the culminating event of months of hard work in the National Virtual Events. Visit this high-energy space and interact with the Top 10 competitors in each of the nine (9) National Virtual Events as they showcase their final projects and presentations. Competitors will share how their projects were developed and provide you with vital insight on how you can compete next year! Come experience amazing projects, such as:

- Custom Developed Video Games
- Market Ready Mobile Apps
- Professionally Created Video Projects
- Future Enterprise-Ready Businesses
- Photography Works of Art
- Cybersecurity Lab Demonstrations
- And Tips for Portfolio Management in the Stock Market!

**New this year:** Conference attendees can help determine the “Best in Show” by voting for the project that stands out in their mind in each of nine (9) Virtual Events.

**National Showcase Best in Show**
New this year the “Best in Show” awards will be determined on-site during the National Showcase according to the following criteria:

- Weighted 25% - Conference Attendee Vote per event
- Weighted 75% - On-site Professional Judging

**Note:** Conference attendees will be able to vote once per Virtual Event. On-site judging takes place during the Showcase and is based on the National Showcase “Best in Show” rubric.

**Note:** The on-site judging has absolutely no bearing on the Virtual Event Top 10 rankings. The on-site judging’s sole purpose is to determine “Best in Show” awards.

“Best in Show” Awards for each of the nine (9) Virtual Events and an “Overall Best in Show” award will be announced on-stage in the ballroom at the conclusion of the National Showcase.

The qualifying Virtual Competitions are listed below:

- V01 Virtual Multimedia and Promotion – Individual
- V02 Virtual Multimedia & Promotion - Team
- V03 Software Engineering Team
- V04 Web Application Team
- V05 Mobile Applications
- V06 Promotional Photography
- V07 Cybersecurity/Digital Forensics
- V08 Start-up Enterprise Team
- V09 Financial Portfolio Management Team-Pilot

**National Showcase Business Panel**
Date: Friday, May 8
Time: 9:00 am – 10:00 am
Location: Maryland Ballroom C

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 with industry professionals from a variety of genres and high-profile businesses that represent technology, media, business, finance, and social responsibility. Representatives from HP, JP Morgan Chase, Dell Technologies and many other high-stakes companies will serve on the panel.

**BPA NLC SPECIAL EVENT: Stars & Stripes Celebration**
Date: Friday, May 8
Time: 7:00 pm – 10:00 pm

Join us for a celebration of your amazing year at the BPA NLC Special Event. We’ll kick off the day-long celebration with our National BPA Day of Service followed by 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, 2020. The registration fee for this Walk is $15.00 and includes a commemorative pin. Proceeds will be donated to Special Olympics.

**BPA Day of Service** activities will take place from 3:00 pm – 6:00 pm

The day’s events will conclude with a fun-filled evening of food and entertainment including a live concert sponsored by Reach & Teach. This special event offers members the opportunity to unwind with live music, dancing, games, food and fun!

Finish off an amazing day of giving back by joining us for a night of food, fun and live entertainment. Come celebrate your amazing year and all you have accomplished through BPA. There is definitely going to be something for everyone, so prepare to party!
2020 Conference Highlights (Cont.)

The Walk for Special Olympics will start at 6:00 pm at the Gaylord National Atrium Courtyard. Make plans to join the National Officer Team and members of the National BPA Alumni Division as we walk in spirit for the Special Olympics athletes.

Evening Entertainment kicks off at 7:00 pm.

National Officer Team introduces a BPA Survival Kit for NLC 2020

This year, the National Officer Team will be offering an exclusive BPA Survival Kit that will be available to members for pre-purchase during this year’s NLC registration process.

All proceeds from the sale of this item will be donated to Girls Who Code – a nonprofit organization that aims to support and increase the number of women in computer science by equipping young women with the necessary computing skills to pursue 21st century opportunities.

What is the purpose behind the BPA Survival Kit?

• To provide members with a variety of the items that can come in handy during their attendance at NLC, in addition to future conferences or events members may attend.

Why would a member want to buy one?

• To get exclusive BPA branded items for their NLC “survival”, all while supporting a good cause.

How much is the BPA Survival Kit and what comes in it?

• Each BPA Survival Kit is $20 and comes packaged inside a reusable utility pouch and has 10 BPA branded items such as a USB drive, hand sanitizer, 3-in-1 charging cable, chapstick, lint sheet pocket pack and more!

Where do members pick up their pre-ordered BPA Survival Kit?

• Members who pre-purchase a BPA Survival Kit will be able to pick them up on-site at the Conference Pin & Prepaid Merchandise Pick-Up.
BPA Day of Service Event Activities

Date: May 8 • Time: 3:00 pm– 6:00 pm • Location: Woodrow Wilson Ballroom

Leadership is about Service. We are given opportunities every day to extend our hand and help people get and give better. Be the Change! Make a Difference!

Confirmed Day of Service Activities

A Million Thanks
Location: Woodrow Wilson Ballroom A

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 Cares School Supply Drive
Location: Woodrow Wilson Ballroom B

Description: School supply drives help provide students with the supplies they may not otherwise get due to budget constraints. This service activity will create student backpacks made up of school supplies donated by our BPA Day of Service sponsors and will include items such as pencils, notepads, folders, glue sticks, crayons, travel tissues and more. We challenge every NLC participant to pack a brand new folder or box of crayons to include in each backpack. Collection boxes will be placed at NLC Registration for all donated items in advance of BPA Day of Service. Let’s work together to help students to capitalize on their future through the next academic year.

Walk for Special Olympics Posters
Location: Woodrow Wilson Ballroom D

Description: Help us support our Walk for Special Olympics participants by making encouraging posters and signs for our cheer team to have all along the course of the walk. Bring energy, motivation and words of inspiration to our walkers through these colorful and uplifting posters.

A Smile A Day Thank You Cards
Location: Woodrow Wilson Ballroom A

Description: Saying thank you may not repay the good things someone did for you, but it can certainly put a smile on their face. While at NLC, show your gratitude for those who work behind the scenes to make this conference a success. Whether it’s the bellman who helps you with your bags, or the housekeeper who keeps your room clean, write A Smile A Day Thank You Card for the amazing individuals who made a difference in your conference experience.

BPA Coloring Books for Kids
Location: Woodrow Wilson Ballroom C

Description: Help give hospitalized children a chance to add some color to their day. The National Officer Team invites you to join us in either donating a brand new coloring book for kids, or coming to the BPA Day of Service and creating special BPA coloring books that will be distributed to local area hospitals. Come join the fun and help put a smile on a child’s face.
Housing reservations for the 2020 National Leadership Conference will open on Friday, 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 2020 National Leadership Conference is Wednesday, May 6 – Sunday, May 10, 2020. 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 Wednesday, April 8, 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 Thursday, April 2, please contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org.

The hotel reservation deadline is Wednesday, April 1. 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.

**Modifying An Existing Reservation**

- Prior to or on Thursday, April 2, you may e-mail Jonathan Smith, Director of Strategic Programs & Experiences, at 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 Residence Inn consist of a king bed with pull-out sleeper sofa. These rooms can accommodate up to 4 people.

If auto assigned a one-bed room, you may request a two-bed room after Wednesday, April 8, 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 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 National Resort & Convention Center**
201 Waterfront Street
National Harbor, MD 20745

- **Assigned States:** AK, DE, IA, ID, IL, IN, KS, MA, MI(PS), MN(PS), MT, NM, OH, SC, TX
- **Rate:** $285.00 (1-4 Persons Occupancy)
- Plus applicable taxes and fees currently published at 18% (subject to change).

**Payment Instructions**
A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

**AC Hotel National Harbor**
156 Waterfront Street
National Harbor, MD 20745

- **Assigned States:** MN(S), PR
- **Rate:** $264.00 (1-4 Persons Occupancy)
- Plus applicable taxes currently published at 18% (subject to change).

**Payment Instructions**
A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

**Hampton Inn & Suites**
250 Waterfront Street
National Harbor, MD 20745

- **Assigned States:** MI(ML)
- **Rate:** $264.00 (1-4 Persons Occupancy)
- Plus applicable taxes currently published at 18% (subject to change).

**Payment Instructions**
A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

**Do not send payment to hotel until after Wednesday, April 8!** After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All deposits and/or full prepayment must be made by Friday, April 17. Reservations that do not have a paid one night’s deposit after this date will not be guaranteed and are subject to cancellation.

**Credit Card Payments:** Guest using a credit card for payment must complete and submit the AC Hotel Credit Card Authorization Form found at the end of this Guide. This form must be submitted to the hotel on or before Friday, April 17. The one night’s deposit will be charged to the card on file within 2 business days.

**Check Payments:** Payments via check must be mailed to the address found on the Housing Invoice. The check along with a list of all guestroom confirmation numbers, as well as your contact information, must be received by the hotel on or before Friday, April 17. Checks will not be accepted on-site for payment.

**School Purchase Orders:**
- Do not send payment to hotel until after Wednesday, April 8! After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All deposits and/or full prepayment must be made by Friday, April 17. Reservations that do not have a paid one night’s deposit after this date will not be guaranteed and are subject to cancellation.

**Payment Instructions**
A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

**Do not send payment to hotel until after Wednesday, April 8!** After this date, the hotel will have a record of your hotel reservations and you should receive
reservation confirmation numbers for your requested accommodations. All deposits and/or full prepayment must be made by Friday, April 17. Reservations that do not have a paid one night’s deposit after this date will not be guaranteed and are subject to cancellation.

**Credit Card Payments:** Guest using a credit card for payment must complete and submit the Hampton Inn & Suites Credit Card Authorization Form found at the end of this Guide. This form must be submitted to the hotel on or before Friday, April 17. The one night’s deposit will be charged to the card on file within 2 business days.

**Check Payments:** Payments via check must be mailed to the address found on the Housing Invoice. The check along with a list of all guestroom confirmation numbers, as well as your contact information, must be received by the hotel on or before Friday, April 17. Checks will not be accepted on-site for payment.

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**Residence Inn National Harbor**

192 Waterfront Street
National Harbor, MD 20745

**Assigned States:** FL, WI

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

Plus applicable taxes currently published at 18% (subject to change).

**Payment Instructions**

A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

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

**Do not send payment to hotel until after Wednesday, April 8!** After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All deposits and/or full prepayment must be made by Friday, April 17. Reservations that do not have a paid one night’s deposit after this date will not be guaranteed and are subject to cancellation.

**Deposit and Credit Card Payments:** Please complete the Residence Inn National Harbor Credit Card Authorization Form found at the end of this Guide. The one night’s deposit will be charged to the card on file within 2 business days.

**Check Payments:** Payments via check must be mailed to the address found on the Housing Invoice. The check along with a list of all guestroom confirmation numbers, as well as your contact information, must be received by the hotel on or before Friday, April 17. Checks will not be accepted on-site for payment.

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**Westin Washington National Harbor**

171 Waterfront Street
National Harbor, MD 20745

**Assigned States:** OK

**Rate:** $269.00 (1-4 Persons Occupancy)

Plus applicable taxes currently published at 18% (subject to change).

**Payment Instructions**

A one night’s room and tax deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

All guestrooms at the Westin require a credit card on file to guarantee the reservation.

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

**Do not send payment to hotel until after Wednesday, April 8!** After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All deposits and/or full prepayment must be made by Friday, April 17. Reservations that do not have a paid one night’s deposit after this date will not be guaranteed and are subject to cancellation.

**Deposit and Credit Card Payments:** Please complete the Westin Washington National Harbor Credit Card Authorization Form found at the end of this Guide. The one night’s deposit will be charged to the card on file within 2 business days.

**Check Payments:** Payments via check must be mailed to the address found on the Housing Invoice. The check along with a list of all guestroom confirmation numbers, as well as your contact information, must be received by the hotel on or before Friday, April 17. Checks will not be accepted on-site for payment. If the check payment also covers the one night’s deposit, then the credit card on file that was charged to guarantee the reservation will be refunded the one night’s deposit amount.

**Independent Chapter Assignment**

Independent chapters and overflow will be assigned at one of the above official conference properties as space permits.
Business Professionals of America
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 follow 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 individual involved, engaged or associated with BPA, or BPA members participating in any BPA activities on the Local, Regional, State and National Level including but not limited to the Workplace Skills Assessment Program Competitive Events. 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.

Business Professionals of America reserves the right to monitor, restrict, prohibit, block, suspend, terminate, delete, remove or discontinue any users’ access to any National BPA social media site at any time, without notice or consent. Additionally, Business Professionals of America may remove, delete, block, filter or restrict any comment or post at its sole discretion and that are deemed objectionable, inappropriate, distasteful, harmful, defamatory, harassing, libelous, slanderous, offensive, or criminal in nature.
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 conference registration has ended on April 1, 2020 by contacting Amber McNew, Director of Education (amcnw@bpa.org or 614.895.7277, Ext. 7480) by April 8, 2020. After April 9, all substitutions must be made by the State Advisor prior to 6:00 pm on Wednesday, May 6, 2020 at the National Leadership Conference in the Competitive Events Center located in Gaylord National Chesapeake K-L. Please note that substitutions for events requiring pre-submissions of materials must be completed prior to April 1, 2020 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 Gaylord National Chesapeake K-L prior to 6:00 pm on Wednesday, May 6, 2020. Conflict resolutions are made on a first-come, first-served 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, 2020.

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 at for information regarding the use of a contestant’s own computer. The Software Listing below 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Software Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding Production</td>
<td>MS Word 2016</td>
</tr>
<tr>
<td>Spreadsheet Applications</td>
<td>MS Excel 2016</td>
</tr>
<tr>
<td>Administrative Support Team</td>
<td>MS Word 2016, MS Excel 2016, MS PowerPoint 2016, MS Access 2016, and MS Publisher 2016</td>
</tr>
</tbody>
</table>

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 set-up 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
- (940) Website Design Team
- (945) Introduction to Video Production Team
- (960) Presentation Management Team
- (975) Entrepreneurship Exploration

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.

All release forms must be signed and scanned at the time of presubmission to be considered for technical scoring points.

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Game Design Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Entrepreneurship Exploration</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Graphic Design Promotion</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Introduction to Video Production Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Website Design Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Virtual Events</td>
<td>See individual event for specifications</td>
<td></td>
</tr>
<tr>
<td>NLC Competitive Events Registration</td>
<td>Online registration by April 1, 2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td>NLC Registration</td>
<td>Early registration by 2/28-4/1/2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td>NLC Hotel Reservations</td>
<td>Late registration by 4/2-4/8/2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
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<tr>
<td>NLC Registration Refund Requests</td>
<td>Online by April 1, 2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td>BPA Cares Awards</td>
<td>Submitted by March 25, 2020</td>
<td>Submitted as outlined in BPA Cares Awards Handbook</td>
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<tr>
<td>Torch Award—Ambassador</td>
<td>Submitted by March 25, 2020</td>
<td><a href="http://www.bpa.org/torch-awards">www.bpa.org/torch-awards</a></td>
</tr>
</tbody>
</table>

National Officer for a Day
An Incredible Opportunity for Middle Level members only

Becoming a National Officer for a Day (NOFAD) and shadow a national officer at the National Leadership Conference. You will get to see what is like to serve as a national officer.

Requirements
• Be a Middle Level member in good standing with the organization
• Submit all forms by Friday, April 5, 2020
• Attend the 2020 National Leadership Conference in National Harbor, MD

Applications are found [online](#).
# 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**

<table>
<thead>
<tr>
<th>Event</th>
<th>Software Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Team (S</td>
<td>PS) (255)</td>
</tr>
<tr>
<td>Advanced Office Systems &amp; Procedures (S</td>
<td>PS) (225)</td>
</tr>
<tr>
<td>Advanced Spreadsheet Applications (S</td>
<td>PS) (235)</td>
</tr>
<tr>
<td>Advanced Word Processing (S</td>
<td>PS) (210)</td>
</tr>
<tr>
<td>Basic Office Systems &amp; Procedures (S</td>
<td>PS) 220</td>
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<tr>
<td>Database Applications (S</td>
<td>PS) (220)</td>
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<tr>
<td>Fundamental Spreadsheet Applications (S</td>
<td>PS) (230)</td>
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<tr>
<td>Fundamental Word Processing (S</td>
<td>PS) (200)</td>
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<tr>
<td>Fundamentals of Web Design (S</td>
<td>PS) (405)</td>
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<tr>
<td>Integrated Office Applications (S</td>
<td>PS) (215)</td>
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<td>Intermediate Word Processing (S</td>
<td>PS) (205)</td>
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<tr>
<td>Legal Office Procedures (S</td>
<td>PS) (245)</td>
</tr>
<tr>
<td>Medical Office Procedures (S</td>
<td>PS) (250)</td>
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</tbody>
</table>

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. Contestants must bring their own computer, power and equipment for C++, C# / VB, Java Programming. Printers are not needed for any programming contests in Management Information Systems. If a contestant wishes to use a projector for a presentation event, they must supply their own. 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.

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.

**All release forms must be signed and scanned at the time of presubmission to be considered for technical scoring points.**

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Research Project (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Advanced Interview Skills</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Broadcast News Production Team (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Computer Animation Team (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Computer Modeling (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Digital Media Production</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Economic Research Individual (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Economic Research Team (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
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<tr>
<td>Entrepreneurship</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Global Marketing Team (S)</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Graphic Design Promotion</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
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<tr>
<td>Interview Skills</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Network Design Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Video Production Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Website Design Team</td>
<td>Submitted by 11:59 pm Eastern Time, April 1, 2020</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>Virtual Events</td>
<td>See individual event for specifications</td>
<td><a href="http://www.bpa.org/submit">www.bpa.org/submit</a></td>
</tr>
<tr>
<td>NLC Competitive Events Registration</td>
<td>Online registration by April 1, 2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
</tbody>
</table>
## Secondary/Post-secondary National BPA Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadlines</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLC Registration</td>
<td>Early registration: 2/28-4/1/2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td></td>
<td>Late registration: 4/2-4/8/2020</td>
<td></td>
</tr>
<tr>
<td>NLC Hotel Reservations</td>
<td>Online by April 1, 2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td>NLC Registration Refund Requests</td>
<td>Submitted by April 18, 2020</td>
<td><a href="http://www.bpa.org/nlc">www.bpa.org/nlc</a></td>
</tr>
<tr>
<td>National Officer Candidate Application</td>
<td>Postmarked by March 25, 2020</td>
<td>Submit as outlined in the BPA National Officer Candidate Handbook</td>
</tr>
<tr>
<td>BPA Cares Awards</td>
<td>Submitted by March 25, 2020</td>
<td>Submit as outlined in BPA Cares Handbook</td>
</tr>
<tr>
<td>Torch Award—Ambassador</td>
<td>Submitted by March 25, 2020</td>
<td><a href="http://www.bpa.org/torch-awards">www.bpa.org/torch-awards</a></td>
</tr>
</tbody>
</table>

### 2020 WSAP Open Events Lab

Students, Advisors and Alumni of the 2020 National Leadership are invited to test in the WSAP Open Events Lab.

The WSAP Open Events Lab is located at the Gaylord National Potomac Ballroom C

**Hours:**
- **Date:** Wednesday, May 6  
  **Time:** 12:00 am – 5:00 pm  
  (Last exam administered at 4:30 pm.)

- **Date:** Thursday, May 7  
  **Time:** 12:00 am – 5:00 pm  
  (Last exam administered at 4:30 pm.)

- **Date:** Friday, May 8  
  **Time:** 12:00 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)
- Digital Communications & Design Concepts (S/PS)
- Digital Marketing 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/Advisors)
The industry certifications are provided at the national level competitions. The certification testing will count towards 100 points to the final score for each of the BPA Competitive Events listed below.

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

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

<table>
<thead>
<tr>
<th>BPA Competitive Event Name</th>
<th>Industry Certification Offered by TestOut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linux Operating System Fundamentals</td>
<td>TestOut Linux Pro</td>
</tr>
</tbody>
</table>

*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 earn 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.
The Certiport Open Certification Lab returns to NLC with even more opportunities for our students and advisors to earn industry recognized certifications!

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 (www.certiport.com) 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).

Onsite registration will also be available. To register for a certification onsite, please check-in at the Potomac Ballroom 2-3 directly and speak with a Certification Coordinator. Please note that onsite registration is based on time and space availability.

Certifications Available:

Microsoft Office Specialist (MOS):
2016 Access
2016 Excel
2016 PowerPoint
2016 Word
2016 Word Expert
2016 Excel Expert
Word O365/2019
Excel O365/2019
PowerPoint O365/2019
Outlook O365/2019
Word Expert O365/2019
Excel Expert O365/2019
Access Expert O365/2019

Microsoft Technology Associate (MTA):
HTML 5 Development Fundamentals
Networking Fundamentals
Security Fundamentals
Software Development
Administration Fundamentals
Windows Operating System Fundamentals
Introduction to Programming Using HTML and CSS

Adobe Certified Associate (ACA)
Web Authoring Using Adobe Dreamweaver
Interactive Media Communication Using Adobe Flash Professional
Video Communication Using Adobe Premiere Pro
Visual Communication Using Adobe Photoshop
Graphic Design & Illustration Using Adobe Illustrator
Print & Digital Media Publication Using Adobe InDesign

EC Council
Cyber Forensics Associate (CFA)
Ethical Hacking Associate (EHA)

Other
QuickBooks Certified User Premier/Pro 2016
Entrepreneurship & Small Business (ESB)
Communication Skills for Business (CSB)
IC3 Digital Literacy
Unity Certified User
App Development with Swift (Apple)

NEW FOR NLC 2020!

Certiport-sponsored Student Lounge
Date: Saturday, May 9  |  Time: 10:00 am – 4:00 pm  |  Location: Potomac Ballroom D

All BPA student members are invited to come unwind after days of competition, professional development and networking on Saturday, May 9th thanks to our wonderful partner Certiport! Grab some snacks, chill with your friends, and get to know some of the awesome people at Certiport!
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 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, 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 2020 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 $80,000 in donations to local area Special Olympics Chapters in Chicago, Indianapolis, Orlando, Boston, Dallas/Fort Worth and Anaheim.

More than 8,000 participants have come together over the past eight years to walk in spirit for and with Special Olympic Athletes.

Join us in National Harbor, MD this May as we cheer on our walkers and once again celebrate the spirit of Special Olympics.

**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. This year’s route does include stairs. Participants with ADA needs, please contact Jonathan Smith at jsmith@bpa.org prior to registering.

Registration: Register during the conference registration process. Registration opens February 28, 2020.

**Date:** Friday, May 8

**Time:** 6:00 pm-7:00 pm

**Location:** Route along National Harbor and Potomac River (approximately one mile)

**Cost:** $15.00 includes a commemorative pin
BPA University Workshops at a Glance

Students and Advisors Workshop Session
Teaching Finance Through Gamification
Date: Thursday, May 7, 2020
Time: 8:00 – 8:50 am
Location: Maryland Ballroom C
Speaker/Sponsor: Kevin Smith, StockTrak

The best way to teach students personal finance, economics, or investing is through gamification. We will show you how to engage and interest students with the use of a personal budgeting game and investment simulation. We will discuss the educational benefits of introducing these technologies into the classroom. We will also show you how to convert a standard classroom into an exciting Wall Street-style classroom with LCD screens full of economic news. Students learn by doing, not just listening, so we’re here to help you implement new gamified technology into the classroom!

Students and Advisors Workshop Session
Fundraising and Closing the Deal
Date: Thursday, May 7, 2020
Time: 10:00 – 10:50 am
Location: Maryland Ballroom C
Speaker/Sponsor: Tycely Williams, America’s Promise Alliance

Fundraising and securing sponsors is a crucial part of being a member of BPA. Come learn meaningful ways to approach, communicate and close the deal with potential sponsors and business partners. These tips will boost confidence, quell nervousness and lessen frustrations during the process. Tycely Williams serves as the Chief Development Officer for America’s Promise Alliance, a nationwide movement to improve the lives and futures of America’s youth by bringing together hundreds of national nonprofits, businesses, community and civic leaders, educators, citizens, and young people. She has inspired individuals and institutions to invest more than $92 million dollars in charitable causes. Through her expertise, members and advisors will learn how to capitalize on fundraising opportunities and close the deal.

Students and Advisors Workshop Session
Empower Students with Hands-On Digital Marketing Skills from Facebook Blueprint
Date: Thursday, May 7, 2020
Time: 11:00 – 11:50 am
Location: Maryland Ballroom C
Speaker/Sponsor: Ellie Hoban, Facebook

Facebook Blueprint’s new Digital Marketing Skills program provides educators with free access to an online Educators Portal that includes both in-person and online digital marketing skills content. This new content has been developed in partnership with education professionals prepares students to earn a Facebook Certified Digital Marketing Associate Certification and is modularized for the classroom, which includes corresponding online learning for students to reinforce what they’re being taught during class time. Through this hands-on program, educators are empowered with the resources necessary to prepare students for a career in digital advertising, which remains the top area of demand for marketing talent. Come learn more about how the education and training provided by the Blueprint program empowers people to reach their goals with Facebook.

Students and Advisors Workshop Session
Transforming Your BPA Experiences Into A Career
Date: Thursday, May 7, 2020
Time: 1:00 – 1:50 pm
Location: Maryland Ballroom C
Speaker/Sponsor: National BPA Alumni Division

Resume-building experiences, hands-on educational learning, and soft skills training through professional development is what BPA is all about. Join members of the BPA Alumni Division to learn about their unique experiences in BPA and how they were able to leverage those into successful careers. Whether you are searching for a job after graduation, or still have many years left with BPA, make sure to stop by and learn how you may take your BPA experience and turn it into a resume standout.

Advisor Workshop Session
Cybersecurity/Computer Science Training and Curriculum For All Through the Michigan Initiative for Cybersecurity Education
Date: Thursday, May 7, 2020
Time: 1:00 – 1:50 pm
Location: Maryland Ballroom 1-2
Speaker/Sponsor: Dennis Klaas, MICE

The Michigan Initiative for Cybersecurity Education (MICE) was developed to progressively address Cybersecurity education in Michigan. MICE has expanded to include both Cybersecurity and Computer Science curriculum by provided interested institutions with curriculum resources and training access to individuals who have various experiences, from a fully developed program to those in the initial stages of development. MICE consists of two main focuses:

1. Teacher Training – The MICE team has designed a train the trainer (teacher) model that focuses on standard alignments, curriculum options, competitions, activity resources, and best practices. Whether a beginner to the curriculum, or an experienced veteran, the MICE team has an option for you.

2. Student Training and Curriculum – The MICE team has built a custom learning management system (LMS) that is scalable from an individual to hundreds of students. The main focus of the LMS is to decrease the development workload on educators while increasing the curriculum opportunities for students.
Advisor Workshop Session
Stop the Boredom! A Better Way to Teach Personal Finance
Date: Thursday, May 7, 2020
Time: 2:00 – 2:50 pm
Location: Maryland Ballroom 1-2
Speaker/Sponsor: Travis Draper, Stukent

“Mimic Personal Finance is based on a unique teaching model that focuses on the decision-making process. By letting choices dictate learning outcomes, a differentiated experience is created naturally, students better master the content, and learn more about themselves and their personal approach to financial matters. Mimic Personal Finance turns your personal finance class into an ongoing role-playing experience where lessons are continually reinforced and each decision the students make impacts their experience (real and virtual) throughout the course. Students learn to analyze their situation, needs, and goals while dealing with real consequences for their choices.

Students’ in-class experience is blended with a virtual adult-life simulation. As students progress, they create budgets, pay bills, develop credit scores, acquire assets and liabilities, use discretionary funds to purchase privileges in class, and even purchase a portion of their overall grade in the course. Mimic Personal Finance transforms your personal finance class into an experience that students, teachers, and parents love!”

Student Workshop Session
From Dungeons Masters and Data Scientists
Date: Thursday, May 7
Time: 2:00-2:50 pm
Location: Maryland Ballroom C
Speaker/Sponsor: Richard Jester, Delaware BPA Board of Directors

We are moving into a fourth industrial revolution, driven by technological disrupters. To ensure we thrive on an economic and a societal level, we all need to develop ‘meta-skills’. Meta-skills are timeless, higher order skills that create adaptive learners and promote success in whatever context the future brings. Meta-skills do more than just help us cope in this environment of ongoing change. These ancient human capabilities that have enabled people to succeed throughout history and in this workshop, we’ll explore how activities like BPA, Drama Club, Fortnite and World of Warcraft can all help you develop the meta-skills to excel; to collaborate, to empathize with others and to create our own destiny.

Advisor Workshop Session
Ready to ROCK Out? Free Educational Program & 100% Profit Fundraiser
Date: Thursday, May 7, 2020
Time: 3:00 – 3:50 pm
Location: Maryland Ballroom C
Speaker/Sponsor: April Clark, Reach and Teach

Learn how to encourage students to take control of their own education by allowing them to plan, promote, and execute a concert on your school campus! Sound like a huge undertaking? Don’t worry, Reach and Teach makes it easy! Reach and Teach is a FREE educational program complete with all lesson plans, handouts and resources to make it happen. Not only do students gain content knowledge, they also gain real world experience and essential skills, such as communication, teamwork and problem solving. Did we mention it includes a 100% profit FUNdraiser?

Secondary/Post-secondary Division Workshop Session
Believe It or Not?
Date: Friday, May 8, 2020
Time: 8:00 – 8:50 am
Location: Maryland Ballroom C
Speaker/Sponsor: 2019-2020 National Post-secondary Officer Team

Contrary to what you may think, BPA is more than just something to do in high school. Believe it or not, there is so much more to the organization than plaques and pins. Come join us for this eye opening session as we debunk some of the most popular BPA myths and see for yourself how you can take your BPA experience to the next level. The session is open to all BPA student members, especially graduating high school seniors.

Middle Level Division Workshop Session
Overtime with National Officers
Date: Friday, May 8, 2020
Time: 9:00 – 9:50 am
Location: Woodrow Wilson Ballroom A
Speaker/Sponsor: Current and Former National Officer Members

Come join a dynamic group of current and former National Officers as they share their first-hand knowledge regarding their experience as a member of the National Officer Team. Learn what it takes to start and complete the process, the skills needed and developed through service and so much more. Open your minds and bring your questions to this newly revitalized portion of the National Officer A Day program, where all Middle Level Division members can discover the ins and outs of navigating service as a National Officer at BPA’s national level.

BPA University Workshops at a Glance (Cont.)
BPA University Workshops at a Glance (Cont.)

Students and Advisors Workshop Session
Lead4Change Transforms Teens Into Service Leaders
Date: Friday, May 8, 2020
Time: 10:00 – 10:50 am
Location: Woodrow Wilson Ballroom A
Speaker/Sponsor: Debby Dodge, Lead4Change

Are you seeking stronger leadership skills?
Are you involved in or looking for community service work and hours?
The Lead4Change Student Leadership Program provides leadership lessons that are practiced by creating and implementing a service project. Join us for this captivating session during NLC and let us take you through all the steps – including giving you and your team a chance to win a grant for your charity or school. After this workshop you will be well on your way to Lead4Change! Learn more about the Lead4Change program.

2020 NLC National Anthem Contest
Oh Say Can You Sing?

Do you want a chance to sing the National Anthem at this year’s National Leadership Conference in National Harbor, MD this May? Submit a video of your best performance National Anthem for a chance to be selected to sing the National Anthem during this year’s NLC Opening General Session!

Entries are accepted through March 2, 2020. The top three finalists will be chosen and revealed around Monday, March 16 followed by the big announcement of this year’s National Anthem Contest Winner, who will be featured as our Feature Friday profile on Monday, March 23.

In order to be eligible, you must be a member of Business Professionals of America and planning to attend the National Leadership Conference in National Harbor, MD. To enter, contestants must complete an Entry Form and submit a video performing the National Anthem (Both A Capella soloists and groups will be considered). Students can apply online.

National Anthem Contest
Entries accepted through March 2, 2020
Date: Thursday, May 7 – Saturday May 9
Time: 10:00 am – 4:00 pm
Location: Potomac Ballroom 4-5

<table>
<thead>
<tr>
<th>Cost</th>
<th>Pre-Conference Registration</th>
<th>On-Site Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Day Pass</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>3-Day Pass</td>
<td>$20.00</td>
<td>$25.00</td>
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</tbody>
</table>

The Precision Exams Certification Lab returns this year full of opportunities to earn certifications over three conference days. In partnership with Precision Exams, students and advisors can earn multiple certifications across a wide variety of business, media, and technology topics. The full lineup of Precision Exams certifications that will be available to NLC attendees can be found online. Take advantage of this great opportunity to walk away from NLC certified in one or multiple Precision Exams certifications!

**Recommended (NOT REQUIRED) competitive event certification alignments:**

- 3D Graphics (aligns with BPA (425) Computer Modeling)
- 3D Animation (aligns with BPA (440) Computer Animation Team)
- 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)
- Mathematics of Business and Personal Finance (aligns with BPA (165) Personal Finance Management)
- Video Production I (aligns with BPA (430) Video Production Team)
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 and go to https://bpa.org/nlc to see the most up-to-date information.

**Opening Session**
Date: Wednesday, May 6  
Time: 8:30 pm – 10:00 pm  
Location: Prince George's Exhibit Hall AB

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 7  
Time: 5:00 pm – 7:00 pm  
Location: Prince George's Exhibit Hall AB

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

**Secondary Division Campaign Rally**
Date: Thursday, May 7  
Time: Immediately following the Secondary Division Business Meeting  
Location: Maryland Ballroom AB

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

**Post-secondary Division Campaign Rally**
Date: Thursday, May 7  
Time: Immediately following the Post-secondary Division Business Meeting  
Location: Maryland Ballroom C

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

**National Honor Awards Session**
Date: Friday, May 8  
Time: 12:30 pm – 2:00 pm  
Location: Prince George's Exhibit Hall AB

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

**Post-secondary Divisions Awards Session Finale**
Date: Saturday, May 9  
Time: 6:00 pm – 8:00 pm  
Location: Prince George's Exhibit Hall AB

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 the 2020-2021 National Officers are revealed. This session is the payoff for all you’ve worked for during the year!

**Secondary/Middle Divisions Awards Session Finale**
Date: Saturday, May 9  
Time: 8:30 pm – 11:30 pm  
Location: Prince George's Exhibit Hall AB
Maximize Your Leadership | Capitalize Your Future

2020 National Leadership Academy  Sponsored by HP

Leadership postures us as learners and practitioners. At this year’s National Leadership Conference, join us for the BPA Leadership Academy and immerse yourself in moments and experiences of leadership that will elevate your future successes.

Participants will learn to collaborate, communicate and validate their leadership through exploration of relevant topics, obtaining a deeper understanding of how leadership skills can impact the world around them.

The opportunities and experiences you gain through Business Professionals of America set you apart from your peers. Whether you are interested in serving as a national officer and helping the many members of our organization, or looking for ways to strengthen your skills and make a broader difference – this is your time to maximize your leadership and capitalize your future.

Leadership Academy Times
Secondary/Post-secondary Sessions: Thursday, May 7 (12:30 pm – 3:30 pm)
*Pre-registration is required and students must commit to attend all three hours.

Middle Level Session: Thursday, May 7 (6:30 – 8:30 pm)
*Pre-registration is encouraged but not required for this session. All Middle Level students participating in NLC are eligible to attend.

Passport Program Information
Date: Thursday, May 7
All pre-registered Leadership Academy attendees will receive a Passport to carry throughout the week. Participants will earn a stamp for each excursion they engage in, with a total of 8 stamps that can be earned. Program participants will be recognized upon completion of the program in the following ways:
- All Leadership Academy participants will receive a certificate of completion at the conclusion of the program on Thursday.
- Leadership Academy / Passport Program participants collecting 6 or more stamps will receive a Silver Leadership Pin.

Participants must turn in their completed Passport to the Registration Desk on Saturday, May 9 between 12:00 pm– 2:00 pm to claim their leadership pin.

Topics / Passport Stops

SERVICE
Leadership is about Service. By participating in the Walk for Special Olympics, students will strengthen their awareness and acceptance of others by joining together in friendship for a common goal. Participants will earn a stamp in Friendship by taking part in the Walk for Special Olympics on Friday evening as either a walker or a member of the cheer team encouraging walkers along the course.

NETWORKING
Leadership is about Networking. Exhibitor engagement offers an opportunity for participants to network with a diverse audience of business professionals from across the country and build on professional communication. Participants will earn a stamp in Networking by stepping outside of their comfort zone and interacting with conference exhibitors during the BPA Exhibitor Showcase on Thursday and Friday.

LEADERSHIP IN ACTION
Leadership is about Action. Participants who have been engaged in reading the Leadership In Action Blog and participating in the bi-monthly live Twitter chats with the Director of Leadership Development throughout the membership year have expressed a personal interest in taking a deeper dive into leadership. These individuals will be invited to an exclusive leadership coaching session at NLC where they will be able to strategize a plan of action for their own personal leadership development. Participants of this exclusive coaching session will earn a stamp for Leadership In Action. Additionally, the Director of Leadership Development will be recognizing real-time Leadership In Action engagement of members throughout the conference and awarding “on the spot” stamps for this action.

COOPERATION
Leadership is about Cooperation. Not only do volunteers drive the success behind BPA, volunteerism is a way to develop skills and apply knowledge learned in the classroom in a real-world environment. We would not accomplish a fraction of the good work that is done without them – without you! Participants who serve as an NLC Volunteer and/or Intern during the conference will earn a stamp in Cooperation.

BUSINESS/LEADERSHIP
Leadership is about Business. As a business and technology focused CTSO, our organization offers many opportunities to engage in business-driven activities. Panels, meetings and workshops focused on leadership and business allow participants to deepen their knowledge of how leadership plays a strong role in this industry. Participants will earn a stamp for Business/Leadership by attending the Secondary or Post-secondary Business Meeting, or by participating in either the National Business Panel or a BPA University Workshop focused on business leadership.
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 has strong leadership skills, 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 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 6 Time: 3:00 pm – 4:00 pm Location: Chesapeake 4-6

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 Friday, February 15, 2020. 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, Director of Leadership Development, 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 Friday, February 15, 2020. Membership dues received after Friday, 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 Friday, February 15, 2020. 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.
Due to heightened security, many locations in Washington, D.C. require valid ID to be admitted. For those 18 years and older, a government photo ID is required. For those 17 years and younger, a school-issued photo ID is acceptable. It is strongly recommended that individuals attending any off-site function or tour carry their photo ID with them at all times.

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: Maryland Ballroom Registration Desk C*

Hours:
Wednesday, May 6 7:00 am-12:30 pm | 2:00 pm-7:00 pm
Thursday, May 7 7:00 am-5:00 pm
Friday, May 8 7:00 am-5:00 pm
Saturday, May 9 7:00 am-12:00 pm

*Location of Tour Desk on Wednesday from 7:00 am-12:30 pm will be the Potomac Coat Check.
2020 Tour Descriptions

D.C. Bike Tour

Ride with history and experience our nation’s rich culture by bicycle! This Washington, D.C. tour provides guests the opportunity to see the city’s most popular sights while moving easily between them. Once seated aboard their comfort rental bikes, guests will be led by a trained guide through the National Mall and Capitol Hill, which stretch over two and a half miles across the center of the city. Throughout the tour, the group’s guide will share fun facts and history about the city and frequent stops will be made for photo opportunities. Sights include the Capitol Building, Supreme Court, Smithsonian Museums, World War II Memorial, the Washington Monument, Lincoln Memorial, and more. All guests of this tour will also receive a complimentary BPA-branded water bottle to use along the trip!

Option #1
Date: Saturday, May 9
Time: 11:00 am-3:00 pm
Cost: $145.00

D.C. Highlights Tour

Have you ever wanted to see all the historic monuments and buildings that Washington, D.C. is known for? Then hop on the D.C. Highlights Tour! Guests will begin the tour with an overview of Washington, D.C. presented by a dedicated tour guide who will impress you with unique, historical and entertaining facts about the city. Arriving in the city, you’ll be introduced to the U.S. Capitol building and receive and overview of Capitol Hill. Then on to the White House where you will step out for a stroll along Pennsylvania Avenue NW, hearing intriguing facts and fun stories about the White House and Lafayette Square. From there, the group will pass by iconic D.C. memorials and buildings, with views of Smithsonian Institution Museum’s that adorn the National Mall, Washington Monument, World War II Memorial, and many more. Guests will be given a chance to get a close-up experience at the Lincoln Memorial, War Memorials and the Martin Luther King, Jr. Memorial.

Option #1
Date: Wednesday, May 6
Time: 12:00 pm-5:00 pm
Cost: $75.00

Option #2
Date: Thursday, May 7
Time: 9:00 am-2:00 pm
Cost: $75.00

Option #3
Date: Friday, May 8
Time: 1:00 pm-6:00 pm
Cost: $75.00

Option #4
Date: Saturday, May 9
Time: 9:00 am-2:00 pm
Cost: $75.00

Option #5
Date: Saturday, May 9
Time: 1:00 pm-6:00 pm
Cost: $75.00
Honoring America’s Heroes Tour

This tour will honor the service and sacrifice of both men and women across the nation who dedicated their lives for the protection of our freedom. Guests will begin their tour on the National Mall in downtown DC, where they will experience the World War II Memorial, Vietnam Veteran’s Memorial, and the Korean War Memorial up close on foot. Following their time at these popular DC memorials, guests will board the bus again for transfer across the river into Virginia, where they will finish their afternoon at Arlington National Cemetery, the final resting place of America’s greatest heroes.

Within Arlington National Cemetery, guests will have the opportunity to visit the Kennedy Family gravesite, the Women in Military Service of America Memorial, Confederate Memorial, the Marine Corps War Memorial, also known as Iwo Jima, as well as the Tomb of the Unknown Soldier, which is guarded by a solitary soldier 24 hours a day, every day. The tomb also offers a special changing of the guard ceremony every 30-60 minutes depending on the season.

**Option #1**
- Date: Thursday, May 7
- Time: 1:00 pm-6:00 pm
- Cost: $99.00

**Option #2**
- Date: Saturday, May 9
- Time: 10:00 am-3:00 pm
- Cost: $99.00

International Spy Museum

Washington, D.C. has always been a hotbed of espionage activity and is the spy capital of the world, as spies have walked the halls of foreign embassies, intelligence agencies, and government offices since the city was born. This museum is the only one in the world to provide a global perspective on an all-but-invisible profession that has shaped history and continues to have a significant impact on world events. Presidents from George Washington and on have excelled at or ignored the need to gather intelligence—with expected results. This self-guided excursion offers visitors the opportunity to discover the origins of espionage, the art of disguise, and how important “pocket litter” is when undercover. In addition to the permanent exhibits, the museum also features related rotating exhibits such as “Exquisitely Evil: 50 Years of Bond Villains”.

**Option #1**
- Date: Thursday, May 7
- Time: 4:00 pm-7:30 pm
- Cost: $90.00
Lincoln Assassination Tour

Come with us on a tour of America’s most horrific assassination and behold for yourself the place where John Wilkes Booth shouted, “Sic semper tyrannis” after leaping to the stage from the balcony where he shot our 16th president. After meeting the group’s dedicated tour guide in historic Lafayette Square, guests will walk to Ford’s Theater, the site where it all happened. Along the way, the guide will entertain guests with this gripping account as well as point out other famous Lincoln-related sites such as National Theater, Baptist Alley (where Booth escaped), Peterson Boarding House (where Lincoln took his last breaths), the White House, Star Saloon, and the U.S. Treasury Building. Following a guided tour outside, guests will venture inside Ford’s Theater to explore the museum at their leisure and maybe even get a peek into the site where it all happened (pending theater performance schedule). Admission includes the Ford’s Theater Museum and Petersen Boarding House. After learning all about the life and death of Abraham Lincoln, guests will end their excursion with a quick stop and photo op at the Lincoln Memorial.

Option #1
Date: Wednesday, May 6
Time: 1:00 pm-4:30 pm
Cost: $95.00

Option #2
Date: Friday, May 8
Time: 8:30 am-12:00 pm
Cost: $95.00

Option #3
Date: Saturday, May 9
Time: 12:00 pm-3:30 pm
Cost: $95.00

Monuments By Moonlight

On this evening tour, guests will be introduced to our nation’s capital and see the best of Washington as it is illuminated at night. With a private vehicle and dedicated tour guide, your group will transfer to the National Mall in the heart of downtown D.C., where you will visit popular monuments and memorials and learn the rich history of the city. Each tour route will vary and can be customized to accommodate the group’s interests. Sights and stops along the way include famous landmarks such as: The White House, U.S. Capitol Building, Washington Monument, World War II Memorial, Lincoln Memorial, the Vietnam Veteran’s and Korean War Memorials, Martin Luther King Jr. Memorial, and more!

Option #1
Date: Thursday, May 7
Time: 7:00 pm-11:00 pm
Cost: $75.00

Option #2
Date: Friday, May 8
Time: 7:00 pm-11:00 pm
Cost: $75.00
Mount Vernon Excursion
Situated on the banks of the Potomac River, guests will experience the historic estate of Mount Vernon, the former home of George and Martha Washington. This tour presents details of the daily life of the iconic President and First Lady, as well as their historic impact. You’ll be free to explore the grounds and gardens, including inside the mansion and surrounding servant buildings, the gristmill and distillery, George and Martha’s tomb, and the education center. Visit the rarely open basement, glimpse into the icehouse, and walk along the Potomac River in front of the mansion. You’ll also learn the story of the inspiration for the Hollywood movie National Treasure II, scenes of which were filmed on-site at the estate.

*Note:* Comfortable walking shoes and mobility are a must—steep stairs and inclined walking paths are part of the tour.

**Option #1**
- Date: Wednesday, May 6
- Time: 8:00 am-12:00 pm
- Cost: $95.00

**Option #2**
- Date: Friday, May 8
- Time: 1:30 pm-5:30 pm
- Cost: $95.00

**Option #3**
- Date: Saturday, May 9
- Time: 1:00 am-5:00 pm
- Cost: $95.00

National Mall Day Shuttle (Transportation Only)
Spend some free time in Washington, D.C.! Participants will be dropped off near the Smithsonian Castle. From there head North to visit Historic Downtown, the White House, and the National Portrait Gallery; head East to visit Capitol Hill, the Air and Space Museum, and the National Gallery of Art; or head West to visit the Washington Monument, Lincoln Memorial, World War II Memorial, National Museum of African American History, and so much more!

*Note:* Shuttles will run continuously, departing from the Gaylord at the top of the hour and from the National Mall at the bottom of the hour. Participants will be able to depart the hotel and return within the timeframe provided each day.

**Option #1**
- Date: Thursday, May 7
- Time: 9:00 am-7:00 pm
  (Last shuttle leaves hotel at 4:00 pm | Last shuttle leaves National Mall at 6:30 pm)
- Cost: $25.00

**Option #2**
- Date: Saturday, May 8
- Time: 9:00 am-7:00 pm
  (Last shuttle leaves hotel at 4:00 pm | Last shuttle leaves National Mall at 6:30 pm)
- Cost: $25.00

**Option #3**
- Date: Saturday, May 9
- Time: 9:00 am-5:00 pm
  (Last shuttle leaves hotel at 3:00 pm | Last shuttle leaves National Mall at 4:30 pm)
- Cost: $25.00
2020 Tour Descriptions (Cont.)

Nationals Baseball Game
Take me out to the ballgame! Enjoy a beautiful spring afternoon at Nationals Park and cheer on the Washington Nationals, the 2019 World Series Champions, as they face-off against the Arizona Diamondbacks.

**Option #1**
Date: Thursday, May 7
Time: 12:00 pm-5:00 pm
(Game starts at 1:05 pm | Last shuttle leaves hotel at 1:00 pm | Shuttles begin returns to hotel after 7th Inning)
Cost: $75.00

Six Flags America
Enjoy over 65 rides, shows, and attractions! The park has 9 world-class roller coasters, as well as many thrill rides including The Big Easy Speedway and HARLEY QUINN Spinsanity. Included in your admission, cool off at Hurricane Harbor Water Park. Enjoy rides such as the Bonzai Pipelines water slides, Wahoo River, Hurricane Bay wave pool, and more!

**Note:** Tickets can be used all day, any day the park is open. Transportation is provided on a continuous loop between the hours listed so participants can come and go as they please. If a participant misses the final shuttle, they will be responsible for finding their own transportation back to the conference hotel.

**Option #1**
Date: Friday, May 8
Time: 10:00 am-7:00 pm
(Last shuttle leaves hotel at 4:00 pm | Last shuttle leaves Six Flags at 6:30 pm)
Cost: $75.00

**Option #2**
Date: Saturday, May 9
Time: 10:00 am-7:00 pm
(Last shuttle leaves hotel at 4:00 pm | Last shuttle leaves Six Flags at 6:30 pm)
Cost: $75.00

Optional Meal Voucher
Pay for your food now, save money, and avoid paying cash at the park! Six Flags Meal Deal vouchers are a great add-on to your Six Flags theme park ticket. Vouchers can be redeemed for a choice of either a Hamburger & Fries, a Slice of Pizza with either Cheesebread or a Salad, or Chicken Strips & Fries; all served with a fountain drink of your choice.

**Note:** Meal Deal vouchers can be used any day the park is open. Multiple vouchers can be purchased per person as well.

Cost: $16.00
## 2020 Tour Descriptions (Cont.)

### Smithsonian’s National Zoo
Visit the National Zoological Park, one of the oldest zoos in the United States. Home to more than 2,700 animals across 163 acres in the heart of Washington D.C.’s Rock Creek Park, you have the chance to see Clouded Leopards, American Bald Eagles, Gray Wolves, Sumatran Tigers, Aldabra Tortoises, California Sea Lions, Panamanian Golden Frogs, the world-famous Giant Pandas, and more!  

**Note:** Zoo admission is free; cost of tour is for transportation only.

<table>
<thead>
<tr>
<th>Option #1</th>
<th>Option #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: Wednesday, May 6</td>
<td>Date: Saturday, May 9</td>
</tr>
<tr>
<td>Time: 1:00 pm-5:00 pm</td>
<td>Time: 10:00 am-2:00 pm</td>
</tr>
<tr>
<td>Cost: $40.00</td>
<td>Cost: $40.00</td>
</tr>
</tbody>
</table>

### U.S. Capitol Building
Walk the hallowed halls and historic rooms of the U.S. Capitol where legislators and statesmen work every day to shape the nation. Tours start in the Visitor Center, where you can learn the history of the building and Washington, D.C. You’ll then be led on a guided tour that will include the Crypt, the Rotunda, and National Statuary Hall.  

**Note:** Public tours of the U.S. Capitol Building are free of charge. Advance reservations are recommended, but not required. To visit the House or Senate Chamber Galleries, please contact your congressional representative to acquire a separate pass. Be sure to arrange transportation using the National Mall Day Shuttle if you schedule a tour of the U.S. Capitol Building, or find transportation on your own.  

Hours: 8:30 am-4:30 pm, Monday through Saturday

### White House
Home to every U.S. President since John Adams in 1800, the White House is an iconic landmark in Washington, D.C. Walk the colorful rooms that adorn the State Floor of the mansion, view the Jacqueline Kennedy Garden from the East Promenade, and admire the portraits of Presidents and First Ladies that decorate the halls. After your tour, take a stroll through Lafayette Square and down Pennsylvania Avenue, taking in the sights of Blair House, the Eisenhower Executive Office Building, and the U.S. Treasury Building.  

**Note:** Public tours of the White House are free of charge and must be requested through your congressional representative at least three (3) weeks prior to your visit. Be sure to arrange transportation using the National Mall Day Shuttle if you schedule a tour at the White House, or find transportation on your own.  

Hours: 7:30 am – 11:30 am, Tuesday through Thursday  
8:30 am – 1:30 pm Fridays and Saturdays
May 8
FREE PROFESSIONAL MASSAGES
May 7
FREE PROFESSIONAL HEADSHOTS

ADVISOR LOUNGE
ENJOY THE BENEFITS OF A SPACE RESERVED FOR ADVISORS ONLY
THURSDAY - SATURDAY (MAY 7 - 9)

SOCIAL MEDIA MARKETING CHALLENGE
Students will compete in the Social Media Marketing Challenge using the Mimic Social simulation. Visit the Stukent booth to compete.

Winners will be recognized on stage!

1st Place: Laptop + $100 Amazon gift card
2nd Place: Laptop + $50 Amazon gift card
3rd Place: Laptop + $25 Amazon gift card
Transportation and Logistics

Airports

Below is a list of airports and their relative distance from the conference location. BPA may recommend one airport over others for various reasons, however, it is ultimately your responsibility to choose an airport that best fits your travel needs and conference itinerary.

<table>
<thead>
<tr>
<th>Airport</th>
<th>Airport Code</th>
<th>Distance to Convention Hotels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Reagan Washington National Airport (recommended)</td>
<td>DCA</td>
<td>8 miles / 20 minutes</td>
</tr>
<tr>
<td>Dulles International Airport</td>
<td>IAD</td>
<td>35 miles / 45 minutes</td>
</tr>
<tr>
<td>Baltimore/Washington International Airport</td>
<td>BWI</td>
<td>43 miles / 50 minutes</td>
</tr>
</tbody>
</table>

Airfare Discounts

**Delta Air Lines**

Delta Air Lines is pleased to offer special discounts for Business Professionals of America! To book, use one of the methods below:

**Online:** Visit [www.delta.com](http://www.delta.com) and input your flight details. Click the Advanced Search drop down and enter **NY2Y7** in the Meeting Code box.

**By Phone:** Call Delta Meeting Network at 800.328.1111 and refer to Meeting Event Code **NY2Y7**. There is no service fee for reservations booked and ticketed via the 800 number. This option is available Monday-Friday, 7:00 am – 7:30 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between May 3rd and May 13th. This offer is only available for flights booked to either Ronald Reagan Washington National Airport (DCA), Dulles International Airport (IAD) or Baltimore/Washington International Airport (BWI).

* **TIP:** Use airport code WAS to search all three airports simultaneously and find the best flight option for you.

**American Airlines**

American Airlines is also offering special discounted airfare for the National Leadership Conference. To book, use one of the methods below:

**Online:** Visit [www.aa.com](http://www.aa.com) and input your flight details. Click the Advanced Search link and enter **ZHN9294052** in the Promotions and Certificates box.

**By Phone:** Call United Meetings Reservations at 800.426.1122 and refer to Z code **ZHN9294052**. This option is available Monday-Friday, 7:00 am – 9:00 pm (CT) and Saturday-Sunday, 7:00 am – 8:00 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between May 3rd and May 13th. This offer is only available for flights booked to either Ronald Reagan Washington National Airport (DCA), Dulles International Airport (IAD) or Baltimore/Washington International Airport (BWI).

* **TIP:** Use airport code WAS to search all three airports simultaneously and find the best flight option for you.

**United Airlines**

United Airlines is also offering special discounted airfare for the National Leadership Conference. To book, use one of the methods below:

**Online:** Visit [www.united.com](http://www.united.com) and input your flight details. Click the Advanced Search link and enter **ZHN9294052** in the Promotions and Certificates box.

**By Phone:** Call United Meetings Reservations at 800.426.1122 and refer to Z code **ZHN9294052**. This option is available Monday-Friday, 7:00 am – 9:00 pm (CT) and Saturday-Sunday, 7:00 am – 5:00 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between May 3rd and May 13th. This offer is only available for flights booked to either Ronald Reagan Washington National Airport (DCA), Dulles International Airport (IAD) or Baltimore/Washington International Airport (BWI).

* **TIP:** Use airport code WAS to search all three airports simultaneously and find the best flight option for you.

Ground Transportation

**Airport Shuttle**

Business Professionals of America has partnered with ConferenceDirect to provide this roundtrip shuttle transportation option between the airports and conference hotels. By booking this option, you will be able to pay for your transportation along with your conference registration. Rates and availability for this ground transportation option are below:

<table>
<thead>
<tr>
<th>Roundtrip Transportation from</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Reagan Washington National Airport</td>
<td>$30/pp</td>
</tr>
<tr>
<td>Dulles International Airport</td>
<td>$55/pp</td>
</tr>
<tr>
<td>Baltimore/Washington International Airport</td>
<td>$55/pp</td>
</tr>
</tbody>
</table>

**Arrival Transportation:**

- Tuesday, May 5th
- Wednesday, May 6th
- Thursday, May 7th

**Departure Transportation:**

- Saturday, May 9th
- Sunday, May 10th
During the registration process in the online conference registration system, be sure to select the appropriate shuttle option for each attendee under the Items tab. On April 6, Conference Direct will contact via email advisors who have requested this optional shuttle transportation. You will be prompted to complete an online form providing your flight itinerary. Once this information is received, you will be contacted prior to leaving for NLC and provided with the transportation logistics regarding location and time for both conference arrival and departure.

Avis Car Rentals
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 or enter AWD# J659563 at time of reservation.

Accident Insurance
Accident/Medical insurance is provided for all conference attendees. You will need to contact Ric Cowles, Director of Finance with 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
• 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 seven (7) delegates to one (1) advisor/chaperone at the Middle School level, ten (10) delegates to one (1) advisor/chaperone at the Secondary 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 only with written notice to the National Center. Please email alternative chaperone travel assignments to 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, 2020 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 contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org.
• 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.
• 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 app. This can also be viewed at the Registration Desk on-site.
• Use ground transportation and tour activities scheduled and recommended by Business Professionals of America.
The NLC Volunteer & Internship Program is returning bigger and better for our conference in National Harbor, MD! Volunteers drive the success behind Business Professionals of America, and we would not accomplish a fraction of the good work that is done without them. Volunteers are especially important to the success of our National Leadership Conference.

After such great success with the restructured program in 2019, not only are we offering the Volunteer & Internship program with an alumni mentorship component again, but we’re expanding the program to include even more internship experiences. Business Professionals of America embraced the unique opportunity to enhance the volunteer experience for all students and educators who participate and have streamlined the initiative and heightening the roles and responsibilities for students and advisors. The modified program structure not only allows BPA volunteers the opportunity to do more for the time they are participating, it also offers the National BPA Alumni Division the ability to become more involved and engaged with our National Leadership Conference, as well as with our student and advisor members.

Purpose of the NLC Volunteer Program

For the students: The student volunteer program offers benefits to our organization, to the students, and in some cases, to the community. Volunteer opportunities are a way to develop skills and apply the knowledge learned in coursework. Students also benefit from the “real world” and professional experience that can be gained, which contributes to a student being more competitive when seeking employment after graduation.

For the Advisors: Advisor volunteers obtain and provide benefits which may include:

- Overall financial savings to the full membership by keeping conference registration low
- Networking opportunities
- Stronger engagement and involvement that leads to becoming further invested in BPA

A complete listing of all NLC Volunteer opportunities are now posted on the bpa.org website.

Volunteer Registration

Advisors can register students for the NLC Volunteer Program while registering their students online for NLC.

Approval in the NLC Volunteer program is granted by the local advisor and confirmed by selecting a volunteer event and submitting the online conference registration. No other approval is required. Please contact Heather Bunning, Director of Marketing & Stakeholder Engagement, at hbunning@bpa.org for additional information or questions.

Purpose of the NLC Internship Program

The NLC Internship Program offers experiences to students that are focused specifically on a job/ responsibility at NLC. These internships have been developed and structured similarly to that of a company or business internship experience, ones with goals, objective and outcomes for the interns. The program provides a specific outline of expectations, presents hands-on learning and mentorship, in addition to offering specific assignments and outcomes through the entire National Leadership Conference. In addition, new for 2020, one of BPA’s newest sponsoring partners, Reach and Teach will be offering up to eight additional internship experiences for BPA student members.

The internship experiences available during the National Leadership Conference will provide hands-on learning and mentorship, a behind-the-scenes experience of what is involved with key components of the conference, and a career exploration opportunity that few students have the ability to experience at an early stage of planning for their future.

The number of internship opportunities will be limited, however, students that apply but are not selected to be part of the NLC Internship Program will be assigned to an NLC Volunteer Program initiative to ensure that all students have a chance to be involved.

Each NLC intern will be matched with a BPA Alumni for mentorship, on-site training and real-world learning experiences throughout the conference.

Students interested in learning more about and applying for the NLC Internship Program opportunities are encouraged to visit the bpa.org website.

Local advisor approval/sign-off is required for all NLC Internship experiences.

We are excited about the opportunity to work in collaboration with our National BPA Alumni Division and our sponsoring partner Reach and Teach to bring such incredible opportunities to this program for all of our members!
Become Part of the Stars & Stripes Walkway at NLC this May!

This year at the Business Professionals of America National Leadership Conference, we’re shining the spotlight on all our stars, and that means you!

Showcase your chapter, your team or yourself through BPA’s very own Stars & Stripes walkway at this year’s National Leadership Conference.

Your Stars & Stripes decal will shine all week long as we celebrate the accomplishments and successes of everyone who has made it to NLC!

State Associations, chapters, teams, students, advisors, alumni and parents all have the chance to secure a star in this year’s Stars & Stripes walkway.

State Associations and advisors can purchase Stars & Stripes decal for themselves, their chapter and their students directly through the Conference Registration System. Parents and alumni can purchase Stars & Stripes decals for their children or colleagues online through the NLC HQ website.

Price: $75 per decal (each decal will be 2’ x 2’ in size)

Orders will be accepted through March 25, 2020.
## 2020 Schedule for Conference

Events will be held at the Gaylord National Resort & Convention Center

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 5</td>
<td>8:00 am</td>
<td>National Officer Rehearsal</td>
<td>Chesapeake J</td>
</tr>
<tr>
<td>Tuesday, May 5</td>
<td>12:00 pm-6:00 pm</td>
<td>Competitive Events Center</td>
<td>Chesapeake K-L</td>
</tr>
<tr>
<td>Tuesday, May 5</td>
<td>3:00 pm-10:00 pm</td>
<td>Registration/Information Desk</td>
<td>Prince George’s Exhibit Hall Entry Registration Desks</td>
</tr>
<tr>
<td>Tuesday, May 5</td>
<td>3:00 pm-10:00 pm</td>
<td>Finance Desk</td>
<td>Prince George’s Registration Desk B</td>
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<tr>
<td>Tuesday, May 5</td>
<td>3:00 pm-10:00 pm</td>
<td>Conference Headquarters</td>
<td>Prince George’s Exhibit Hall Entry Registration Desks</td>
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<tr>
<td>Tuesday, May 5</td>
<td>4:00 pm-5:00 pm</td>
<td>Administrator’s/Proctor’s/Grader’s Orientation</td>
<td>Chesapeake H-I</td>
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<tr>
<td>Tuesday, May 5</td>
<td>5:00 pm-6:00 pm</td>
<td>Student Volunteer Orientation</td>
<td>Chesapeake H-I</td>
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<tr>
<td>Tuesday, May 5</td>
<td>7:00 pm-8:00 pm</td>
<td>Host Committee Reception</td>
<td>Lower Atrium</td>
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<tr>
<td>Wednesday, May 6</td>
<td>7:00 am-8:00 am</td>
<td>Administrator’s/Proctor’s/Grader’s Orientation</td>
<td>Chesapeake H-I</td>
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<tr>
<td>Wednesday, May 6</td>
<td>7:00 am-12:30 pm</td>
<td>Tour Desk</td>
<td>Potomac Coat Check</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>7:00 am-7:00 pm</td>
<td>Registration/Information Desk</td>
<td>Prince George’s Exhibit Hall Entry Registration Desks</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>7:00 am-7:00 pm</td>
<td>Finance Desk</td>
<td>Prince George’s Registration Desk B</td>
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<tr>
<td>Wednesday, May 6</td>
<td>8:00 am-7:00 pm</td>
<td>Conference Headquarters</td>
<td>Fort Washington Boardroom</td>
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<tr>
<td>Wednesday, May 6</td>
<td>8:00 am-8:00 pm</td>
<td>Competitive Events Center/Test Distribution</td>
<td>Chesapeake K-L</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>8:30 am-9:30 am</td>
<td>Student Volunteer Orientation</td>
<td>Chesapeake H-I</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>9:00 am-4:00 pm</td>
<td>Student Volunteer Desk</td>
<td>Convention Center Prefunction</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00 am-5:00 pm</td>
<td>BPA Store</td>
<td>Convention Center Prefunction</td>
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<tr>
<td>Wednesday, May 6</td>
<td>12:00 pm-5:00 pm</td>
<td>WSAP Open Events Lab</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Administrative Support Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Business Meeting Management (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Computer Programming Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Digital Communications &amp; Design Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Digital Marketing Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Financial Math &amp; Analysis (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Information Technology Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Management/Marketing/Human Resources Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Project Management Concepts (PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Business Math Concepts (ML)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Business Communication Skills Concepts (ML)</td>
<td>Potomac Ballroom C</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td></td>
<td>Business Fundamentals Concepts (ML)</td>
<td>Potomac Ballroom C</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
<td>Location</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>State Meetings</td>
<td>National Harbor 4-5</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Delaware</td>
<td>National Harbor 4-5</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Florida</td>
<td>Chesapeake 7/8/9</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Indiana</td>
<td>National Harbor 10-11</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Kansas</td>
<td>Chesapeake 4/5/6</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Minnesota-PS</td>
<td>National Harbor 6-7</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>New Mexico</td>
<td>National Harbor 6-7</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Ohio-PS</td>
<td>National Harbor 14</td>
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<tr>
<td>Wednesday, May 6</td>
<td>10:00-11:00 pm</td>
<td>Oklahoma</td>
<td>National Harbor 12-13</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>3:00-4:00 pm</td>
<td>Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting</td>
<td>Chesapeake 4/5/6</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>4:00-5:00 pm</td>
<td>Administrator’s/Proctor’s/Grader’s Orientation</td>
<td>Chesapeake H-I</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>4:00-5:00 pm</td>
<td>Parade of Flags Rehearsal (State Rep Must Attend)</td>
<td>Prince George’s Exhibit Hall AB</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>5:00-6:00 pm</td>
<td>CEAC Meeting</td>
<td>National Harbor 14</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>5:00-6:00 pm</td>
<td>SAAC Meeting</td>
<td>National Harbor 15</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>5:00-9:00 pm</td>
<td>Grading Room</td>
<td>Chesapeake J</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>5:30-6:30 pm</td>
<td>Student Volunteer Orientation</td>
<td>Chesapeake H-I</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:00-8:00 pm</td>
<td>Exhibitor Move In</td>
<td>Potomac Ballroom Foyer</td>
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<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>State Meetings</td>
<td>National Harbor 14</td>
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<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Alaska</td>
<td>National Harbor 10-11</td>
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<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Idaho</td>
<td>National Harbor 12-13</td>
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<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Illinois</td>
<td>National Harbor 12-13</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Iowa-S</td>
<td>Chesapeake 4/5/6</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Iowa-PS</td>
<td>Chesapeake 1</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Massachusetts</td>
<td>Chesapeake 7/8/9</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Michigan</td>
<td>National Harbor 2-3</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Minnesota-S</td>
<td>National Harbor 6-7</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Montana</td>
<td>National Harbor 4-5</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Ohio-S</td>
<td>Potomac Ballroom D</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Puerto Rico</td>
<td>National Harbor 15</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>6:30-7:30 pm</td>
<td>Wisconsin</td>
<td>Chesapeake 2-3</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>7:00-8:00 pm</td>
<td>AICPA Advisor Reception Pre-Registration and Ticket are required.</td>
<td>Lower Atrium</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>8:30-10:00 pm</td>
<td>Opening General Session</td>
<td>Prince George’s Exhibit Hall AB</td>
</tr>
</tbody>
</table>

For more information, please refer to the full schedule.
### 2020 Schedule for Conference (Cont.)

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Location</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 6</td>
<td>10:00 pm-11:00 pm</td>
<td>South Carolina</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>10:00 pm-11:00 pm</td>
<td>Texas</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>Midnight</td>
<td>Curfew (Secondary &amp; Middle Level)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>6:30 am-5:00 pm</td>
<td>Competitive Events Center/Test Distribution</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-8:00 am</td>
<td>Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation) * Ticket Required</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-8:00 am</td>
<td>Student Volunteer Orientation</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-8:30 am</td>
<td>State Officer’s Breakfast</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-9:00 am</td>
<td>Exhibitor Move In</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-9:00 am</td>
<td>Federal Income Tax Accounting (PS)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-9:00 am</td>
<td>Fundamental Accounting (S)</td>
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<tr>
<td>Thursday, May 7</td>
<td>7:00 am-9:00 am</td>
<td>Personal Financial Management (S/PS)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-10:00 am</td>
<td>PC Servicing &amp; Troubleshooting/MTA Windows OS Fundamentals (S/PS)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-10:00 am</td>
<td>Fundamentals of Web Design/MTA HTML5 Application Developer Fundamentals (S/PS)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-5:00 pm</td>
<td>Registration/Information Desk</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-5:00 pm</td>
<td>Finance Desk</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:00 am-5:00 pm</td>
<td>Tour Desk</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>7:30 am-8:30 am</td>
<td>Parliamentary Procedure Team-Objective Event (S)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>8:00 am-8:50 am</td>
<td>BPA University -- Teaching Finance Through Gamification * Presented by Kevin Smith, StockTrak</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>8:00 am-9:00 am</td>
<td>Administrator’s/Proctor’s/Grader’s Orientation</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Computer Modeling (S)</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Contemporary Issues (PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Preparation</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Presentation</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Digital Media Production (PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Digital Media Production (S)</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Extemporaneous Speech (ML)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Preparation Sections 1-2</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 1</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 2</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 3</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 4</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 1</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Section 2</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Extemporaneous Speech (S)</td>
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<td>Thursday, May 7</td>
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<td>Preparation Sections 1-3</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Section 1</td>
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<td>Thursday, May 7</td>
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<td>Section 2</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion (ML)</td>
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<td>Thursday, May 7</td>
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<td>Section 1</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion (PS)</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion (S)</td>
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<td>Thursday, May 7</td>
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<td>Thursday, May 7</td>
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<td>Thursday, May 7</td>
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<td>Section 3</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Introduction to Video Production Team (ML)</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Presentation Management Individual (S)</td>
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<td>Thursday, May 7</td>
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<td>Section 1</td>
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<td>Thursday, May 7</td>
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<td>Section 2</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Video Production Team (PS)</td>
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<td>Thursday, May 7</td>
<td>8:00 am-12:00 pm</td>
<td>Video Production Team (S)</td>
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<td>Thursday, May 7</td>
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<td>Thursday, May 7</td>
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<td>Section 3</td>
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<td>Thursday, May 7</td>
<td>8:00 am-5:00 pm</td>
<td>Conference Headquarters</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 am-5:00 pm</td>
<td>Written Event Conflict Room</td>
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<td>Thursday, May 7</td>
<td>9:00 am-9:50 am</td>
<td>BPA University</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:00 am-11:00 am</td>
<td>Administrative Support Team (ML/S/PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:00 am-11:00 am</td>
<td>Post-secondary Candidate Placement Committee &amp; Candidate Interviews</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:00 am-4:00 pm</td>
<td>Student Volunteer Desk</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:00 am-5:00 pm</td>
<td>Conference Pin &amp; Prepaid Merchandise Pick-Up (BPA Survival Kit, conference t-shirts, tassles, honor cords)</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:00 am-5:00 pm</td>
<td>Grading Room</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:30 am-11:30 am</td>
<td>College Payroll Accounting (PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>9:30 am-11:30 am</td>
<td>Payroll Accounting (S)</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>10:00 am-10:50 am</td>
<td>BPA University – Fundraising and How to Close the Deal Presented by Tycely Williams, America’s Promise Alliance</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:00 am-4:00 pm</td>
<td>Certiport Open Certification Lab</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:00 am-4:00 pm</td>
<td>Precision Exams Open Certification Lab</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:00 pm-5:00 pm</td>
<td>BPA Store</td>
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<td>Day</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:00 am-6:00 pm</td>
<td>NLC Exhibitor Showcase</td>
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<td>Thursday, May 7</td>
<td>10:30 am-12:30 pm</td>
<td>C++ Programming (S/PS)</td>
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<td>Thursday, May 7</td>
<td>10:30 am-12:30 pm</td>
<td>Digital Citizenship (ML)</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:30 am-1:30 pm</td>
<td>Advanced Word Processing/MOS Word Exam 2016 (S/PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:30 am-1:30 pm</td>
<td>Linux Operating System Fundamentals (S/PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>10:30 am-1:30 pm</td>
<td>Server Administration Using Microsoft/MTA Networking Fundamentals (S/PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>11:00 am - 11:50 am</td>
<td>BPA University – Empowering Students with Hands-On Digital Marketing Skills from Facebook Blueprint Presentated by Ellie Hoban, Facebook</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>12:00 pm-1:00 pm</td>
<td>Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required</td>
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<tr>
<td>Thursday, May 7</td>
<td>12:00 pm-2:00 pm</td>
<td>Advanced Accounting (S)</td>
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<tr>
<td>Thursday, May 7</td>
<td>12:00 pm-2:00 pm</td>
<td>Advanced College Accounting (PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>12:00 pm-5:00 pm</td>
<td>(Last exam administered at 4:30 pm)</td>
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<td>Thursday, May 7</td>
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<td>Administrative Support Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Business Meeting Management Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Computer Programming Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Digital Communications &amp; Design Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Digital Marketing Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Financial Math &amp; Analysis (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Information Technology Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Management/Marketing/Human Resources Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Parliamentary Procedure Concepts (S/PS)</td>
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<td>Thursday, May 7</td>
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<td>Project Management Concepts (PS)</td>
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<td>Thursday, May 7</td>
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<td>Business Math Concepts (ML)</td>
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<td>Thursday, May 7</td>
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<td>Business Communication Skills Concepts (ML)</td>
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<td>Thursday, May 7</td>
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<td>Business Fundamentals Concepts (ML)</td>
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<td>Thursday, May 7</td>
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<td>Computer Literacy Concepts (ML)</td>
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<td>Thursday, May 7</td>
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<td>Merit Scholar</td>
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<tr>
<td>Thursday, May 7</td>
<td>12:30 pm-3:30 pm</td>
<td>National Leadership Academy (S/PS)</td>
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<tr>
<td>Thursday, May 7</td>
<td>1:00 pm-1:50 pm</td>
<td>BPA University (Advisor Session) – Cybersecurity/Computer Science Training and Curriculum For All Presented by Dennis Klaas, Michigan Initiative for Cybersecurity Education</td>
</tr>
<tr>
<td>Day</td>
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<td>Event Description</td>
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</table>
| Thursday, May 7 | 1:00 pm-1:50 pm | BPA University – Transforming Your BPA Experiences Into a Career  
*Presented by The BPA National Alumni Division* | Maryland Ballroom C |
| Thursday, May 7 | 1:00 pm-3:00 pm | Java Programming (S/PS)                                                                                   | Potomac Ballroom D |
| Thursday, May 7 | 1:00 pm-5:00 pm | Advanced Interview Skills (PS)                                                                           | National Harbor 8 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Advanced Interview Skills (S)                                                                            | National Harbor 12 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 1                                                                                                  | National Harbor 13 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 2                                                                                                  | National Harbor 14 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 3                                                                                                  | National Harbor 15 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Broadcast News Production Team (S)                                                                          | Chesapeake 3 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 1                                                                                                  | Chesapeake 2 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 3                                                                                                  | Chesapeake 1 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Computer Animation Team (S)                                                                                | Chesapeake 6 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 1                                                                                                  | Chesapeake 5 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 2                                                                                                  | Chesapeake D |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 3                                                                                                  | Chesapeake E |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 4                                                                                                  | Chesapeake F |
| Thursday, May 7 | 1:00 pm-5:00 pm | Ethics & Professionalism (PS)                                                                             | Chesapeake C |
| Thursday, May 7 | 1:00 pm-5:00 pm | Presentation                                                                                                 | National Harbor 7 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Preparation                                                                                                 | National Harbor 6 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Presentation Management Individual (PS)                                                                     | Chesapeake 10 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Presentation Management Team (ML)                                                                           | Chesapeake 12 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Presentation Management Team (PS)                                                                           | Chesapeake 11 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Presentation Management Team (S)                                                                           | Chesapeake 9 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 1                                                                                                  | Chesapeake 8 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 3                                                                                                  | Chesapeake 7 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Small Business Management Team (PS)                                                                         | Magnolia 1 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Preparation                                                                                                 | Magnolia 2 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Small Business Management Team (S)                                                                          | Camellia 1 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 1                                                                                                  | Azalea 1 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 2                                                                                                  | Azalea 2 |
| Thursday, May 7 | 1:00 pm-5:00 pm | Section 3                                                                                                  | Azalea 3 |
| Thursday, May 7 | 2:00 pm-2:50 pm | BPA University (Advisor Session) -- Stop the Boredom! A Better Way to Teach Personal Finance  
*Presented by Travis Draper, Stukent* | Maryland Ballroom 1-2 |
## 2020 Schedule for Conference (Cont.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, May 7</td>
<td>2:00 pm-2:50 pm</td>
<td>BPA University – From Dungeons Masters and Data Scientists <em>Presented by Richard Jester, Delaware BPA Board of Directors</em></td>
<td>Maryland Ballroom C</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:00 pm-5:00 pm</td>
<td>Integrated Office Applications/MOS PowerPoint 2016 (S/PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:00 pm-5:00 pm</td>
<td>Computer Security/MTA Security Fundamentals (S/PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:00 pm-5:00 pm</td>
<td>Visual Basic/C# Programming/MTA Software Development Fundamentals (S/PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:30 pm-3:30 pm</td>
<td>Student Volunteer Orientation</td>
<td>Chesapeake H-I</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:30 pm-3:30 pm</td>
<td>Banking &amp; Finance (S/PS)</td>
<td>Maryland Ballroom 4-5</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:30 pm-4:30 pm</td>
<td>College Accounting (PS)</td>
<td>Maryland Ballroom 3</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>2:30 pm-4:30 pm</td>
<td>Managerial Accounting (PS)</td>
<td>Maryland Ballroom 6</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>3:00 pm-3:50 pm</td>
<td>BPA University (Advisor Session) – Ready to ROCK Out? Free Education Program &amp; 100% Profit Fundraiser <em>Presented by April Clark, Reach and Teach</em></td>
<td>Maryland Ballroom C</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>3:00 pm-4:00 pm</td>
<td>Secondary Division Campaign Rally Set-Up</td>
<td>Maryland Ballroom AB</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>4:00 pm-5:00 pm</td>
<td>Secondary Division Business Meeting</td>
<td>Chesapeake H-I</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>5:00 pm-7:00 pm</td>
<td>Secondary Division Business Meeting</td>
<td>Prince George’s Exhibit Hall AB</td>
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<tr>
<td>Thursday, May 7</td>
<td>5:30 pm-8:30 pm</td>
<td>Advanced Spreadsheet Applications/MOS Excel Exam 2016 (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Thursday, May 7</td>
<td>5:30 pm-8:30 pm</td>
<td>Database Applications/MOS Access 2016 (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Thursday, May 7</td>
<td>5:30 pm-8:30 pm</td>
<td>Computer Network Technology/MTA Networking Fundamentals (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Thursday, May 7</td>
<td>6:00 pm-10:00 pm</td>
<td>AICPA Bank On It Tournament Presented and sponsored by AICPA and Start Here, Go Places. (Pre-registration required)</td>
<td>Potomac Ballroom C</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>6:30 pm-7:30 pm</td>
<td>Post-secondary Division Campaign Rally Set-Up</td>
<td>Maryland Ballroom C</td>
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<tr>
<td>Thursday, May 7</td>
<td>6:30pm-8:30 pm</td>
<td>National Leadership Academy (ML)</td>
<td>Woodrow Wilson Ballroom A</td>
</tr>
<tr>
<td>Thursday, May 7</td>
<td>8:00 pm-10:30 pm</td>
<td>National Officer Tabulation Meeting</td>
<td>Chesapeake B</td>
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<tr>
<td>Thursday, May 7</td>
<td>8:00 pm-10:30 pm</td>
<td>Post-secondary Division Business Meeting</td>
<td>Maryland Ballroom C</td>
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<tr>
<td>Thursday, May 7</td>
<td>Following Business Meeting</td>
<td>Post-secondary Division Campaign Rally</td>
<td>Maryland Ballroom C</td>
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<tr>
<td>Thursday, May 7</td>
<td>Following Rally</td>
<td>Post-secondary Caucus</td>
<td>Maryland Ballroom C</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Alaska</td>
<td>Chesapeake A</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Florida</td>
<td>Chesapeake 3</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Idaho</td>
<td>Chesapeake 2</td>
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<tr>
<td>Thursday, May 7</td>
<td></td>
<td>Iowa</td>
<td>Chesapeake 1</td>
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<tr>
<td>Thursday, May 7</td>
<td></td>
<td>Kansas</td>
<td>Chesapeake 4</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Massachusetts</td>
<td>Chesapeake 5</td>
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<tr>
<td>Thursday, May 7</td>
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<td>Michigan</td>
<td>Chesapeake 6</td>
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<tr>
<td>Thursday, May 7</td>
<td></td>
<td>Minnesota</td>
<td>Chesapeake 9</td>
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<tr>
<td>Thursday, May 7</td>
<td></td>
<td>Montana</td>
<td>Chesapeake 8</td>
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</table>
## 2020 Schedule for Conference (Cont.)

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<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, May 7</td>
<td>Ohio</td>
<td>8:30 pm-10:30 pm Secondary State Caucus</td>
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<tr>
<td>Thursday, May 7</td>
<td>Oklahoma</td>
<td>8:30 pm-10:30 pm Secondary State Caucus</td>
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<tr>
<td>Thursday, May 7</td>
<td>Texas</td>
<td>8:30 pm-10:30 pm Secondary State Caucus</td>
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<tr>
<td>Thursday, May 7</td>
<td>Wisconsin</td>
<td>8:30 pm-10:30 pm Secondary State Caucus</td>
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<tr>
<td>Thursday, May 7</td>
<td>Alaska</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Delaware</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Florida</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Idaho</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Illinois</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Indiana</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Iowa</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Kansas</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Massachusetts</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Michigan</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Minnesota</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Montana</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>New Mexico</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Ohio</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>Oklahoma</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>South Carolina</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<td>Thursday, May 7</td>
<td>Texas</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Thursday, May 7</td>
<td>11:00 pm-11:30 pm</td>
<td>Candidate Selection Committee Meeting Fort Washington Boardroom</td>
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<tr>
<td>Thursday, May 7</td>
<td>Midnight</td>
<td>Midnight Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Friday, May 8</td>
<td>6:30 am-7:00 pm</td>
<td>Competitive Events Center/Test Distribution Chesapeake K-L</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-8:00 am</td>
<td>Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation) Ticket Required Maryland Ballroom D</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-3:00 pm</td>
<td>Written Event Conflict Room Potomac Ballroom 6</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Registration/Information Desk Prince George’s Exhibit Hall Entry Registration Desk</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Finance Desk Prince George’s Registration Desk B</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Tour Desk Maryland Registration Desk C</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Conference Headquarters Fort Washington Boardroom</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Broadcast News Production Team Finals (S) Students will complete projects 7:00 am-10:00 am Chesapeake 10-11</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Conference Pin &amp; Prepaid Merchandise Pick-Up (BPA Survival Kit, conference t-shirts, tassles, honor cords) Potomac Coat Check</td>
</tr>
</tbody>
</table>
## 2020 Schedule for Conference (Cont.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Friday, May 8</td>
<td>7:00 am-5:00 pm</td>
<td>Video Production Team Finals (S/PS) Students will complete projects 7:00 am-10:00 am</td>
<td>Potomac Ballroom D</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>7:30 am-9:00 am</td>
<td>BPA National Showcase Set-up</td>
<td>Maryland Ballroom AB</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>7:30 am-9:30 am</td>
<td>Administrative Support Team (ML/S/PS) Section 2</td>
<td>Potomac Ballroom C</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>7:30 am-11:00 am</td>
<td>Secondary Candidate Placement Committee &amp; Candidate Interviews</td>
<td>Fort Washington Boardroom</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>8:00 am-8:50 am</td>
<td>BPA University -- Believe It or Not? Presented by the Post-secondary National Officer Team *Intended for Secondary Division Graduating Seniors and Post-secondary members</td>
<td>Maryland Ballroom C</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>8:00 am-9:30 am</td>
<td>Intermediate Word Processing (S/PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>8:00 am-9:30 am</td>
<td>Medical Office Procedures (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-9:30 am</td>
<td>Spreadsheet Applications (ML)</td>
<td>Potomac Ballroom AB</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Administrative Support Research Project (S)</td>
<td>Magnolia 1</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Economic Research Team (S)</td>
<td>Chesapeake 3</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Financial Analyst Team (PS)</td>
<td>Chesapeake 6</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Financial Analyst Team (S)</td>
<td>Chesapeake 9</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Financial Analyst Team (S)</td>
<td>Chesapeake 8</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Financial Analyst Team (S)</td>
<td>Chesapeake 7</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Human Resource Management (PS)</td>
<td>National Harbor 7</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Human Resource Management (S)</td>
<td>National Harbor 6</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Human Resource Management (S)</td>
<td>National Harbor 12</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Human Resource Management (S)</td>
<td>National Harbor 13</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Parliamentary Procedure Team (S)</td>
<td>National Harbor 14</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Parliamentary Procedure Team (S)</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Presentation Section 1</td>
<td>Camellia 1</td>
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<tr>
<td>Friday, May 8</td>
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<td>Presentation Section 1</td>
<td>Azalea 1</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Presentation Section 2</td>
<td>Azalea 2</td>
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<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Presentation Section 2</td>
<td>Azalea 3</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Website Design Team (ML)</td>
<td>Chesapeake A</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Website Design Team (PS)</td>
<td>Chesapeake B</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Website Design Team (S)</td>
<td>Chesapeake D</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Section 1</td>
<td>Chesapeake E</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Section 2</td>
<td>Chesapeake F</td>
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<tr>
<td>Friday, May 8</td>
<td>8:00 am-12:00 pm</td>
<td>Section 3</td>
<td></td>
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</tbody>
</table>
# 2020 Schedule for Conference (Cont.)

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Friday, May 8</td>
<td>8:00 am-4:00 pm</td>
<td>Student Volunteer Desk</td>
<td>Potomac Ballroom Reg Desk A</td>
</tr>
</tbody>
</table>
| Friday, May 8 | 9:00 am-9:50 am | BPA University -- Overtime with National Officers  
*Presented by the Secondary National Officer Team*  
*Intended for Middle Level members* | Woodrow Wilson Ballroom A            |
| Friday, May 8 | 9:00 am-10:00 am | National Showcase Business Panel  
*All National Showcase participants are required to attend* | Maryland Ballroom C              |
| Friday, May 8 | 9:00 am-5:00 pm | NLC Exhibitor Showcase                                                                         | Potomac Ballroom Foyer          |
| Friday, May 8 | 9:00 am-5:00 pm | Grading Room                                                                                     | Chesapeake G & J                |
| Friday, May 8 | 9:30 am-11:30 am | Administrative Support Team (ML/S/PS) Section 3                                                  | Potomac Ballroom C              |
| Friday, May 8 | 10:00 am-10:50 am | BPA University – Lead4Change Transforms Teens Into Service Leaders  
*Presented by Debbie Dodge, Lead4Change* | Woodrow Wilson Ballroom A          |
| Friday, May 8 | 10:00 am-11:30 am | Legal Office Procedures (S/PS)                                                                    | Potomac Ballroom AB             |
| Friday, May 8 | 10:00 am-12:00 pm | Fundamental Desktop Publishing (S/PS)                                                            | Potomac Ballroom AB             |
| Friday, May 8 | 10:00 am-12:00 pm | Basic Office Systems & Procedures (S/PS)                                                          | Potomac Ballroom AB             |
| Friday, May 8 | 10:00 am-12:30 pm | BPA National Showcase                                                                           | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V01 Virtual Multimedia & Promotion – Individual                                                   | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V02 Virtual Multimedia & Promotion – Team                                                         | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V03 Software Engineering Team                                                                     | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V04 Web Application Team                                                                         | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V05 Mobile Applications                                                                           | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V06 Promotional Photography                                                                        | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V07 Cybersecurity/Digital Forensics                                                                 | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V08 Start-up Enterprise Team                                                                      | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | V09 Financial Portfolio Management Team                                                             | Maryland Ballroom AB            |
| Friday, May 8 | 10:00 am-4:00 pm | Certiport Open Certification Lab                                                                  | Potomac Ballroom 2-3            |
| Friday, May 8 | 10:00 am-4:00 pm | Precision Exams Open Certification Lab                                                             | Potomac Ballroom 4-5            |
| Friday, May 8 | 10:00 am-5:00 pm | BPA Store                                                                                         | Convention Center Prefunction   |
| Friday, May 8 | 11:00 am-11:50 am | BPA University – Helping You Dress for Success | How to Prepare for a Job Interview  
*Presented by Men’s Wearhouse* | Maryland Ballroom C         |
| Friday, May 8 | 12:00 pm-1:00 pm | Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation)  
*Ticket Required* | Maryland Ballroom D         |
<p>| Friday, May 8 | 12:00 pm-5:00 pm | WSAP Open Events Lab                                                                              | Potomac Ballroom C              |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Administrative Support Concepts (S/PS)  | Potomac Ballroom C             |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Business Meeting Management (S/PS)               | Potomac Ballroom C             |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Computer Programming Concepts (S/PS)               | Potomac Ballroom C             |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Digital Communications &amp; Design Concepts (S/PS) | Potomac Ballroom C             |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Digital Marketing Concepts (S/PS)               | Potomac Ballroom C             |
| Friday, May 8 | 12:00 pm-5:00 pm (Last exam administered at 4:30 pm) | Financial Math &amp; Analysis (S/PS)             | Potomac Ballroom C             |</p>
<table>
<thead>
<tr>
<th>Friday, May 8</th>
<th>Information Technology Concepts (S/PS)</th>
<th>Potomac Ballroom C</th>
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<tbody>
<tr>
<td>Friday, May 8</td>
<td>Management/Marketing/Human Resources Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Friday, May 8</td>
<td>Parliamentary Procedure Concepts (S/PS)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Friday, May 8</td>
<td>Project Management Concepts (PS)</td>
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<tr>
<td>Friday, May 8</td>
<td>Business Math Concepts (ML)</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Friday, May 8</td>
<td>Business Communication Skills Concepts (ML)</td>
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<td>Friday, May 8</td>
<td>Business Fundamentals Concepts (ML)</td>
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<td>Friday, May 8</td>
<td>Computer Literacy Concepts (ML)</td>
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<tr>
<td>Friday, May 8</td>
<td>Merit Scholar</td>
<td>Potomac Ballroom C</td>
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<tr>
<td>Friday, May 8</td>
<td>12:30 pm-2:00 pm</td>
<td>National Honor Awards Ceremony</td>
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<tr>
<td>Friday, May 8</td>
<td>12:30 pm-2:30 pm</td>
<td>Advanced Office Systems &amp; Procedures (S/PS)</td>
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<tr>
<td>Friday, May 8</td>
<td>12:30 pm-2:30 pm</td>
<td>Digital Publishing (S/PS)</td>
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<tr>
<td>Friday, May 8</td>
<td>12:30 pm-2:30 pm</td>
<td>Fundamental Word Processing (S/PS)</td>
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<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Digital Game Design Team (ML)</td>
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<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Economic Research Individual (S)</td>
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<td>Friday, May 8</td>
<td>Section 1</td>
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<td>Friday, May 8</td>
<td>Section 2</td>
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<td>Section 3</td>
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<tr>
<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Global Marketing Team (S)</td>
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<tr>
<td>Friday, May 8</td>
<td>Section 1</td>
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<td>Friday, May 8</td>
<td>Section 2</td>
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<td>Section 3</td>
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<tr>
<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Interview Skills (PS)</td>
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<td>Friday, May 8</td>
<td>Section 1</td>
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<td>Friday, May 8</td>
<td>Section 2</td>
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<td>Friday, May 8</td>
<td>Section 4</td>
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<tr>
<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Network Design Team (PS)</td>
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<tr>
<td>Friday, May 8</td>
<td>Preparation</td>
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<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Network Design Team (S)</td>
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<td>Friday, May 8</td>
<td>Preparation Sections 1-2</td>
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<td>Friday, May 8</td>
<td>Section 1</td>
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<td>Prepared Speech (ML)</td>
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<td>Friday, May 8</td>
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<tr>
<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Prepared Speech (PS)</td>
<td>National Harbor 9</td>
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<td>Friday, May 8</td>
<td>1:00 pm-5:00 pm</td>
<td>Prepared Speech (S)</td>
<td>National Harbor 3</td>
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<td>Friday, May 8</td>
<td></td>
<td>Section 1</td>
<td>National Harbor 3</td>
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<tr>
<td>Friday, May 8</td>
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<td>Section 2</td>
<td>National Harbor 2</td>
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<tr>
<td>Friday, May 8</td>
<td></td>
<td>Section 3</td>
<td>National Harbor 1</td>
</tr>
<tr>
<td>Friday, May 8</td>
<td>2:00 pm-3:00 pm</td>
<td>Administrator’s/Proctor’s/Grader’s Orientation</td>
<td>Chesapeake H-I</td>
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<tr>
<td>Friday, May 8</td>
<td>2:30 pm-4:30 pm</td>
<td>AICPA Secondary Division Accounting Student Networking Event</td>
<td>TBD</td>
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<tr>
<td>Friday, May 8</td>
<td>3:00 pm-4:00 pm</td>
<td>Financial Literacy (ML)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>3:00 pm-4:00 pm</td>
<td>Network Administration Using Cisco (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>3:00 pm-4:00 pm</td>
<td>SQL Database Fundamentals (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>3:00 pm-6:00 pm</td>
<td>BPA Day of Service</td>
<td></td>
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<tr>
<td>Friday, May 8</td>
<td></td>
<td>A Million Thanks</td>
<td>Woodrow Wilson Ballroom A</td>
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<tr>
<td>Friday, May 8</td>
<td></td>
<td>A Smile A Day</td>
<td>Woodrow Wilson Ballroom A</td>
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<td>Friday, May 8</td>
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<td>BPA Cares School Supply Drive</td>
<td>Woodrow Wilson Ballroom B</td>
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<td>Friday, May 8</td>
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<td>BPA Coloring Books for Kids</td>
<td>Woodrow Wilson Ballroom C</td>
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<tr>
<td>Friday, May 8</td>
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<td>Walk for Special Olympics Posters</td>
<td>Woodrow Wilson Ballroom D</td>
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<tr>
<td>Friday, May 8</td>
<td>4:30 pm-5:30 pm</td>
<td>Business Law &amp; Ethics (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>4:30 pm-5:30 pm</td>
<td>ICD-10-CM Diagnostic Coding-Pilot (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>4:30 pm-6:30 pm</td>
<td>Fundamental Spreadsheet Applications (S/PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Friday, May 8</td>
<td>6:00 pm-7:00 pm</td>
<td>Walk for Special Olympics</td>
<td>Potomac Terrace (Outside at Lower Atrium)</td>
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<tr>
<td>Friday, May 8</td>
<td>7:00 pm-10:00 pm</td>
<td>Special Event – Stars and Stripes Celebration</td>
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<tr>
<td>Friday, May 8</td>
<td>11:00 PM</td>
<td>Curfew (Secondary &amp; Middle Level)</td>
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<tr>
<td>Saturday, May 9</td>
<td>6:00 am-12:00 pm</td>
<td>Competitive Events Center/Test Distribution</td>
<td>Chesapeake K-L</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>7:00 am-8:00 am</td>
<td>Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required</td>
<td>Maryland Ballroom D</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>7:00 am-12:00 pm</td>
<td>Grading Room</td>
<td>Chesapeake G &amp; J</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>7:00 am-12:00 pm</td>
<td>Registration/Information Desk</td>
<td>Prince George’s Exhibit Hall Entry Registration Desk</td>
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<td>Finance Desk</td>
<td>Prince George’s Registration Desk B</td>
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<td>Saturday, May 9</td>
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<td>Tour Desk</td>
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<td>Saturday, May 9</td>
<td>7:00 am-3:00 pm</td>
<td>BPA Store</td>
<td>Convention Center Prefunction</td>
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<td>Saturday, May 9</td>
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<td>Conference Pin &amp; Prepaid Merchandise Pick-Up (BPA Survival Kit, conference t-shirts, tassles, honor cords)</td>
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<td>Extemporaneous Speech Finals (ML)</td>
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## 2019 Schedule for Conference (Cont.)

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<tr>
<th>Saturday, May 9</th>
<th>Time(s)</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>Saturday, May 9</td>
<td>7:30 am-12:00 pm</td>
<td>Extemporaneous Speech Finals (S)</td>
<td>National Harbor 14</td>
</tr>
<tr>
<td>Saturday, May 9</td>
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<td>Financial Analyst Team Finals (S)</td>
<td>National Harbor 15</td>
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<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>Computer Security-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>PC Servicing and Troubleshooting-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>Computer Network Technology-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
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<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>Server Administration Using Microsoft-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>Network Administration Using Cisco-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-9:00 am</td>
<td>Linux Operating System Fundamentals-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Conference Headquarters</td>
<td>Fort Washington Boardroom</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Administrative Support Research Project Finals (S)</td>
<td>Chesapeake D</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Advanced Interview Skills Finals (S)</td>
<td>National Harbor 8</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Computer Animation Team Finals (S)</td>
<td>Chesapeake E</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Computer Modeling Finals (S)</td>
<td>Chesapeake F</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Digital Media Production Finals (S)</td>
<td>Chesapeake 7</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Economic Research Individual Finals (S)</td>
<td>Chesapeake 8</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Economic Research Team Finals (S)</td>
<td>Chesapeake 9</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Entrepreneurship Finals (S)</td>
<td>Chesapeake C</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Global Marketing Team Finals (S)</td>
<td>Camellia 1</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion Finals (ML)</td>
<td>Magnolia 1</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion Finals (PS)</td>
<td>Magnolia 2</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Graphic Design Promotion Finals (S)</td>
<td>Magnolia 3</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Interview Skills Finals (PS)</td>
<td>National Harbor 2</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm</td>
<td>Interview Skills Finals (S)</td>
<td>National Harbor 3</td>
</tr>
</tbody>
</table>
2019 Schedule for Conference (Cont.)

<table>
<thead>
<tr>
<th>Date, Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm Prepared Speech Finals (ML)</td>
<td>National Harbor 10</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm Prepared Speech Finals (S)</td>
<td>National Harbor 11</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm Presentation Management Individual Finals (S)</td>
<td>Chesapeake 1</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm Presentation Management Team Finals (S)</td>
<td>Chesapeake 4</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:00 am-12:00 pm Website Design Team Finals (S)</td>
<td>Chesapeake 12</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:00 am-12:00 pm Student Volunteer Desk</td>
<td>Potomac Registration Desk A</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am Computer Security-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am PC Servicing and Troubleshooting-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am Computer Network Technology-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am Server Administration Using Microsoft-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am Network Administration Using Cisco-Finals Application Event (S)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>9:30 am-10:30 am Linux Operating System Fundamentals-Finals Application Event (PS)</td>
<td>Potomac Ballroom AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>10:00 am-11:00 am National Officer Reception (By Invitation Only)</td>
<td>National Officer Suite</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>10:00 am-4:00 pm Certiport Student Lounge</td>
<td>Potomac Ballroom D</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>10:00 am-4:00 pm Certiport Open Certification Lab</td>
<td>Potomac Ballroom 2-3</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>10:00 am-4:00 pm Precision Exams Open Certification Lab</td>
<td>Potomac Ballroom 4-5</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>12:00 pm-2:00 pm Leadership Passport Turn-in</td>
<td>Prince George’s Exhibit Hall Entry Registration Desk</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>2:00 pm-3:00 pm Joint CEAC/SAAC Meeting</td>
<td>National Harbor 5</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>2:00 pm-4:00 pm Contest Review &lt;br&gt;Drop in as needed to review the contest of your choice</td>
<td>Chesapeake K-L</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>3:00 pm-4:00 pm CEAC Meeting</td>
<td>National Harbor 5</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>3:00 pm-4:00 pm SAAC Meeting</td>
<td>National Harbor 4</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>6:00 pm-8:00 pm Post-secondary Division Awards Session Finale</td>
<td>Prince George’s Exhibit Hall AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>8:30 pm-11:30 pm Secondary/Middle Level Divisions Awards Session Finale</td>
<td>Prince George’s Exhibit Hall AB</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>Immediately following S/ML Awards Session</td>
<td>New National Officer Team Meeting</td>
</tr>
<tr>
<td>Saturday, May 9</td>
<td>Midnight</td>
<td>Curfew (Secondary &amp; Middle Level)</td>
</tr>
<tr>
<td>Sunday, May 10</td>
<td>7:30 am-8:30 am Board of Trustees Meeting</td>
<td>Fort Washington Boardroom</td>
</tr>
<tr>
<td>Sunday, May 10</td>
<td>9:00 am-11:00 am Corporate Meeting</td>
<td>Woodrow Wilson Ballroom A</td>
</tr>
<tr>
<td>Sunday, May 10</td>
<td>11:00 am-12:00 pm New Board of Trustees Meeting</td>
<td>Fort Washington Boardroom</td>
</tr>
</tbody>
</table>
Stars & Stripes Celebration

Join us for a night of fun with live entertainment, food, games and activities at the BPA Stars & Stripes Celebration! The evening will kick off with a live concert, sponsored by Reach & Teach, featuring Country Music Singer/Songwriter Adam Calvert. This concert will include a mix of high-energy new country, favorite classic hits, as well as Adam’s own original material.

The night’s activities will also include:
- Photo Booths
- Interactive Activities
- Arcade and Table Games
- Caricature Artists

…. and more!!!

Make plans to join us and be ready to rock, roll and celebrate a new decade with BPA!

Sponsored by:

REACH AND TEACH
## 2020 Delegate Conduct Practices and Procedures

<table>
<thead>
<tr>
<th>Section</th>
<th>ML</th>
<th>Alumni</th>
<th>PS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The term “delegate” shall mean any member attending the National Leadership Conference.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Delegates shall abide by all conference rules.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. 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 &amp; Events.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Delegates shall conduct themselves in a professional manner.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6. Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment/ taking place at the same time.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7. Delegates shall wear acceptable attire to all program activities as specified in the program.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>8. Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>9. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>10. Identification badges shall be worn at all official functions.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>11. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>12. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>13. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>14. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>15. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>16. Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>17. Non-registered individuals will not be allowed at Conference activities.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>18. 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.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>19. Curfew each night shall be midnight, and all delegates shall be in their rooms by curfew.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>20. The approved hotel/motel shall assign certain rooms to male and female delegates.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>21. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>22. Delegates shall conduct themselves in a professional manner.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>23. Delegates shall not participate or become involved in any way in the election process of the other divisions.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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).


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.

#### 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.
National Officer For A Day (NOFAD) Application

Application 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 Friday, April 1, 2020
• Be present at the 2020 National Leadership Conference in National Harbor, MD

Application Instructions

Make sure to provide complete responses to all questions and upload the advisor letter of recommendation.

Applicant Name: ...................................................
Applicant’s Email: ............................................  Applicant’s Phone Number: ..............................
Chapter (School): .............................................  Current Grade: .................................
State Association: ................................................
Advisor’s Name: ..............................................
Advisor’s Email: .............................................  Advisor’s Phone Number: ..............................
Number of Years in BPA: ......................................
Highest Torch Award Received (Award and Year): ..................................................

BPA Offices Held

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Level</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Competitive Events (please list only the highest level of competition completed for each event each year):

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Conference</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Other BPA Involvement and Contribution:

__________________________________________
__________________________________________
__________________________________________
National Officer For A Day (NOFAD) Application (Cont.)

Essay Question #1: Of all of your BPA experiences, which has been the most influential or important to you and why? (100 character maximum)


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 __________________________
   MEDICATION __________________________
   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)

____________________________
(Parent’s or Guardian’s Signature if member is under 18 years of age)

____________________________
(Parent’s or Guardian’s Name)

____________________________
(Member’s Name)

____________________________
(Street Address)

____________________________
(City) _____________________
(State) ___________________
(Zip) _____________________

Date _____________________
(Month) (Day) (Year)

Date _____________________
(Month) (Day) (Year)

Parent’s or Guardian’s Phone (____) _____________________
(Area)
Conference Floorplans

Exhibit Hall Level

Mezzanine Level

2020 CONFERENCE PREVIEW GUIDE : 68
Conference Floorplans

Third Floor

Atrium, Ballrooms, and Meeting Rooms
Local Area Business Students Travel to National Harbor, MD to Participate in the Business Professionals of America National Leadership Conference.

Students from (school) will be attending the Business Professionals of America (BPA) 2019 National Leadership Conference, in National Harbor, MD, May 6-10, 2020. This year’s conference, supported by Apprenticeship.gov, will bring together more than 6,000 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 have the opportunity to experience Washington, D.C. and the surrounding areas.

“Each year, the National Leadership Conference offers our students the opportunity to showcase their skills and compete against other students from across the country, and be recognized for their dedication and hard work they have put forth through the year,” said chapter advisor (advisor name), who teaches (class or course).

“This year, we have (number) students who have excelled throughout the year and will be representing our local chapter of Business Professionals of America from (school).”

Washington, D.C. (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 middle, high school, and college level 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 has the ability to enhance student participation in professional, civic, service and social endeavors. Members participate in these activities to accomplish goals of self-improvement, leadership development, professionalism, community service, career development, public relations, student cooperation and safety and health.

Business Professionals of America is aided in this endeavor with financial support from companies, and organizations such as: the Association of International Certified Professional Accountants, Facebook, Reach and Teach, Stukent, Precision Exams, and Certiport. 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.
W-9
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

FLEXIBLE PROFESSIONALS OF AMERICA

Check appropriate box for federal tax classification; check only one of the following seven boxes:
- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Single-member LLC
- Limited liability company

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.

Address (number, street, and apt., or suite no.)

700 MORSE ROAD, SUITE 201
COLUMBUS, OHIO 43214

Social security number

Employer Identification number

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.

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

Date

General Instructions

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

Purpose of Form

An individual or entity (Form W-9 requestor) 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 your 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 requestor 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 allowable 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.
CREDIT CARD AUTHORIZATION FORM

Your card will be processed the following business day after submission.

Fax # 614-895-1165
or
Email 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 ________________________________________________________________
W-9

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

NARCIOTT HOTEL SERVICES, INC.

2. Business name/disregarded entity name, if different from above.

DBA AC Hotel Washington, DC at National Harbor

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership).

☐ Other (see instructions) ▶

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2):

Exempt payee code (if any) __________________________

Exemption from FATCA reporting code (if any) __________

5. Address (number, street, and apt. or suite no.) See instructions.

156 Waterfront Street

National Harbor, MD 20745

6. City, state, and ZIP code.

7. List account number(s) here (optional).

Requester's name and address (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number __________________________

Employer Identification number 5 2 - 1 0 5 2 6 6 0

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 for Part II, later.

Sign Here Signature of U.S. person ▶

Date 1/8/2019

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.
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.** (301) 749-2290 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 Gabriel Melgar at (301) 749-2298.

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:

<table>
<thead>
<tr>
<th>Card Type: □ Visa</th>
<th>□ MC</th>
<th>□ Amex</th>
<th>□ Diners/CB</th>
<th>□ Discover</th>
<th>□ JCB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type: □ Individual - □ Debit / □ Credit</td>
<td>□ Corporate - Company Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Bank:</td>
<td>Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td>Exp. Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address (street):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax or Alternate Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GUEST INFORMATION - Required**

<table>
<thead>
<tr>
<th>Guest Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Company:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Confirmation Number:</td>
</tr>
<tr>
<td>Departure Date:</td>
</tr>
<tr>
<td>Relation to Cardholder: □ Relative</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Guest Name: (Printed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

**RATE INFORMATION AND APPROVED CHARGES - Required**

<table>
<thead>
<tr>
<th>Room Rate:*</th>
<th>$264.00</th>
<th>Taxes:*</th>
<th>$47.52</th>
<th>Total Daily Rate:*</th>
<th>$311.52</th>
<th>Number of Nights:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ All Charges</td>
<td>□ Room &amp; Tax</td>
<td>□ Telephone (LD)</td>
<td>□ Telephone (Local)</td>
<td>□ Restaurant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Room Service</td>
<td>□ Valet/Laundry</td>
<td>□ Parking</td>
<td>□ HS Internet Access</td>
<td>□ Movies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that all information is complete and accurate. I hereby authorize AC Hotel Washington, DC at the National Harbor 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.

<table>
<thead>
<tr>
<th>Cardholder Name: (Printed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Please do not send a photocopy of the front or back of your credit card.
W-9

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

BSSH, LLC

Business name/disregarded entity name, if different from above

BRE SSP Property Owner LLC Hampton Inn & Suites National Harbor 250 Waterfront Street Oxon Hill, MD 20745

Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C = corporation, S = S corporation, P = Partnership) ➤ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ➤

Address (number, street, and apt. or suite no.) See instructions

Boca Raton, FL 33432

City, state, and ZIP code

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

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 for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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 amounts 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), 1088-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, later.
Dear Sir/Madam:  
This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please Sign and Return the Completed form to the Hampton Inn & Suites National Harbor. Send to: hamptoninnnationalharbor@gmail.com

Cardholder Information – Required
Name as it appears on the credit/debit card:
Card type:  □ VISA  □ MC  □ AMEX  □ Diners/CB  □ Discover
Account type:  □ Personal  □ Corporate – Company Name: ______________________
Issuing Bank: ______________________ Phone #: ______________________
Account Number: ______________________ Exp. Date: ______________________
Address: ______________________
(Where statement is mailed)
City, State, Zip: ______________________ Fax or Alternate number: ______________________

Guest Information – Required
Guest Name: ______________________
Address: ______________________
City, State, Zip: ______________________
Company: ______________________
Phone number: ______________________ Fax or Alternate Number: ______________________
Confirmation #: ______________________
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 (print): ______________________
Guest Signature: ______________________

Rate Information and Approved Charges – Required
Room Rate*: $126.44 Taxes*: $19.91 Total Daily Rate*: $146.35 No 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 the Hampton Inn & Suites National Harbor 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 (print): ______________________
Cardholder Signature: ______________________ Date: ______________________
Form W-9 (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.

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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see 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

or

Employer identification number

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

Date

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

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; and

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.

Cat. No. 10231X

Form W-9 (Rev. 12-2014)
Third Party Credit Card Authorization Form

This form has been created in order to allow you to have business expenses charged to your credit. Please 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. For safety reasons, this property only accepts forms business use. Credit card authorization forms must be received TEN DAYS PRIOR TO THE ARRIVAL DATE on the reservation. This allows the hotel time to validate the credit card authenticity. We ask you to please sign and date the form before submission. Please fax the completed form to the Front Desk at 301-749-4756. FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type:  □ Visa  □ MC  □ Amex  □ Diners/CB  □ Discover  □ JCB

Account Type:  □ Corporate, Company Name: ____________________________

Issuing Bank: ____________________________  Phone: ____________________________

Account Number: ____________________________  Exp. Date: ____________________________

Address (statement): ____________________________

City, State, Zip: ____________________________

Phone Number: ____________________________  Fax or Alternate Number: ____________________________

Email Address: ____________________________

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:  □ Business Associate

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: $264.00  Taxes: $47.52  Total Daily Rate: $311.52  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 Residence Inn by Marriott DC Downtown 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.
Name

171 Waterfront, LLC

2 Business name/disregarded entity name, if different from above

Westin National Harbor

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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) __________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no). See instructions.

171 Waterfront Street

City, state, and ZIP code

National Harbor, MD 20745

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is more than one name, see the instructions for line 1. Also see What Name and Number To Give The Requester for guidelines on whose number to enter.

Social security number __________

Or

Employer identification number __________

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 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 for Part II, later.

Sign Here __________

Signature of U.S. person __________

Date __________

12.03.19

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of a security 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, later.
Westin Washington National Harbor
171 Waterfront Street, National Harbor, MD 20745
Phone: 301-567-3999

Credit Card Authorization

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 3 days prior to check-in, to ensure acceptance of the credit card to be charged.

Guest Name: ____________________________

Function Dates: ________________________

I, the undersigned, do hereby give the Westin Washington National Harbor the authority to charge the credit card listed below for the following initialed items. I understand that this form constitutes a legally binding contract and that by affixing my signature to this form, I will be held responsible for all agreed upon initialed charges and any and all collection/legal fees.

Authorized charges to credit card (please initial all acceptable charges):

<table>
<thead>
<tr>
<th>All Charges</th>
<th>Movies</th>
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<tr>
<td>Room/Tax Charges Only</td>
<td>Deposit</td>
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<tr>
<td>Restaurant Charges</td>
<td>Catering Charges</td>
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<tr>
<td>Lounge Charges</td>
<td>Meeting Room Rental</td>
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<tr>
<td>Parking: Valet Charge</td>
<td>A/V Rental</td>
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<tr>
<td>Self-Charge</td>
<td>Other (Please Specify)</td>
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Credit Card Information

Please sign this form, include a copy of the driver’s license of the cardholder and return this form by fax to: 301-567-0888 – PLEASE DO NOT EMAIL COMPLETED FORM

Authorized by:
(Must be signed by person whose name appears on the credit card.)

Address ____________________________ City __________ ST ______ Zip ________

Phone Number: ____________________________ E-Mail Address: ____________________________

– Charges for Room/Tax or Group Deposits will be charged to your credit card immediately. Any incidental charges checked above will be charged at time of check-out.

Hotel use only - Deposit to be immediately charged for room/tax or group event: $__________

*The following information will be kept in a secure location and shredded upon completion of the event.*

Cardholder Name (Please Print): ____________________________

Date ____________ Personal Card ______ Company Card ______

CC# ____________________________ Exp. Date ____________
W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Marriott Hotel Services, Inc
2 Business name/disregarded entity name, if different from above

DBA Gaylord National Resort and Convention Center
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

[ ] Individual/solo proprietor or single-member LLC
[ ] C Corporation
[ ] S Corporation
[ ] Partnership
[ ] Trust/estate
[ ] Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=Partnership) ___________________________.

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

[ ] 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) _____________________.

[ ] Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.) See instructions.

201 Waterfront Street
6 City, state, and ZIP code

National Harbor, MD 20745
7 List account number(s) here (optional)

Requestor’s name and address (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

[ ] ___________ - ___________ - ___________

or

Employer identification number

[ ] 52-1052660

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 for Part II, later.

Sign Here

Signature of U.S. person ____________________________

Date ____________

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• 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, later.
# Liability Waiver

**COMPANY NAME:** Business Professionals of America  
**DAY/DATE:** Friday May 8, 2020  
**TIME:** 6:00 PM  
**ACTIVITY:** Health Walk

I acknowledge that:

1. I understand that any physical conditioning and training program includes inherent risk of injury.
2. I am voluntarily participating in these activities with knowledge of the risks involved, and
3. I accept that I am in good physical condition and have no disabilities, conditions, illnesses, or other conditions that prevent me or might prevent me from exercising at, participating in, or using the facilities of the Gaylord National Resort & Convention Center and/or National Harbor.
4. In consideration of this entry, I, my heirs, executors, administrators and assignee release, hold harmless, and indemnify Business Professionals of America, Marriott Hotels and Resorts Worldwide, Peterson Companies, and their respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims, and settlements for any injury, loss, or damages I may incur arising from my participation.
5. I also give permission for the free use of my name and picture in any media or other account of these events.

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