The purpose of this webinar is to educate and orient local chapter advisors regarding the 2020 National Leadership Conference

Jonathan Smith
Director of Strategic Programs & Experiences
Preparing to Leave the Classroom

Approval
Budget
Fundraising
Orientations
Paperwork
Approval

• Meet with School Administration/Board of Education

• Obtain approval on travel dates and put on the calendar

• Gain early commitment from students

• Acquire pre-approval from parents

• Gain approval to host a fundraising event
Approval-Timeline

Regular Registration
Dates: February 28-April 1, 2020
Cost: $125.00

Late Registration
Dates: April 2-April 8, 2020
On-Site Registration Fee: $145.00

# NLC Travel Budget: Expenses

## Registration Fees
- **Full Attendee - $125**
  - Students
  - Advisors
- **Guest Attendee - $90**
  - Chaperones
  - Parents

## Lodging
- **Gaylord National**
  - $285 + 18% Tax = $336.30
- **Westin**
  - $269 + 18% Tax = $317.42
- **AC Hotel/Hampton Inn/Residence Inn**
  - $264 + 18% Tax = $311.52

## Miscellaneous
- **Meals**
- **Travel**
  - Airfare
  - Ground Transfers
- **Tours, souvenirs, etc.**
NLC Travel Budget: Income

• **Contributions**
  - Business contributions, Kiwanis/Rotary Clubs, Community Foundations, Travel Grants

• **Fundraisers and Events**
  - Bingo Night, 50/50 Raffle, Restaurant Nights
  - Fundraising ideas: [https://bpa.org/learn/courses/bpa-shares/](https://bpa.org/learn/courses/bpa-shares/)

• **Out of Pocket**
Sample Budget

Per Person Cost

Registration: $125.00
Lodging: 4 Nights x $84.08 (quad occupancy) = $336.30
Meals: 5 Days x $40.00 = $200.00
Travel: Flight-$450.00 + Ground-$40 = $490.00
Tour: $100
Miscellaneous: 10% = $130

Total: $1,382
Orientations

Host 2-3 Pre-Conference Orientations
• Students: Assume they have never traveled before
• Guardians: Inform them of what NLC entails
• Chaperones: Discuss responsibilities and travel plans

Set Expectations
• Behavior
• Financial obligations
• Requirements for eligibility

Set-Up Group Communication
• Remind https://www.remind.com/
• Group text
“Paperwork”

Keep a paper copy of all documents
• Permission forms
• Medical Authorization forms
• Signed Dress Code
• Signed Code of Conduct
• CTSO Homework forms
• Conference Registration invoice(s)
• Hotel invoice / confirmation emails
• Copy of all checks submitted (hotel payment and/or BPA)
• Airline confirmations / tickets
• Ground transportation confirmations / tickets
“Paperwork”

Keep a paper copy of electronic resources

- Style & Reference Manual
- Human Resources Manual
- Ethics & Professionalism Resources Manual
- Copy of each participant’s schedule
- Conference Program
Create an Information Table by Participant

- Parent / guardian contact information
- Student contact information
- Insurance information
- Reservation assignment (hotel room number and roommates)
- Competitive Event schedule
- General Events schedule (tours, certifications, BPA University sessions, etc.)
NLC Registration

Before You Begin
Using the Conference Registration System (CRS)

Hints & Tips
Before You Begin

Download the Conference Preview Guide

https://bpa.org/nlc/
Available by February 21st

Review the NLC HQ website in detail
Housing & Transportation
National Officer Elections
Professional Development
and more!
Before You Begin

• First and Last Name of all participants attending (including guests)

• Tour selections (if applicable)

• Sessions or Events for any participant attending
  • General Sessions
  • National Leadership Academy
  • BPA University Workshops
  • Volunteer Program

• Competitive Event eligibility for each student

• Advisor assignment preference
  • Administrator / Proctor / Grader / Volunteer
Before You Begin

• T-shirt size for pre-order Conference T-shirts
• Walk for Special Olympics participation
• Certification Exams
• Day of Service Activities
• Rooming list for hotel reservations
• Method of payment
  • Conference invoice payments due to National Center by **April 15th**
  • Hotel deposit payment due to assigned hotel by **April 15th**
Using the Conference Registration System (CRS)

Review the Conference Registration instructions
https://bpa.org/nlc/registration/
Also available in the Conference Preview Guide

Conference Registration opens February 28, 2020

Access the CRS online at:
http://registermychapter.com/bpamem/
Using the Conference Registration System

Part 1: Conference Registration
# Using the Conference Registration System

## Part 1: Conference Registration

### 2020 National Leadership Conference

**Registration Invoice**

<table>
<thead>
<tr>
<th>School / Chapter</th>
<th>REMIT TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Center</td>
<td>Business Professionals of America-National Center</td>
</tr>
<tr>
<td>700 Morse Road, Suite 201 Columbus, OH 43214 Chapter: National Center (99-0004) Mark Burch <a href="mailto:mburch@bpsa.org">mburch@bpsa.org</a> Phone: 6145677717 x 7482</td>
<td>P.O. Box 726 Westerville, OH 43086 Phone: (614)895-7277 Fax: (614)895-1165</td>
</tr>
</tbody>
</table>

Please select members that will be attending the conference

<table>
<thead>
<tr>
<th>Participant ID / Participant Name</th>
<th>Select</th>
<th>Have you or are you currently serving in the United States Armed Forces?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-0004-0005 - Demo Account</td>
<td>☑</td>
<td>Male</td>
<td>Student ($125.00)</td>
</tr>
<tr>
<td>99-0004-0007 - Thomas Jefferson</td>
<td>☑</td>
<td>Male</td>
<td>Student ($125.00)</td>
</tr>
<tr>
<td>99-0004-0008 - Dolly Madison</td>
<td>☑</td>
<td>Female</td>
<td>Student ($125.00)</td>
</tr>
<tr>
<td>99-0004-0008 - James Monroe</td>
<td>☑</td>
<td>Male</td>
<td>Student ($125.00)</td>
</tr>
<tr>
<td>Mark Burch</td>
<td>☑</td>
<td>First Time?</td>
<td>Advisor ($125.00)</td>
</tr>
<tr>
<td>Jonathan Smith</td>
<td>☑</td>
<td>First Time?</td>
<td>Advisor ($125.00)</td>
</tr>
</tbody>
</table>

### Guests/Alumni

<table>
<thead>
<tr>
<th>Have you or are you currently serving in the United States Armed Forces?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
</tr>
<tr>
<td>First Name: Martha</td>
<td></td>
</tr>
<tr>
<td>Last Name: Washington</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
</tbody>
</table>

**Add Previously Registered Guest**

Click to Continue
Using the Conference Registration System

Part 1: Conference Registration

[Table of conference registration options]

1. Advisors, don’t forget to register for your NLC job assignments.
2. Click here to view your schedule.
3. Click here to print a copy of your registration.
4. REMINDER: Don’t forget to select contests for your students before submitting!!
5. NOTE: You must press the Submit Invoice button below to complete this transaction.
Once this invoice is submitted, you are subject to the Business Professionals of America refund policy. Please see http://www.bpa.org/nlc/refunds

Step 2: Hotel Reservations - Cut Off Date is 4/1/2017 11:59:00 PM. Click here to make your hotel reservations.

I acknowledge that I am the Responsible Party for the registered attendees listed herein; as they attend the 2018 Business Professionals of America National Leadership Conference from the time of departure to the 2018 National Leadership Conference to the time of return to home. I certify that I have, in my possession, all applicable permission slips, appropriate liability waivers, medical release forms, and any other document as required provided by the local school, local school district, state department of education, and/or Business Professionals of America for each person that I am responsible for as they attend the National Leadership Conference. I will retain in my possession copies of all applicable document(s)/form(s) for each attendee for the duration of the conference and for an appropriate amount of time thereafter. I agree that I will provide, upon request, a copy of any specific document(s)/form(s) as needed, for any specific registrant, to the Business Professionals of America National Center staff. I understand that 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 has the right to collect fees from schools directly should a no show fee result in a direct expense to BPA.

Save & Finish Later
Using the Conference Registration System

Part 2: Hotel Reservations

Hotel Room Reservation

<table>
<thead>
<tr>
<th>Chapter Information</th>
<th>Remit To Hotel Listed Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Smith</td>
<td>Gaylord National Resort &amp; Convention Center</td>
</tr>
<tr>
<td>National Center</td>
<td>201 Waterfront street</td>
</tr>
<tr>
<td>(99-0004)</td>
<td>Attn: Guest Billing Department</td>
</tr>
<tr>
<td>700 Morse Road, Suite 201</td>
<td>National Harbor, MD 20745</td>
</tr>
<tr>
<td>Columbus, OH 43214</td>
<td>Phone: 301-965-4000</td>
</tr>
<tr>
<td>Phone: 6148957277</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:jsmith@bpa.org">jsmith@bpa.org</a></td>
<td></td>
</tr>
<tr>
<td>Division: Secondary</td>
<td></td>
</tr>
</tbody>
</table>

Room # 1

Please select the names for this room below.

Jonathan Smith - Inv # C204488 
- Arrival (mm/dd/yyyy) 05/06/2020 
- Time 4:00 PM 
- Departure (mm/dd/yyyy) 05/10/2020 

Select Name ... 
- Arrival (mm/dd/yyyy) 
- Time 
- Departure (mm/dd/yyyy) 

Back to Hotel Reservation
Using the Conference Registration System

Part 2: Hotel Reservations

Add Additional Individual - Click here to add students/advisors from other chapters you will be sharing with.

Delete Reservation - This will remove your reservation from the system. Click here if you are not making a reservation for your chapter at all. Use this feature if you are making a reservation for all of your participants through another chapter.

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### Hotel Reservations Details

<table>
<thead>
<tr>
<th>Room #</th>
<th>Names</th>
<th>Arrive</th>
<th>Depart</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jonathan Smith</td>
<td>5/6/2020</td>
<td>5/10/2020</td>
</tr>
<tr>
<td>2</td>
<td>Thomas Jefferson</td>
<td>5/6/2020</td>
<td>5/10/2020</td>
</tr>
</tbody>
</table>

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**Sub Total:** $2,280.00  
**Guestroom Occupancy Tax:** $410.40  
**Total Due:** $2,690.40  
**Hotel Deposit:** $2,690.40

**Pay Type:** Please Select... (Required)

**Check #:**

---

A deposit of one-night's accommodation is required for each room reserved and must be sent to your hotel. The deposit must be paid by check or credit card. If paying by check, the check should be made payable to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system. Mailing instructions are on the invoice. If paying by credit card, complete the Gaylord National Credit Card Authorization Form and send it directly to the hotel as instructed.

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[View Split Out Details]

Click [here](#) to print a copy of your reservation.

Please note that you MUST submit your hotel reservation before you may submit your conference registration.
### Room Split Out Detail

<table>
<thead>
<tr>
<th>Name</th>
<th>Room #</th>
<th>Date</th>
<th># of People</th>
<th>Rate</th>
<th>Guestroom Occupancy Tax</th>
<th>City Tax</th>
<th>Room Tax</th>
<th>Resort Fee</th>
<th>Split Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Jefferson</td>
<td>1 Bed # 2</td>
<td>5/6/2020</td>
<td>1</td>
<td>$285.00</td>
<td>$51.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$336.30</td>
</tr>
<tr>
<td>Thomas Jefferson</td>
<td>1 Bed # 2</td>
<td>5/7/2020</td>
<td>1</td>
<td>$285.00</td>
<td>$51.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$336.30</td>
</tr>
<tr>
<td>Thomas Jefferson</td>
<td>1 Bed # 2</td>
<td>5/8/2020</td>
<td>1</td>
<td>$285.00</td>
<td>$51.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$336.30</td>
</tr>
<tr>
<td>Thomas Jefferson</td>
<td>1 Bed # 2</td>
<td>5/9/2020</td>
<td>1</td>
<td>$285.00</td>
<td>$51.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$336.30</td>
</tr>
<tr>
<td>Thomas Jefferson Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,345.20</td>
</tr>
<tr>
<td>Jonathan Smith</td>
<td>1 Bed # 1</td>
<td>5/6/2020</td>
<td>1</td>
<td>$285.00</td>
<td>$51.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$336.30</td>
</tr>
<tr>
<td>Jonathan Smith</td>
<td>1 Bed # 1</td>
<td>5/7/2020</td>
<td>1</td>
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<td>$0.00</td>
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<td>Jonathan Smith</td>
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<tr>
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<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,345.20</td>
</tr>
</tbody>
</table>

**Total** $2,690.40

Click [here](#) to print a copy of your reservation.
Using the Conference Registration System

Part 2: Hotel Reservations

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**Step 2:** Hotel Reservations - Cut Off Date is 5/8/2020 11:59:00 PM - Click [link] here to make your hotel reservations

I [signature] acknowledge that I am the Responsible Party for the registered chapter submitted on this invoice and will be held responsible for the registered attendees listed herein; as they attend the 2019 Business Professionals of America National Leadership Conference from the time of departure to the 2019 National Leadership Conference to the time of return to home. I certify that I have, in my possession, all applicable permission slips, appropriate liability waivers, medical release forms, and any other document as required/provided by the local school, local school district, state department of education, and/or Business Professionals of America for each person that I am responsible for as they attend the National Leadership Conference. I will retain in my possession copies of all applicable document(s)/form(s) for each attendee for the duration of the conference and for an appropriate amount of time, thereafter. I agree that I will provide, upon request, a copy of any specific document(s)/form(s) as needed, for any specific registrant, to the Business Professionals of America National Center staff. I understand that participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancelation will be responsible for all charges associated with a no show fee. BPA has the right to collect fees from schools directly should a no show fee result in a direct expense to BPA.

**Save & Finish Later**

[Submit Invoice] [View Previous Invoices] [View Your schedule]
Hints & Tips

• Ensure that all registration invoices and hotel reservations have been submitted
• Make copies of all submitted documents
• Ensure all payments are submitted by the deadline, including hotel deposits
• Book early for tour/session availability
• Pay close attention to all deadlines, including refund eligibility
• Start planning your housing arrangements early
2020 NLC Highlights

- AICPA Advisor Reception
- AICPA Student Networking Event
- Bank On It Tournament
- Certiport and Precision Exams Certification Labs
- National Showcase and Business Panel
- NAP Certification Testing
- NLC Exhibitor Showcase
- BPA University sessions
- BPA Day of Service, Walk for Special Olympics, and Special Event
What Does This Mean?

- **NLC**
  - National Leadership Conference

- **APG**
  - Administrator/Proctor/Grader

- **CRS**
  - Conference Registration System

- **NLC Pin Pick-Up**
  - Conference token for all participants

- **Judge**
  - Competitive Events

- **General Session**
  - Opening, Honors, Business Meeting, Awards Finale

- **State Meeting**
  - NLC Updates and state-specific information
What Does This Mean?

- **Voting Delegate Briefing Meeting**
- **Campaign Rally**
- **Caucus**
- **Trading Pin**
- **Exhibitors Showcase**
- **CEAC / SAAC**

Head Voting Delegates to attend
All participants / Meet Candidates / Primary Voting
Voting Delegates / Candidates
State-provided pins to swap
Meet with partners and vendors
Stakeholder update meetings
Contacts

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More contacts at:
https://bpa.org/about-us/our-people/our-staff/
THANK YOU!