



AREA 2 REGION 3 REGIONAL LEADERSHIP CONFERENCE

DEADLINE: FRIDAY, DECEMBER 22, 2023 AT 6:00 PM

PRE-SUBMISSION GUIDELINES FOR SECONDARY & ASSOCIATE

NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Please submit your project by the proper due date. All presubmitted projects will receive an automatic response. All presubmitted files must be **PDF** files unless otherwise noted. The file name **MUST** include, the contest name, and chapter ID or member ID. Please refer to the file name examples in the table below.

Event Name	What to submit	Saved File Naming Convention	Bring to Conference *Copies below must be brought to BOTH Preliminaries and Finals
Finance (100's)			
(155) Economic Research Project - Individual	Research Paper and Works Cited in one combined PDF file.	ERPI-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
(160) Economic Research Project - Team	Research Paper and Works Cited in one combined PDF file.	ERPT-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
Business Administration (200's)			
(260) Administrative Support Research Project	Research Paper and Works Cited in one combined PDF file.	ARPI-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
Management Information System (300's)			
(325) Network Design Team	Written proposal (Report Format) and Works Cited in one combined PDF file.	NDT-MemberID.pdf	1 copy of Written Proposal 1 copy of Works Cited
Digital Communication and Design (400's)			
(410) Graphic Design Promotion	<ol style="list-style-type: none"> Logo - PDF or JPG or PNG format Dry Dog Food Package - PDF or JPG or PNG format Wet Dog Food Package - PDF or JPG or PNG format Works Cited - PDF format Release Form - PDF format 	<ul style="list-style-type: none"> GDP-MemberID-Logo GDP-MemberID-DryDogFoodPackage GDP-MemberID-WetDogFoodPackage GDP-MemberID-WorksCited.pdf GDP-MemberID-ReleasForm.pdf 	1 copy of Logo 1 copy of Dry Dog Food Package 1 copy of Wet Dog Food Package 1 copy of Works Cited 1 copy of Release Forms
(420) Digital Media Production	URL to project, Works Cited, and Release Form(s) in one combined PDF file.	DMP-MemberID.pdf	1 copy of Works Cited
(425) Computer Modeling	URL to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	CM-MemberID.pdf	1 copy of Concept Art/Prototypes 1 copy of One Page Profile 1 copy of Works Cited



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Digital Communication and Design (400's) (continued)			
(430) Video Production Team	URL to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file.	VPT-MemberID.pdf	1 copy of Works Cited
(435) Website Design Team	URL to project (including any necessary login credentials, if necessary), Works Cited and Release Form(s) in one combined PDF file.	WDT-MemberID.pdf	1 copy of Works Cited
(440) Computer Animation Team	URL to project files, Release Forms and Works Cited in one combined PDF file.	CAT-MemberID.pdf	1 copy of Storyboard 1 copy of Works Cited
(445) Broadcast News Production Team	URL to project, script, Release Forms and Works Cited in one combined PDF file.	BNPT-MemberID.pdf	1 copy of Works Cited
(450) Podcast Production Team	URL to project, Release Forms and Works Cited in one combined PDF file.	PT-MemberID.pdf	1 copy of Works Cited
(455) User Experience Design Team	URL to projects, Release Forms and Works Cited in one combined PDF file.	UEDT-MemberID.pdf	1 copy of Works Cited
(460) Visual Design Team	URL to projects, Release Forms and Works Cited in one combined PDF file.	VDT-MemberID.pdf	1 copy of Works Cited
Management, Marketing and Communication (500's)			
(500) Global Marketing Team	Marketing Plan and Works Cited in one combined PDF file.	GMT-MemberID.pdf	1 copy of Marketing Plan 1 copy of Works Cited
(505) Entrepreneurship	Business Plan and Works Cited in one combined PDF file.	ENT-MemberID.pdf	1 copy of Business Plan 1 copy of Works Cited
(515) Interview Skills	Cover Letter and Résumé as separate PDF files.	<ul style="list-style-type: none"> • IS-MemberID-CoverLetter.pdf • IS-MemberID-Resume.pdf 	1 copy of Cover Letter 1 copy of Résumé
(520) Advanced Interview Skills	Cover Letter and Résumé as separate PDF files.	<ul style="list-style-type: none"> • AIS-MemberID-CoverLetter.pdf • AIS-MemberID-Resume.pdf 	1 copy of Cover Letter 1 copy of Résumé 1 Portfolio <i>(must not be left with judges)</i>

FOR ALL TEAM EVENTS, FILES ONLY NEED TO BE UPLOADED ONCE UNDER THE TEAM CAPTAIN'S MEMBER ID.



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PRE-SUBMISSION GUIDELINES FOR MIDDLE LEVEL

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Event Name	What to submit	Saved File Naming Convention	Bring to Conference <small>*Copies below much be brought to BOTH Preliminaries and Finals</small>
Management Information System			
(940) Digital Game Design Team	URL to project, Works Cited and Release Form(s) in one combined PDF file.	DGDT-MemberID.pdf	1 copy of Works Cited
Digital Communication and Design			
(945) Graphic Design Promotion	<ol style="list-style-type: none"> Flyer - PDF or JPG or PNG format Logo - PDF or JPG or PNG format Works Cited - PDF format 	<ul style="list-style-type: none"> GDP-MemberID-Flyer GDP-MemberID-Logo GDP-MemberID-WorksCited.pdf 	1 copy of Flyer 1 copy of Logo 1 copy of Works Cited
(950) Video Production Team	URL to project, Works Cited and Release Form(s) in one combined PDF file.	VPT-MemberID.pdf	1 copy of Storyboard 1 copy of Script 1 copy of Works Cited
(955) Website Design Team	URL to project (Any necessary login credentials will need to be added if necessary.), Works Cited and Release Form(s) in one combined PDF file.	WDT-MemberID.pdf	1 copy of Works Cited
(960) Visual Design Team	URL to project, Works Cited and Release Form(s) in one combined PDF file.	VDT-MemberID.pdf	1 copy of each of the design elements 1 copy of Works Cited
Management, Marketing & Communication			
(970) Entrepreneurship Exploration	Research Paper - PDF format Works Cited - PDF format	ENT-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
(990) Human Resource Exploration	Job Shadow Request Letter - PDF Format	HRE-MemberID.pdf	1 copy of Job Shadow Request Letter

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