



## AREA 2 REGION 3 REGIONAL LEADERSHIP CONFERENCE

**DEADLINE: FRIDAY, DECEMBER 20, 2024 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 <small>*Copies below must be brought to BOTH Preliminaries and Finals</small>
<b>Finance (100's)</b>			
(155) Economic Research Project - Individual	Research Paper and Works Cited in one combined PDF file.	<b>ERPI-MemberID.pdf</b>	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.	<b>ERPT-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
<b>Business Administration (200's)</b>			
(260) Administrative Support Research Project	Research Paper and Works Cited in one combined PDF file.	<b>ARPI-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
<b>Management Information System (300's)</b>			
(325) Network Design Team	Written proposal (Report Format) and Works Cited in one combined PDF file.	<b>NDT-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
<b>Digital Communication and Design (400's)</b>			
(410) Graphic Design Promotion	All files combined below in a single compressed zip folder  <ol style="list-style-type: none"> <li>Logo with Tagline - PDF or JPG or PNG format</li> <li>Wrap around for 16 oz can - PDF or JPG or PNG format</li> <li>Fridge pack for 4 energy drinks - PDF or JPG or PNG format</li> <li>Point of purchase shelf/stand</li> <li>Works Cited - PDF format</li> <li>Release form - PDF format</li> </ol>	<b>GDP-MemberID.zip</b>	1 copy of Logo with Tagline 1 copy of Wrap around for 16 oz. can 1 copy of Fridge pack for 4 energy drinks 1 copy of purchase shelf/stand 1 copy of Works Cited 1 copy of Release Forms
(420) Digital Media Production	<b>URL</b> to project, Works Cited, and Release Form(s) in one combined PDF file.	<b>DMP-MemberID.pdf</b>	1 copy of Works Cited
(425) Computer Modeling	<b>URL</b> to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	<b>CM-MemberID.pdf</b>	1 copy of Concept Art/ Prototypes 1 copy of Research Paper 1 copy of Works Cited



# Pre-Submission Guidelines

## PRE-SUBMISSION GUIDELINES FOR SECONDARY & ASSOCIATE

**NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS**

Event Name	What to submit	Saved File Naming Convention	Bring to Conference *Copies below must be brought to BOTH Preliminaries and Finals
<b>Digital Communication and Design (400's) (continued)</b>			
(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 project files combined below in a single compressed zip folder. <ol style="list-style-type: none"> <li>Logo with Tagline - PDF or JPG or PNG format</li> <li>The other 3 items - PDF or JPG or PNG format</li> <li>Works Cited - PDF format</li> <li>Release form - PDF format</li> </ol>	VDT-MemberID.zip	1 copy of Logo with Tagline 1 copy of the other 3 items 1 copy of Works Cited 1 copy of Release Forms
<b>Management, Marketing and Communication (500's)</b>			
(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"> <li>IS-MemberID-CoverLetter.pdf</li> <li>IS-MemberID-Resume.pdf</li> </ul>	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"> <li>AIS-MemberID-CoverLetter.pdf</li> <li>AIS-MemberID-Resume.pdf</li> </ul>	1 copy of Cover Letter 1 copy of Résumé 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.**