
DATE: December 14, 2023

TO: Florida BPA Local Chartered Chapters

FROM: Devin Alexander, Florida BPA State Director

SUBJECT: 23rd Annual State Leadership Conference

Florida Business Professionals of America, Inc (FL BPA) invites you to join us for our 23rd Annual State Leadership Conference at the Hilton Orlando Buena Vista Palad3 located at 1900 E Buena Vista Drive, Lake Buena Vista, FL 32830.

Please plan accordingly! It is imperative that materials are submitted **promptly** by the stipulated deadline to ensure that staff has sufficient time to process and verify registration as well as assemble chapter packets.

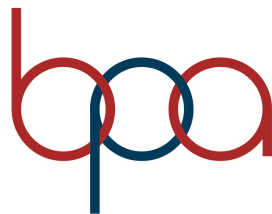
The conference officially opens Thursday, February 23, with registration at 4 p.m. Hotel rooms are **NOT** guaranteed until 4 p.m. ***If you have students competing in any event on Thursday, they should arrive dressed in business attire. Dress Code will be enforced.***

I, along with the Board of Directors, and State Officer Team look forward to seeing each of you at Disney Springs for the 23rd Annual State Leadership Conference!

Devin Alexander, State Director
Florida BPA, Inc.
813.458.1510
dalexander@flbpa.org
731 Duval Station Rd, STE 107-269
Jacksonville, FL 32218



Thursday-Sunday, February 23-26, 2023
Hilton Lake Buena Vista Palace at Disney Springs
State Leadership Conference
Pre-Conference Book



FLORIDA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

Business Professionals of America, Florida association is a non-profit

It is the policy of Business Professionals of America, Florida Association that diversity is a fundamental part of the world of business and industry and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age or disability.

State Leadership Conference Deadlines

Item	Deadline	Details
Advisor of the Year Award	January 13, 2023	https://bit.ly/3HxBBhS
Chapter of the Year Award	January 13, 2023	https://bit.ly/3HxBBhS
Hall of Fame Award	January 13 2023	https://bit.ly/3HxBBhS
Torch Award (Statesman)	January 13, 2023	https://members.bpa.org/torch-awards/
Beverly Williams Scholarships	January 13, 2023	https://bit.ly/3HxBBhS
Tomorrow's Business Professional Scholarship	January 13, 2023	https://bit.ly/3HxBBhS
<ul style="list-style-type: none"> • Administrative Support Research Project • Advanced Interview Skills (includes résumé/cover letter; do not send portfolio) • Broadcast News Production Team • Computer Animation Team • Digital Media Production • Economic Research Individual • Economic Research Team • Entrepreneurship (business plans) • Global Marketing Team (business plans) • Graphic Design Promotion • Interview Skills (includes résumé/cover letter) • Network Design Team • Video Production Team • Website Design Team • Podcast Production Team • Computer Modeling • User Experience Design Team Using Adobe XD 	<p>January 20, 2023</p> <p style="color: red; font-weight: bold;">Remember, an Individual Entry Form or Team Entry Form (whichever is applicable) must also be submitted along with the contestant materials.</p>	<p>This year we are using a new system (Judges Pro). More information will be sent out to Chapter Advisors at the conclusion of conference registration.</p>
SLC Registration Deadline	January 13, 2023	Register: https://bit.ly/2ZGVgrX
Hotel Registration Deadline	January 13, 2023	Part of General Conference Registration now.
SLC Registration Payment	January 20, 2023	<p><u>Copy of SLC Invoice and payment mailed to:</u></p> <p>Florida BPA, Inc. 731 Duval Station Rd. STE 107-269 Jacksonville, FL 32218</p> <p>Or Via Paypal: https://bit.ly/3Wca2P0</p>

Hotel Registration Payment Deadline	January 20, 2023	Please make checks payable to: Florida BPA, Inc. 731 Duval Station Rd, STE 107-269 Jacksonville, FL 32218 Or Via Paypal: https://bit.ly/3Wca2P0
Registration Refund Requests	February 10, 2023	Submitted via email to info@flbpa.org *Form included at end of SLC packet.
Event schedule Conflict	February 17, 2023	Email to info@flbpa.org

Contestants who do not submit pre-submitted work will not receive scores for technical points and will be removed from the event. However, advisors may notify the state director if the contestant will still participate in the oral presentation. Notification must be sent to state director no later than February 17, 2023.

2023 State Leadership Conference

Each year, the Florida Association of Business Professionals of America holds an annual state leadership conference. This function provides the wonderful opportunity for students from various parts of Florida to demonstrate their skills in assessment events, leadership seminars, state officer team campaigns/elections, and much more.

Inside this guide, you will find the necessary information to plan an outstanding experience for you and your delegates.

IMPORTANT INFORMATION

Please read all the information contained in this guide. Although there is a lot to read, it is information you need to have an enjoyable conference. Below are key facts that will help you prepare for the conference.

- ★ First, read this booklet from cover to cover.
- ★ Make sure you have paid state and national dues. Membership dues must have been postmarked by **January 13, 2023** in order to compete at the state leadership conference.
- ★ Schedule a meeting with members who are likely to attend and discuss the conference. You may consider inviting parents to attend this meeting.
- ★ During the meeting mentioned above, review the delegate code of conduct and dress code with your delegates. Discuss hotel guidelines, proper clothing, behavior, activity guidelines, packing techniques, and safety awareness regarding health, accident, and fire.
- ★ Review the conference schedule and plan your activities.
- ★ Make copies of all conference forms.
- ★ Complete and send conference registration forms and fees to Florida BPA.

Incomplete forms or material will be assessed late fees.

- ★ Complete and send hotel reservations forms to info@flbpa.org.
- ★ Study the *WSAP Guidelines 2022-23 Handbook*. Discuss required procedures with event participants.
- ★ Pay close attention to the following deadlines:

December 14: SLC Registration Officially Opens

January 13: To be eligible to compete at the state leadership conference, state and national dues must have been postmarked.

January 13: Outstanding Advisor Award, Hall of Fame Award, Chapter of the Year Award, scholarship applications, Statesman Torch Award, award deadlines.

January 20: Deadline to submit SLC pre-submit documents. More info to follow.

January 20: Registration & hotel payment due in full. Check payments must be postmarked, or credit card payments must be submitted on or before this date.

February 10: Refund request forms must be submitted in order to qualify for registration refund.

February 17: Report any appointment/event conflicts to state office.

ATTENDANCE ELIGIBILITY

- ★ A regional assessment event winner (If your region held regional competitions, if not, then you automatically advance to SLC)
- ★ Statesman torch award recipients
- ★ State officer team candidate(s)
- ★ A member selected by the local chapter advisor (maximum of 10 members per chapter)
- ★ Voting delegates & campaign managers
- ★ Leadership Academy Attendees
- ★ Special Recognition Recipients
- ★ Students officially registered to participate in national virtual competitions sponsored by National BPA, with a clear plan of activities to attend and participate in during the state conference

NAME BADGES AND WRIST BANDS

Name badges and wristbands for each conference registrant will be in the registration packets distributed to the advisors during registration pick-up at the conference. Name badges must be worn at all conference events and activities. A charge of \$2.00 will be assessed for a replacement badge, which will be available at the registration desk & conference headquarters.

We will have Board Members, alumni and volunteers monitoring the doors to all main events. For security purposes, we take these policies quite seriously and it is strictly enforced.

For safety precautions, delegates should not have name badges on display when walking on the streets and in public areas outside of the hotels or convention center facilities.

REGISTRATION INFORMATION

The registration fee includes:

- * Special Recognition Banquet
- * Conference AV & Production
- * Conference Speaker and/or Open Session Activity
- * Guest speakers
- * Leadership Academy
- * Awards & Medals
- * Special Events & giveaways
- * Hotel security
- * Facilities rental
- * Conference materials and printing

Local advisors are responsible for completing all registration forms. Housing questions should be directed to State Advisor Devin Alexander.

Questions regarding conference registrations should be directed to BPA State Office at 813.458.1510 or via email at dalexander@flbpa.org

Incomplete registrations will be assessed late fees. NO EXCEPTIONS!

A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereafter.

All registered participants at the state conference must be registered hotel guests for the entire conference weekend.

Advisor/Delegate/Chaperone Registration: Must be submitted and postmarked on or before **January 13-** \$105.00 per attendee (advisors, delegates, and chaperones).

Guest/Banquet Attendees: \$60.00 per individual. Please contact State Advisor Devin Alexander.

Onsite Registration: Florida BPA does **NOT** have onsite registration for the state conference. All participants must be registered in advance.

Thursday Registration Pick-up: Registration will begin on Thursday, February 23th at 4 pm.

Submit the following to complete the conference registration and make a copy of all forms for your records:

1. Submit the SLC Registration & Housing via the BPA Registration Website (<https://www.registermychapter.com/bpamem/>)
2. Submit the SLC Payment Invoice with payment for registration fees via one (1) check through the U.S. mail or (2) Credit Card via (<https://square.link/u/2iA2MwAr>) on or before **January 20, 2023.**

Checks are **made payable to and mailed to:**
Florida BPA Inc.
731 Duval Station Rd, STE 107-269
Jacksonville, FL 32218

HOTEL INFORMATION AND RESERVATIONS

Room Reservations: Must be submitted via email on or before **January 13** during submitting SLC Registration. Please email any questions to Owen Hamilton (owen.hamilton@conferencedirect.com) with any housing questions or requests.

Housing Changes/Additional Rooms: Any increase or decrease to the number of beds needed for your chapter's room block must be indicated by **Jan. 20**.

Hotel:

Hilton Orlando Buena Vista Palace: Disney Springs
1900 E Buena Vista Dr., Lake Buena Vista, FL 32830
Phone: 1-407-827-2727

Single/Double/Triple/Quad-\$198

Check-In procedures:

- Check-In time is 4 pm. sharp on Thursday, February 24. While some rooms may be available before then, there is no guarantee you will have access to your rooms before 4 pm.

Check-out procedures:

- Check-out time on Sunday is 11:00 a.m. Therefore, we encourage all attendees to pack their rooms before attending the Grand Award Session. We will have a reserved space to store luggage before the session on Sunday morning.

PARKING

Parking for school and charter buses is free and information is included on the map in terms of where the buses should park. School and charter buses that are staying overnight must request information from the hotel upon arrival in order to be directed to the appropriate parking lot.

Parking rates, per vehicle, per night are as follows:

Self-parking-\$22 Valet parking-\$30
(plus tax overnight)

HOTEL COURTESIES AND SUGGESTIONS

- Be sure you are properly registered in the hotel.
- Local telephone calls from guest rooms are charged to your rooms at rates published in hotel materials in each guest room.
- Window curtains should be drawn when lights are on in your rooms. Be completely dressed when outside your room according to the dress code included in this booklet.
- Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night-lock is on.
- Be courteous to all other hotel guests while using the elevators and escalators.
- Dress neatly and appropriately for the occasion. Please refer to the dress code. We are guests of the Hilton and we should respect their facilities. Delegates represent the image of our organization as well.

ORLANDO VISITORS INFORMATION

Make your trip to Orlando an exciting one. The Orlando Visitors Bureau is standing by to assist your chapter with tour destinations, eating locations, and much more. Please contact the bureau directly for more information or visit their website at <https://www.visitorlando.com/en>

Normally we are given a great discounted rates to attend any of the Disney Parks, once that information is made available to Florida BPA we will be sure to let all advisors know.

REFUND POLICY

All refund requests will be processed after the state leadership conference. Refunds will be paid to the chapter requesting the refund by the required deadline. The refund form is attached at the bottom of this packet. **If this form is not used, a refund will not be granted.** All requests submitted to the State Advisor on or before **January 10** will receive a refund. No requests for refunds will be honored after this date

ADVISOR RESPONSIBILITIES

Advisors are responsible for setting a positive example for the student members; this includes following the dress code as well. All chapter advisors are responsible for the well-being of their students throughout the entire weekend. This means not leaving the hotel after curfew hours.

Please keep in mind that all advisors also have other responsibilities to ensure a successful conference. These responsibilities include serving as administrators, proctors, graders, etc. It is important that your students know how to always contact you. We must work together to make sure all students have a pleasant experience. Treating everyone fairly and assisting whenever and wherever needed will guarantee a comfortable atmosphere.

Please make sure your students have your mobile phone number where they can always reach you. When you arrive for registration, we will also request that you leave your mobile phone number with our staff so we may reach you in emergency situations.

CONFERENCE HIGHLIGHTS

Leadership Academy have been planned for all members on Friday and Saturday. Attendance is expected of all members unless they are involved in another event at the time of these dynamic leadership development seminars.

The **Opening Session** is one of the main highlights of the conference. This event is designed to officially start the conference activities. It includes the candidates for the state officer team giving their campaign speeches at this session.

The **Awards Session** will commence on Sunday morning. Workplace skills assessment program awards will be given out during this session. During the torch ceremony, we ask that you refrain from talking, clapping, and taking photographs. Students will not be allowed on stage to receive their awards if they are not properly dressed according to the dress code.

SPECIAL RECOGNITION BANQUET

All conference participants-students, advisors, chaperons, spouses, and administrators-are expected to attend the **dinner session** on Saturday evening. Banquet tables will be preassigned. Schools receiving special recognition on Saturday will be seated in front to eliminate lengthy walks to the stage. Table assignments will be included in your conference registration packet or posted at the registration desk on Friday afternoon.

Professional/Formal attire is required for the dinner session. In past years, many individuals have donned their formal attire, which is also appropriate, to make the evening much more elegant.

There is an additional \$60 fee for any attendees requesting Kosher meal options. This **must** be submitted during registration. These meals are prepared off-site and require additional steps.

Appropriate behavior at the dinner session is extremely important. Please make sure your students know these simple basic dinner etiquette items:

- remain seated at all times.
- do not begin eating until the invocation has been given;
- refrain from talking during parts of the program where people are speaking at the lectern;
- focus attention to the head table during the program;
- do not leave the ballroom unless it is an emergency; and,
- treat the servers/banquet staff with respect.

Your cooperation in making sure your students are well behaved during this session is appreciated. Important dignitaries will be in attendance and student behavior is extremely important. You may consider reviewing other detailed dining etiquette materials.

Various special recognition awards will be presented during the dinner session. Also, the current state executive council will bid farewell.

SPECIAL ACCOMMODATIONS

Any special accommodations request for any delegate who has a physical handicap, special dietary restrictions, or needs personalized assistance. This is extremely important for both Business Professionals of America and all hotel sites. Business Professionals of America is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. If you have any individuals with disabilities who need special accommodations, please complete the special accommodations request form to secure special assistance. This includes ESL, mobility, hearing, visual, special seating during general sessions, assistance getting onto stages, special hotel accommodations, etc.

Special accommodations request must be submitted to State Advisor at dalexander@flbpa.org at the same time as the chapter registration. Business Professionals of America will not be responsible for fulfilling requests that are not submitted by **February 17**.

SPECIAL NOTE: Sign language interpreters, if needed, will sit beside the individual who needs such services. Interpreters will not be allowed on stage during any general session.

SPECIAL MEAL REQUESTS: VEGETARIAN AND GLUTEN-FREE MEALS

Please indicate any special meals request while registering attendees if you have delegates who require a vegetarian or gluten-free meal for the dinner session. If there are any other special food allergies, they can be indicate as well.

There is an additional \$60 fee for any attendees requesting Kosher meal options. This must be submitted during registration. These meals are prepared off-site and require additional steps.

DELEGATE CODE OF CONDUCT PENALTIES

Please review the delegate code of conduct with your students prior to attending the conference. Remember that the hotel provides excellent opportunities to help your students become familiar with and comfortable in a business atmosphere. Your assistance in teaching things such as elevator courtesy, proper conduct among other hotel guests, dining etiquette, and proper business attire can be very beneficial for the students as they prepare for employment.

The following are penalties for violating the delegate code of conduct:

- A. Expulsion from the conference and disqualification from competition:** any use or possession of illegal drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
- B. Elimination of recognition at awards ceremony, disqualification of the individual or entire school delegation from all activities, probation, contest disqualification, or other appropriate action:** violation of any portion of the delegate code of conduct not specially mentioned in item A above.

Violations of the delegate code of conduct will be reported to school administrators and parents immediately after the conference has concluded.

NON-DISCRIMINATION POLICY

It is the policy of Business Professionals of America, Florida Association, that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability

BPA DRESS CODE FOR ADVISORS, MEMBERS, AND GUESTS

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate BPA attire is required for ALL attendees—advisors, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated.

PROFESSIONAL DRESS

Opening Session, Award Ceremony; Workshops; ALL Competitive Events (Judged, Non-Judged, Open Events)

MALES

- Dress slacks, button down dress collared shirt & tie
- Men's business suit
 - Matching jacket and slacks, button down dress collared shirt & tie
- Sport coat, coordinated dress slacks, button down dress collared shirt & tie
- BPA Officer Uniform
 - BPA blazer, khaki slacks, white/button down collared shirt & red tie
- Dress shoes/boots AND dress socks are REQUIRED with all of the above
- Button down dress collared shirt CANNOT be large print or plaid
- Dress slacks need to fit around the waist and have a belt

FEMALES

- Pant or Skirt Suit
- Dress, skirt, or dress slacks with coordinated blouse and/or sweater
 - It is cold in the competition rooms, it is suggested that sleeveless blouses have a coordinated jacket or sweater
- All skirts or dresses length must be NO greater than two inches above the knee
- BPA Officer Uniform
 - BPA blazer, khaki skirt/slacks, white/button down collared shirt & BPA scarf
- Business shoes/Pumps: (flats are acceptable)
 - Close Toe or Peep Toe
 - Dress sandals must have a heel

CASUAL WEAR

MALES & FEMALES

- Sportswear (jeans/pants worn at the waist and shirts, jogging attire, T-shirts)
- Footwear required

INAPPROPRIATE ATTIRE INCLUDES:

- denim or chambray fabric clothing of any kind (ragged clothing)
- overalls, shorts, skorts, stretch or stirrup pants, exercise shorts, biker shorts, cut offs
- backless, see-through, tight-fitting, low cut blouses/tops/dresses
- spaghetti straps, lycra, spandex, midriff tops, tank tops, halter tops, tube tops, swimwear
- thongs, sandals, strappy dress shoes, flip flops, athletic shoes, industrial work shoes, hiking boots, over-the-knee boots, bare feet
- hats, flannel fabric clothing, or banded collar shirts (cannot wear tie with banded collar shirt)
- visible foundation garments
- **NO VISIBLE BODY PIERCING**, other than ears, ON BOTH MEN & WOMEN

**Florida BPA 23rd Annual
Tentative State Leadership Conference**

Thursday, February 23, 2023

Time

8:00-4:00 PM	Luggage Holding
3:30-4:00 PM	Chapter Advisor Meeting
4:00-6:30 PM	Conference Registration
4:00-6:30 PM	Hotel Check-In
5:00-7:00 PM	Non-Judged Competitions
8:00-10:00 PM	Opening Session
11:00 PM	Curfew

Friday, February 24, 2023

Time

7:00-7:45 PM	Judges Orientation
8:00-5:00 PM	Competition Headquarters
8:00-5:00 PM	Grading Room
8:00-6:00 PM	Judged Events
8:00-5:00 PM	Non-Judged Events
8:30-3:30 PM	Leadership Academy
12:00-1:00 PM	Lunch (On Your Own)
6:00-6:45 PM	Campaign Rally
7:00-9:00 PM	Regional Caucuses
8:00-11:00 PM	Special Activity & Event
12:00	In Room Curfew

Saturday, February 25, 2023

Time

7:00-7:45 PM	Judges Orientation
8:00-6:00 PM	Judged Events
8:00-12:00 AM	Leadership Workshops
8:00-10:00 AM	College Expo
12:00-2:00 PM	Candidate Placement Committee
1:00-6:00 PM	Afternoon to Yourself
7:00-9:00 PM	Special Recognition Banquet

Sunday, February 26, 2023

Time

6:00-11:00	Luggage Storage
8:00-10:00	Grand Award Session

Instructions for Completing Conference Registration

Please follow the following instructions to register your students using the online registration system:

1. In your web browser, navigate to <https://www.registermychapter.com/bpa/FL>
2. Click on the Conference Registration link.
3. Click the Select button for the chapter being registered. You will be taken to the Florida 23rd Annual State Leadership Conference Page.
4. A list of all chapter members will be displayed. Click the Select check box for each student and advisor who will be attending the conference.
 - a. If one of the state officers is a member of your chapter, be sure you add their name to your registration invoice even though these officers do not pay a registration fee. Click the arrow in the Status column and select the “State Officer” registration fee option (\$0) for these students. When you have finished selecting all participants, click the Click to continue button.
5. You will add Contest (competitive events) selections for all participants from this screen.
 - a. To make Contest selections, click the applicable button beside each participant’s name. Clicking on either of these options will present a list from which you may make your selections. Once you make all your selections and click the Save button, the items will be added to the invoice and sub-totaled below.
 - b. When you click the Contest button, a list of all competitive events will be displayed. Click the Select button to register a student for the event(s) in which the student is eligible to compete. The online system will not allow you to register a student for more than two events, only one of which may be a team event. If your school has more than one team competing in an event, enter the student’s Team # (the default value is 1).
6. To delete an item from the list, click the Del link beside the item you wish to delete.
7. If a participant has special needs, click the Special Needs link beside the participant’s name and indicate the special needs this person may have.
8. To request a special dietary restriction, key the request in the “Any other types of assistance?” text box on the Special Needs page.
9. You may add non-members (e.g., chaperones/guests) to your invoice by clicking the Add Non- Member link at the bottom of the invoice. Enter the person’s first name, last name and hotel reservation status.
10. If you need to exit the online system before you complete your registration, click the Save and Finish Later button. You can access the system later to complete the registration process.
11. Before submitting your invoice, please review your invoice carefully to make sure you have selected the appropriate registration fee option and optional meal selections for each participant along with the competitive event(s) for each student. You will not be able to make revisions once the invoice is

submitted.

12. Print a copy of your invoice for your records and a copy to submit with your check or credit card payment to Florida BPA before submitting the invoice
13. When you have finished adding all participants to the invoice and have verified all Contest and Item selections, click the Submit Invoice button to finalize your registration.
14. If you need to add additional participants after you submit your invoice, you will have to generate a new invoice. You will not be able to add additional participants to a submitted invoice. If you have any questions about online registration, need to delete a participant after you submit your invoice, or need to make any revisions, please contact Devin Alexander at dalexander@flbpa.org.

Instructions for Housing Registration

This year housing registration will be submitted through the same system and link used for registration.

1. Click on the Housing Tab on the main page of the conference registration system

Conference Registration

Help


Logout

Registration for Florida Virtual Post-Secondary Chapter

(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.
NOTE: To add members to this list, click ADD MEMBER below.
There are currently no entries

[Save and Finish Later](#)

- You MUST complete housing before you can submit 

Balance Due: \$0.00

Payment can be submitted via:

1. Check made out to Florida BPA, Inc. mailed to 731 Duval Station Road, STE 107-269, Jacksonville, FL 32218
2. Pay via Credit Card using this link <https://square.link/u/2iA2MwAr>. Make sure all invoices reflect the 3.5% processing fee if using the method of payment

Pay By Check

2. At the top of the next page you should see the names of all students, advisors, and guest registered for the conference.

Conference Registration

Help

Logout

Housing for Florida BPA Administrative Chapter

You must select a room type

INSTRUCTIONS:


1. Below are two (2) lists. The first list displays individuals that have been assigned to a room and the second list displays individuals that have NOT been assigned to a room
2. Select a Room Type, Room Number and Select the checkbox located beside each Individual that you want to put in the selected room
3. Click on the **Add To Room** button and the selected individuals will be added to the room
4. As you continue to assign individuals to rooms, the Housing total will automatically update
5. You **MUST** click on the **Submit Hotel Reservation** button to complete your reservation

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type

Select Room #

Select	Name	Gender	Participant Type
<input checked="" type="checkbox"/>	Chase Dunn		A
<input type="checkbox"/>	James A. Giles		A
<input type="checkbox"/>	Emily A. Hilton		A



3. Follow the instructions at the top of the screen to add respective students & advisors to their rooms.
4. Before submitting your invoice, please review your invoice carefully review your rooms for all participants.
5. Print a copy of your invoice for your records and a copy to submit with your check or credit card payment to Florida BPA before submitting the invoice.
6. When you have finished adding all participants to their respective rooms, click the Submit Invoice button to finalize your registration.

DELEGATE CONDUCT PRACTICES AND PROCEDURES

1. The term "delegate" shall mean any BPA member or adviser attending SLC.
2. There shall be no defacing of public property. Any damages to any property or furnishing in the resort rooms or conference center must be paid by the individual or chapter adviser responsible.
3. Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
4. Be prompt and prepared for all activities. Be financially prepared for all possibilities.
5. Dates shall be admitted to authorized activities only and permitted only between delegates.
6. No alcoholic beverages or narcotics in any form shall be possessed by delegates at any time, under any circumstances.
7. Resort rooms are bedrooms. ***Under no circumstances or at any time should students of opposite sex be in the same room.***
8. No delegates shall leave the hotel (except for authorized events) unless permission has been received from the chapter adviser.
9. Delegates shall attend all general sessions and activities, including competitive events, meetings, etc., for which they are registered.
10. Identification badges will be worn at all times while in the hotel/convention center.
11. Delegates violating or ignoring any of the conduct rules could subject their entire delegation to being unseated and their candidates or competitive events contestants being disqualified. Individual delegates may be sent home immediately at their own expense. Curfew will be enforced. (Curfew means delegates will be in their assigned rooms.)
12. Grievance procedure: Any protest brought before the Board of Directors must be presented in writing and the person(s) bringing the charge must present the charge in person. Students involved must be accompanied by their advisers.
13. No visitors will be permitted to attend the conference or visit attendees while at the conference.
14. Only those BPA members properly registered, may attend the conference.

Student Name (PRINT)

School

Student Signature

Adviser Signature

