IOWA STATE BPA PRE-SUBMISSION GUIDELINES

2023 Sate Leadership Conference
Submission Deadline: February 3, 2023 by 11:59 p.m. Central Time

NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Event	What to Submit at https://bpa.org/iowa/documents	Saved File Naming Conventions	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Finance (100's)			
(155) Economic Research Project - Individual (S)	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 (S)	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 (S)	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 (S | PS)	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 & Design (400's)			
(410) Graphic Design Promotion (S | PS)	1) Flyer - PDF or JPG format* 2) Logo - PDF or JPG format* 3) Logo - 2"x2" pin size - PDF or JPG format* 4) Works Cited – PDF format 5) Release form - PDF format	**GDP-MemberID-Flyer GDP-MemberID-Logo GDP-MemberID-Pin GDP-MemberID-WorksCited.pdf GDP-MemberID-Releaseform.pdf**	1 copy of Flyer 1 copy of 4x4 Logo 1 copy of 2x2 Logo 1 copy Works Cited 1 copy Release Forms
(420) Digital Media Production (S | PS)	**URL** to project, Works Cited, and Release Form(s) in one **combined** PDF file.	**DMP-MemberID.pdf**	1 copy of Works Cited

*(410) Graphic Design Promotion: If using PNG format, Zip all files to submit.

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Digital Communication & Design (400's) (continued)			
(425) Computer Modeling (S)	**URL** to project, 1-page profile, Works Cited and Release Form(s) in one **combined** PDF file.	**CM-MemberID.pdf**	1 copy of concept art/prototypes 1-page profile 1 copy of Works Cited
(430) Video Production Team (S | PS)	**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 (S | PS)	**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 (S)	**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 (S | PS)	**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 (S | PS)	**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 Using Adobe XD (S)	**URLs** to projects, Release Forms and Works Cited in one **combined** PDF file.	**UED-MemberID.pdf**	1 copy of Works Cited
(460) Visual Design Team (S | PS) Pilot	**URLs** to projects, Release Forms and Works Cited in one **combined** PDF file.	**VST-MemberID.pdf**	1 copy of Works Cited
Management, Marketing & Communication (500's)			
(500) Global Marketing Team (S)	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 (S | PS)	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 (S | PS)	Cover Letter and Résumé as separate PDF files.	**IS-MemberID-coverletter.pdf IS-MemberID-resume.pdf**	1 copy of Cover Letter 1 copy of Résumé
(520) Advanced Interview Skills (S | PS)	Cover Letter and Résumé as separate PDF files.	**AIS-MemberID-coverletter.pdf AIS-MemberID-resume.pdf**	1 copy of Cover Letter 1 copy of Résumé 1 Portfolio (*must not be left with judges*)