**TO:** Secondary & Post-Secondary Business Technology Educators

**FROM:** Business Professionals of America, Iowa Association

**DATE:** September 2023

**SUBJECT:** Secondary and Post-Secondary Fall Leadership Conference (FLC), October 15-16

 Holiday Inn Hotel & Suites Northwest, Merle Hay Road, Urbandale, Iowa

Welcome back to a new school year and a big welcome to our new BPA chapters joining us this year. We hope you will enjoy the FLC and your students will meet new friends across the state while finding out the benefits of BPA and what it can do to advance their business skills and knowledge while in school.

Attached are the following conference registration materials: Cover Memo 2023 (read first), Conference Registration Form, Delegate Conduct Policies and Procedures Form, Hotel Reservation Form, Tentative Conference Agenda 2023, and Highlights of Conference Keynote Speakers.

Student and advisor membership dues must be paid in order to attend the conference, and chapter membership determines voting delegates come voting time.State ($14) and National ($14) BPA membership dues are entered and calculated online on the national website [www. bpa.org](http://www.register.bpa.org) (An invoice is generated when you register yourself and your students. Payment for both levels is made to the National Center. Iowa’s dues allocation is then sent to Iowa's Membership and Finance Director. **A copy of your chapter’s invoiced membership list is forwarded to the state advisor when you complete your online registration.**

Conference Registration is $55 per attendee and includes a snack/appetizer on Sunday evening during the fun events. Registration deadline is **Sunday, October 1**.

**Email** your chapter’s Conference Registration form to these three individuals:

Diane Fickel at fickel.diane@iowacityschools.org

Peg Van Buskirk at pegcort@mchsi.com

Deb Jones at djones@iowalakes.edu

**Mail** your chapter's check for payment of conference registration fees and a copy of your conference registration to:

Peg Van Buskirk

1602 Taylor Ave

Iowa Falls, IA 50126

**Bring a copy of** your chapter's Delegate Conduct Policies & Procedures forms and submit them at the Registration Table in the Hotel Lobby when you check in.

You must make your chapter's hotel reservation directly with the Holiday Inn Hotel & Suites Northwest. Reservation requests with attached hotel room occupant list can be e-mailed to

tthompson@kinseth.com Troy Thompson, Director of Sales. His contact information is:

 Holiday Inn Hotel & Suites Northwest Phone: (515) 278-4755

 4800 Merle Hay Road Fax: (515) 278-2846

 Des Moines, IA 50322 Email: tthompson@kinseth.com

The hotel will confirm your reservation. Contact the hotel if you do not receive confirmation.

Any changes made to room assignments after the original reservation must be faxed or emailed to the hotel prior to arrival—including cancellations for extra rooms!

BPA's National Service Project is Special Olympics. Each chapter is encouraged to conduct a fund-raising activity and donate the proceeds to a local or state chapter of Special Olympics. We will have a Miracle Minute during the General Session at the FLC where every chapter is challenged to collect the most money in one minute.

**Business Etiquette**

Cell phones must be turned off during all sessions. Late arrivals to sessions will be admitted only after an agenda item is complete.

All students should remember that they are representing their school or college and the Business Professionals of America, Iowa Association. Students should wear acceptable business attire at all meetings, sessions, and workshops. No jeans should be worn at these functions. A dress code has been approved by BPA's Board of Trustees and will be enforced at Iowa conferences and at NLC. There are casual dress events such as the game night activities, swimming, etc.

**Name badges must be worn during all Business Professionals of America activities (meetings, sessions, workshops, etc.).**

**NOTE**: **When signing the Delegate Conduct Form, students agree to comply with all items listed. Advisors must inform students and (parents of the secondary students) of the Code of Conduct expectations for the conference.**

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