

**TO:** Post-Secondary Business Technology Educators  
**FROM:** Business Professionals of America, Iowa Association  
**DATE:** October 4, 2024  
**SUBJECT:** BPA Fall Leadership Conference (FLC), November 11  
Holiday Inn Hotel & Suites Northwest, 4800 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 2024 (read first), Link to the Conference Registration Form, Delegate Conduct Policies and Procedures Form, Hotel Reservation Form, and Tentative Conference Agenda 2024.

Sunday night's optional activity includes an opportunity to network with your state officers and compete with other BPA members from other chapters across the state. They will also meet over dinner to discuss chapter activities and plans for BPA for the coming year.

Student and advisor membership dues must be submitted to attend the conference, and chapter membership determines voting delegates come voting time at SLC. State (\$14) and National (\$14) BPA membership dues are entered and calculated online on the national website [www.bpa.org](http://www.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 \$60 per attendee and includes a snack/appetizer on Sunday evening during the fun events. Registration deadline is **Sunday, October 20.**

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

**Sue Elwood, BPA Treasurer**  
**1027 7<sup>th</sup> Ave E**  
**Cresco, IA 52136**  
[elwoods@nicc.edu](mailto:elwoods@nicc.edu)

**An invoice will be sent once your registration form is received. If you choose to pay by credit card or PayPal, an option will be included on the invoice.**

**Bring a copy of** your chapter's completed and signed Delegate Conduct Policies & Procedures forms and have with you during the conference.

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

**Brandon Thompson, Sales Manager -- His contact information is:**

Holiday Inn Hotel & Suites Northwest  
4800 Merle Hay Road  
Des Moines, IA 50322

Phone: (515) 278-4755  
Fax: (515) 278-2846  
Email: [bthompson@kinseth.com](mailto:bthompson@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 of the Code of Conduct expectations for the conference.**

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