

IOWA BPA PRE-SUBMISSION GUIDELINES

2026 State Leadership Conference

Submission Deadline: January 30 2026, by 11:59 p.m.

Note: Pay close attention to the saved file naming conventions.

Note: For all team events, files only need to be uploaded once under the team captain's Contestant ID.

Event	What to Submit at https://upload.bpa.org	Saved File Naming Conventions	Bring to Conference <small>*Copies below must be brought for BOTH preliminaries and finals</small>
Finance (100's)			
(155) Economic Research Project Individual	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPI-ContesantID.pdf	Not required
(160) Economic Research Project Team	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPT-TeamID.pdf	Not required
Business Administration (200's)			
(260) Administrative Support Research Project	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ARPI-ContesantID.pdf	Not required
Management Information System (300's)			
(325) Network Design Team	Written Proposal, Works Cited and BPA Release Form(s) in one combined PDF file.	NDT-TeamID.pdf	Not required
Digital Communication and Design (400's)			
(410) Graphic Design Promotion	60th Anniversary Logo, Windbreaker Design, Stress Ball Design, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	GDP-ContesantID.zip	Not required
(420) Digital Media Production	URL to Project, Works Cited, and BPA Release Form(s) in one combined PDF file.	DMP-ContestantID.pdf	Not required
(425) Computer Modeling	URL to Project, Concept Art, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	CM-ContesantID.pdf	Not required
(430) Video Production Team	URL to Project, Storyboard, Script, Works Cited and BPA Release Form(s) in one combined PDF file.	VPT-TeamID.pdf	Not required
(435) Website Design Team	URL to Project (including any necessary login credentials), Works Cited and BPA Release Form(s) in one combined PDF file.	WDT-TeamID.pdf	Not required
(440) Computer Animation Team	URL to Project Files, Work Cited and BPA Release Form(s) in one combined PDF file.	CAT-TeamID.pdf	Not required
(445) Broadcast News Production Team	URL to Project, Script/Creative Brief, Works Cited, and BPA Release Form(s) in one combined PDF file.	BNPT-TeamID.pdf	Not Required

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Digital Communication and Design (400's) (continued)			
(450) Podcast Production Team	URL to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	PPT-TeamID.pdf	Not Required
(455) User Experience Design Team	URL to Project, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file.	UEDT-TeamID.pdf	Not Required
(460) Visual Design Team	Logo with tagline, three (3) additional promotional items, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	VDT-TeamID.zip	Not Required
Management, Marketing and Communication (500's)			
(500) Global Marketing Team	Marketing Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	GMT-ContestantID.pdf	Supplemental Documentation
(505) Entrepreneurship	Business Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	ENT-ContestantID.pdf	Supplemental Documentation
(515) Interview Skills	Cover Letter and Resume in one combined PDF file.	IS-ContestantID.pdf	Cover Letter and Resume
(520) Advanced Interview Skills	Cover Letter and Resume in one combined PDF file.	AIS-ContestantID.pdf	Cover Letter and Resume Portfolio (<i>must not be left with judges</i>)