



ANAHEIM, CALIFORNIA • MAY 1-5, 2019

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NATIONAL LEADERSHIP
CONFERENCE
PREVIEW GUIDE



Nondiscrimination Policy

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Legal Notice

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NASSP Approval

The Business Professionals of America 2019 National Leadership Conference is approved and listed by the National Association of Secondary School Principals for the NASSP Student Contests, Programs and Activities for Students.

Intro	2	General Sessions	33
Objectives	2	National Officers and Elections	34
Qualify	2	National Leadership Academy	35
NLC Dress Code	3	2019 Tour Descriptions	36-40
Registration Fees and Deadlines.	4-5	Disneyland Theme Park Tickets.	41
Online Conference Registration Instructions.	6-8	Transportation and Logistics	42-43
Registration Details	9	NLC Volunteer & Internship Programs.	44
Keynote Speaker – Kevin Allen	10	BPA SoCal Bash.	45
2019 Conference Highlights	11-13	2019 Schedule for Conference	46-59
BPA Day of Service Event Activities	14	2018 Delegate Conduct Practices and Procedures	60
Housing Overview	15-17	Emergency Medical Authorization.	61-62
Social Media Policy	18	Conference Floorplans.	63-65
Light! Camera! Action!	19	Red Cross Blood Drive Information and Waiver	66-70
Competitive Event Guidelines	20	Press Release	71
Middle Level Division Computer Software List	21	BPA Credit Card Authorization Form	72
Middle Level Division National BPA Deadlines	22	BPA W-9	73
Secondary/Post-secondary Computer Software List	23	Sample Refund Request Form.	74
Secondary/Post-secondary National BPA Deadlines	24-25	Marriot Hotel W-9	75
2018 WSAP Open Events Lab.	25	Resident Inn Anaheim Resort W-9.	76
NLC 2019 Industry Certification.	26	Springhill Suites Anaheim W-9.	77
Certiport Certification Lab	27	Hilton Anaheim W-9	78
Parental Consent	28	Liability Waivers	79-81
Walk for Special Olympics.	29	Show Your Badge and Save	82
BPA University	30-31	Visit Anaheim Maps	83-84
Precision Exams Certifications Lab.	32		

TOGETHER, WE WILL CREATE memories in Anaheim, CA, May 1-5, 2019!

The 2019 Business Professionals of America National Leadership Conference will take place May 1-5 at the Hilton Anaheim in sunny Anaheim, CA! Thousands of students and educators from around the country will gather to compete, showcase their business skills and develop their leadership portfolio.

The 2019 National Leadership Conference will offer four exciting days of competitions, leadership development sessions, National Officer elections, fantastic tours, the BPA Day of Service, the BPA SoCal Bash and much more.

Whether it's through Workplace Skills Assessment Program contests, running for national office, attending the National Leadership Academy, being an NLC Intern or Volunteer, receiving an award, or participating in elections, there's many ways to qualify for the 2019 National Leadership Conference and experience Anaheim, CA.

BPA's National Leadership Conference is a culmination of the membership year. It's a reward for the hard work put in to competitions, Torch Awards and more.

This NLC Conference Preview Guide is designed to familiarize you with the 2019 National Leadership Conference and everything that comes with it. The Guide includes information about events, sessions and activities at NLC, as well as registration instructions, information and more.

Conference Objectives

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Participate in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Transact business of the association.
7. Participate in leadership programs.

Qualify

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone.

Additionally, a member must qualify for the conference in at least one of the following ways:

1. By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
2. Be a local, regional, or state officer.
3. Represent your state as a voting delegate for your division.
4. Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
5. Earn an Ambassador Torch Award or BPA Cares Award.
6. Participate in the National Leadership Academy and National Volunteer Program.
7. Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

As you can see, attending NLC is not limited to simply winning your competitive event. Don't miss your chance to Create memories and be a part of this year's National Leadership Conference in Anaheim, CA!

NLC Dress Code

In order to promote a professional atmosphere, BPA's Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is recommended that all guests follow established dress code policy.

Members not dressed in required attire will not be allowed to participate in any session or any competitive event. Members not adhering to the Professional Dress Code will not be allowed on stage.

Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.

Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction in question.

Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops, and National Leadership Academy.

Women:

Pant or skirt suit.

Dress skirt or dress slacks with coordinated blouse and/or sweater.

Business professional "dress."

BPA blazer with dress skirt or dress slacks and blouse or sweater.

Dress shoes or dress sandals with heel are required with all of the above.

Skirt length may be no greater than two inches above the top of the knee.

This excludes all denim for any of the above.

Men:

Dress slacks, dress shirt, and tie.

Suit, dress shirt, and tie.

Sport coat, coordinated dress slacks, dress shirt, and tie.

BPA blazer with dress slacks, dress shirt, and tie.

Dress shoes and dress socks are required with all of the above.

This excludes all denim for any of the above

Casual Dress Code

Required for the following events: Tours, Special Events and Exhibit Hall.

Women:

Sportswear (jeans), pants, and shirt, T-shirt, and shorts.

Footwear required with all of the above.

Men:

Sportswear (jeans), pants and shirt, T-shirt, and shorts.

Footwear required with all of the above

The following are unacceptable during BPA activities:

Strapless, spaghetti straps, tube tops, halter tops, midriff tops.

Spandex, lycra, or transparent clothing.

Cutoffs or ragged clothing.

Clothing with inappropriate words and pictures.

Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.



Registration Fees and Deadlines

Full Registration (Registered Advisors & Students)

The NLC registration fee includes General Sessions, Guest Speakers/Entertainment, Success Sessions, Contest Participation, Awards Ceremonies, NLC Souvenir Pin, Conference Souvenir/Gift and Conference Materials.

Housing reservations open on February 28 and must be submitted via the BPA NLC Conference Registration System. Full registered Students & Advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

Full Registration: Advance Online Registration: \$125

Dates: February 28-March 29

During this period participants can register online at the early fee discount for conference registration, competitive event registration, housing and general conference activities (tours, workshops).

Full Registration: Final Online Registration: \$145

(Contest registration cannot be made online after Monday, April 1. Please contact Dustin Devers, Director of Education, ddevers@bpa.org to discuss contest registration options after this date).

Dates: March 30-April 5

During this period participants can register for general conference activities, workshops (based on availability) and tours (based on availability). Competitive event registration is no longer available online. Housing at an official NLC property is still required after this deadline, but may be located off-site.

Chaperone and Guest Registration

Advisors may register their chapter's chaperones and guests (family, friends, etc.) for the NLC at these special registration rates. This registration includes participation in all conference activities but excludes conference gifts.

Chaperone/Guest Registration: Advance Online Registration: \$90

Dates: February 28-March 29

Chaperone/Guest Registration: Final Online Registration: \$115

Dates: March 30-April 5

Chaperone and Guest Details

All chaperones and guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.

Business Professionals of America registered members (Students and Advisors) may NOT register as chaperones or guests.

Children five years of age or younger will not be charged for NLC registration. **Do not register children under five online.** If you wish to purchase tour tickets for children under five, please purchase multiple tickets under the chaperone's name.

An "Awards Session only" wristband is \$10. Advisors must purchase the wristband for their guests at the Finance Desk.

Alumni Registration

In an effort to encourage and promote membership in the National BPA Alumni Division, complimentary conference registration will be provided to nationally registered BPA Alumni members that do not serve as a chapter advisor, chaperone, or similar role. Alumni members may participate in conference activities, serve as conference volunteers and much more!

Alumni Details

All Alumni must be registered and wearing their name badges and wristbands to be admitted to NLC activities. To qualify for the complimentary conference registration, Alumni must be registered for the conference through an approved Alumni chapter in advance of NLC. Individuals not registered through an approved Alumni chapter will pay the Guest Registration fee on-site.

Business Professionals of America registered members (Students and Advisors) and chaperones may NOT register as Alumni.

Alumni are not required to stay at an official conference property. However, Alumni can request to reserve hotel accommodations through Business Professionals of America. Simply complete the [Alumni Housing Reservation](#) form found online. Specific hotel requests cannot be guaranteed and space is limited.

Conference Registration Payment

All payments must be received prior to attending the National Leadership Conference. Conference registration payments should be mailed in time to be received at the National Center by Thursday, April 10. Hotel payments must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check or credit card.

Check Payment for National Conference Registration Invoices

Mail check along with copy of the registration invoice to the following address:
Business Professionals of America, Inc.
National Center
P.O. Box 729
Westerville, OH 43086

Registration Fees and Deadlines (Cont.)

Credit Card Payment for National Conference Registration Invoices

Credit card payment may be made by MasterCard, VISA, American Express or Discover/Novus by completing the credit card section of the invoice. Mail the invoice with completed credit card information or download the [Credit Card Authorization Form](#) and send to:

Business Professionals of America
5454 Cleveland Avenue
Columbus, OH 43231-4021
OR Fax to 614-895-1165
OR e-mail to mgordon@bpa.org
OR pay by phone, 614.895.7277 x7479.

Purchase Order Payment for Conference Registration

School purchase orders may be sent along with the invoice and received by mail by the National Center 30 days prior to NLC.

Payment must still be made prior to receiving conference materials. Anyone not fulfilling their purchase order obligation will not receive purchase order privileges in the future at NLCs.

Mail invoices with purchase orders attached to the following address:

Business Professionals of America
5454 Cleveland Avenue
Columbus, OH 43231-4021
OR Fax to 614.895.1165

Purchase orders will not be accepted by Conference Hotels for room payment

NLC Refund Policy

All eligible refunds will be paid after the conclusion of NLC to advisors requesting them by the required deadline.

[Refund Requests](#) must be submitted online.

All eligible refund requests postmarked on or before April 18, 2019 will receive a 75% refund. No requests for refunds shall be honored after that date. Refunds are not available for pre-purchased merchandise or tours.

Refunds will not be given for an optional or last minute change on the part of the delegate or advisor or for delayed travel.

Tour refunds will be made in full for those tours which are cancelled by BPA. Refunds cannot be made due to inclement weather.

Important Deadlines

February 15: To be eligible to compete at the NLC, national membership dues must be postmarked/ submitted by this date.



March 25: BPA Cares submissions are due (Professional Award Submissions due March 1).

March 25: Ambassador Torch Award résumés must be completed by students online and approved/submitted online by a local advisor/reviewer by this date to be eligible.

March 29: NLC online housing reservations must be submitted. All hotel registrations after this date will be available on a first-come, first-served basis.

March 30-April 5: Final online registration rate period.

April 1: Online contest registration closes. After this date, contact Dustin Devers at ddevers@bpa.org.

April 5: Last day for online conference pre-registration. Conference registration after this date must be on-site at your time of arrival.

April 10: All NLC payments due to the National Center.

April 18: Deadline for all Refund Requests. All requests must be submitted using the online form.

April 29: National Staff will be on site in Anaheim, CA. The National Center will be closed April 29-May 12.

Contest Related Deadlines: Please read the WSAP Competitive Event Guidelines and note the important deadlines in your calendar where applicable..

Helpful Hints

- Hotel reservations must be completed along with your Conference Registration.
- Print out your invoice before hitting the submit button, **but don't forget to hit the submit button.**
- Keep a copy of all forms submitted for your records. Bring your copies with you.

Online Conference Registration Instructions

The Online Conference Registration System will be used to register your chapter for all conference activities. The Online Conference Registration System will open on Thursday, February 28, 2019.

Using the **Online Conference Registration System**

Log on [here](#) with your web browser.

Enter your username and password (the same username and password utilized to register your members).

Step 1: Conference Registration

- Select the members attending the National Leadership Conference. Members who have registered for chapter membership will appear on this list.
- Add guests using the “Guest” section at the bottom of the page.
- Select gender for each student. You will not select gender for the advisors.
- Click the Submit button after you have checked on each member.
- Select by clicking each “Add” button. The following items must be added to each member individually.
 - Item: Purchase graduation regalia, optional airport shuttle transportation and other items for sale.
 - Contest: Register your students for their competitive events.
 - T-Shirt: Pre-order the official conference T-shirt for your participants.
 - NLC Assignment: Register for your advisor assignment/job at NLC.
 - Student Volunteer: Register your student participants for a Volunteer Assignment.
 - Leadership Academy: Register your student participants for the National Leadership Academy (S/PS Only).
 - Special Olympics: Register your participants for the Walk for Special Olympics
 - Special Event: Register your participants for the Special Event & any optional meal selections.
 - Certifications: Select the exam, time, and day you wish to register for certifications.
 - BPA University: Register your participants for the sessions of their choice.
 - General Sessions: Register your participants for the General Sessions.
 - Tour: Register your participants for the Tours of their choice.
- The “Add Member” button will allow you to add additional members registered in your chapter not initially submitted.

- The “Add Guest/Alumni” button will allow you to add additional guests. Guests will be able to participate in conference activities and special event but will not receive conference souvenirs.

Step 2: Hotel Reservation

Click “Hotel Reservations” at the bottom of the page.

- Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After April 8, you must contact the hotel directly for all reservation changes.
- Select the members that will be rooming together.
- Input arrival date and departure date.
- Input Special Needs, if applicable.
- Click “Calculate Total” for your chapter hotel reservation total.
- The “View by Room” button will allow you to see the members by room.
- The “View Split Out Details” will allow you to see the price of the room per member.

Participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation, will be responsible for all charges associated with a no-show fee. BPA reserves the right to collect fees from schools directly should a no-show fee result in a direct expense to BPA.

Hotel rooms may not be held under generic/general space saving names. If generic/general space saving names are used for the purpose of blocking a room, they will be automatically removed from our system.

For assistance prior to Monday, April 1, please contact Jonathan Smith, Director of Member Services & Events, at jsmith@bpa.org.

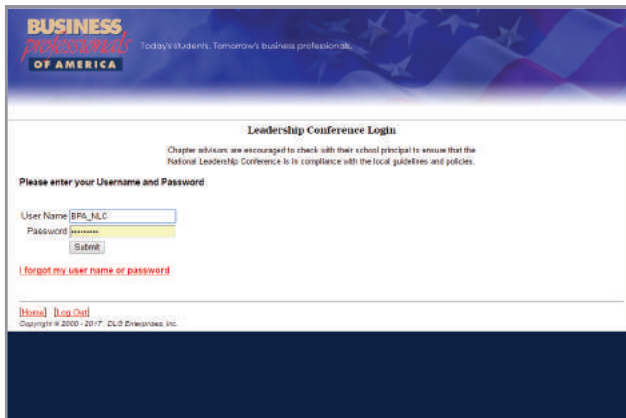
Participants are required to stay at an official conference property. Non-compliance is cause for disqualification.

The hotel reservation deadline is Friday, March 29, 2019. The BPA blocked room rates are not guaranteed after this date. All payments and reservations must be made at the appropriate hotel according to your state/division assignment.

Modifying an Existing Reservation

- Prior to or on April 1, e-mail Jonathan Smith, Director of Member Services & Events, at jsmith@bpa.org to make any changes to an existing reservation. This includes deleting and adding rooms.

Online Conference Registration Instructions (Cont.)



- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

Hotel Room Bed Type Assignments

Room types are automatically assigned by capacities:

- 1 Bed: 1 or 2 people
 - 1 Bed at the Residence Inn and Springhill Suites can accommodate up to three (3) people (King with Sofa Bed)
- 2 Beds: 3 or 4 people, subject to additional fees. (Double/Double or King plus Rollaway)
 - 2 Beds at the Residence Inn and Springhill Suites can accommodate up to five (5) people (Double/Double with Sofa Bed)

If auto assigned a one-bed room, you may request a two-bed room after April 8 by contacting the hotel directly.

Advisors and students are not permitted to share a room.

Males and females are not permitted to share a room.

Sharing a room with students from other chapters (mixed reservations)

Chapters are permitted to share rooms with students from other chapters. To complete a Mixed Reservation:

1. Chapters must determine who will be responsible for making the reservation.
2. The chapter charged with booking the reservation will click the Hotel Reservation link, located inside the conference registration system. Then, click the "Add Additional Individual" button found on the reservation page near the bottom of the screen.
3. Type in the student's name you are adding from the other chapter and continue to assign them to a room.

4. The chapter NOT booking the reservation will leave the student off of their reservation completely. This chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapter's invoice.
5. If you have a chapter where ALL of the members are sharing with another chapter and you are therefore booking NO rooms under your chapter ID, click the Hotel Reservation link, then click the Delete Reservation link. You will then type in the name and Chapter ID you are sharing with and continue with your conference registration.

Arrival/Departure

- Please bring copies of your housing forms and acknowledgements with you. Call and confirm your housing reservation 2-3 days prior to arrival. Document the name of the person confirming your room reservation.
- Note on the online reservation page your earliest arrival and latest departure dates.
- The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay.

Step 3: Finalize Your Reservation/Registration

- Print a copy of the hotel invoice.
- Click "Submit reservation."
- Print a copy of the registration invoice.
- Click "Submit" on the Conference Registration Page. This will generate an e-mail to you, your state advisor and the National Center.
- Your state advisor will approve your contest selection selection.

Adding On After Submitting an Invoice

You can add on new attendees or add items to previously registered attendees.

Adding on New Attendees:

- Log back in with your username and password.
- Click "Add New Invoice."
- Select the new member.
- Follow steps listed above for adding items.

Adding Items to Previously Registered Attendees:

- Log back in with your username and password.
- Click "Add New Invoice."

Online Conference Registration Instructions (Cont.)

- Select members you wish to add onto.
- Follow steps listed above for adding items.
- The “Add Previously Registered Guest” feature will allow you to add tours and other items onto guest registration which have already been submitted.
- While you will receive a new invoice, there are no charges for adding new contests, adding volunteer jobs, and sessions (for qualifying participants).

Adding on to Hotel Reservations

- Prior to or on April 1, you must e-mail Jonathan Smith at the National Center at jsmith@bpa.org to make any changes to an existing reservation. This includes deleting and adding rooms. After April 8, you must contact the hotel directly for all reservation changes.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

Helpful Hints

- Collect all necessary information prior to starting your online registration.
- If sharing hotel rooms with another school, ensure you book at the same time to ensure you are assigned to the same hotel. Hotels do fill up and it is possible your state may be assigned to multiple hotels if the state block is exceeded.
- Check hotel availability prior to booking an early conference flight (arrival prior to May 1).



TOGETHER
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Registration Details

NLC Advisor Assignments

Advisors are an essential part of the overall success of the National Leadership Conference. Advisors support the overall program by assisting in more than 900 different conference areas. There is definitely something for everyone!

Advisors are required to select an NLC Assignment upon registration. Advisors may select from a wide variety of assignments including, but not limited to: Competitive Event Administrator, Competitive Event Proctor, Competitive Event Grader, Competitive Event Judge, Registration, Exhibit Hall and much more!

Advisor assignments are 2-4 hours in length. If you are interested in a specific Advisor position, but want more information, please feel free to contact the National Center before completing your registration. We understand that you are busy and that your students are the number one priority while at NLC. We thank you in advance for your time, talent, and effort. By utilizing advisor expertise, we are able to help guarantee our students a wonderful experience and keep registration costs down.

For additional information regarding the duties and responsibilities of Administrators, Proctors and Graders, please visit the Administrators, Proctors and Graders Handbook found [online](#).

Conference Photos

The official conference photographer will be on-site throughout the entire conference. Photos will be available [online](#) following the conference.

Emergency Medical Authorization Form

BPA requests that advisors provide Emergency Medical Authorization Forms for all participants attending the NLC. This information will remain private and will be destroyed upon the conclusion of the NLC. Please turn in your Emergency Medical Authorization Forms when picking up your registration materials at your Registration/Information Desk. You may use the Emergency Medical Authorization Form provided in the back of this Guide or the form used by your chartering organization.

2019 NLC Conference T-Shirt

Purchase an official conference T-Shirt and support Special Olympics. All with one shirt. During registration, advisors can order official conference T-shirts for themselves and their students. T-Shirts are \$17.00 each (all available sizes).

Sizes Available
XS
S
M
L
XL
XXL
3XL
4XL

\$1.00 from each sale will go to the Special Olympics. The official conference T-shirt design is shown below.



FRONT



BACK

Keynote



KEVIN ALLEN

Ad Industry Veteran and Founder of E.I Games LLC

Defining Moments: Succeeding as the person that you are

Success isn't trying to transform yourself into someone that you're not. It's about understanding and embracing all that you are ... your core, and what you believe... your credo and your ability to galvanize a following towards creating something amazing that didn't exist before. In this highly energetic talk, Kevin will inspire, encourage and equip the audience to seize opportunities, Defining Moments in their career and in their lives. From the turnaround of the City of New York to the Priceless campaign for MasterCard, Kevin will share his own journey of self-discovery and how he made his mark in the world.

Publisher's Weekly called him "The Modern Day Mad Man" others have called him "The Billion Dollar Man". One thing's for sure, Kevin is a perennial business growth professional, change agent, innovator and now entrepreneur.

Kevin Allen was at the top of the global ad industry and in his 35-year ad career he was key to the transformation of powerhouses McCann Worldgroup, the Interpublic Group of Companies and London based Lowe Worldwide.

Kevin worked with brands like MasterCard — developing the famous "Priceless" campaign and was part of New York Mayor Rudy Giuliani's advisory team that prepared the way for the successful New York renaissance.

Bestselling author of *The Hidden Agenda: A Proven Way to Win Business and Create a Following*, and *The Case of the Missing Cutlery: A Leadership Course for the Rising Star*. Kevin is currently co-authoring two books, *The Professor and the Mad Man's Guide to Game Based Learning* and *The Entrepreneur's Cookbook*.

Kevin is founder of E.I. Games, which created award winning emotional intelligent business simulation games counting Cisco, Expedia, Duke University, Harvard and Arizona State among its clients.

He is a Fellow at Ball State University, an Adjunct Professor of Marketing at Florida Atlantic University and a visiting lecturer at Columbia University and the Harvard School of Design.

Meet our Keynote Speaker

- **Exhibitor Showcase:** Students and advisors are invited and encouraged to stop by and meet Kevin Allen at his booth during the Exhibitor Showcase on May 1st and 2nd.
- **BPA University Session:** Friday morning, May 3rd from 11:00 am-11:50 am. Kevin will be hosting a special BPA University Workshop Session for Advisors titled *Game-based Learning and the Hero's Journey*. Come learn how emotion and authenticity drive player engagement. Complete details of Kevin's session can be found on page 30 of the Conference Preview Guide.

2019 Conference Highlights



AICPA/Advisor Reception

BPA and Premier Level Sponsor AICPA is excited to welcome advisors to Anaheim and recognize our award recipients, including the Local Certified Advisors, at the 2019 BPA Advisor Reception. Mix and mingle with fellow advisors and celebrate NLC 2019! Pre-registration and ticket required.

Date: Wednesday, May 1

Time: 7:00 pm-8:00 pm

Location: Anaheim Marriott Marquee Ballroom North



AICPA/BPA Secondary Student Networking Event

Test your networking skills while meeting with local area finance professionals at this exclusive secondary student networking event sponsored by the team from Start Here, Go Places.® Open by invitation only to students in select accounting and finance secondary competitions, the AICPA Student Networking Event includes a professional panel, networking opportunity and a dessert reception! This is your opportunity to meet and greet the Start Here, Go Places. team, ask questions and chat with real-life CPAs and hang out with your fellow competitors while enjoying some ice cream and refreshments. If you are a Secondary division accounting and finance student, look for your invitation soon!

Date: Friday, May 3

Time: 2:00 pm – 4:00 pm

Location: Anaheim Marriott Orange County Ballroom

Bank On it Tournament



Presented by AICPA

Sponsored by Start Here, Go Places.

Date: Thursday, May 2

Time: 6:00 pm-10:00 pm

Location: Hilton Anaheim Hotel: California Ballroom D

Eligibility: Secondary Division

Registration: Participants must register in advance using the Conference Registration System. The Tournament will be listed under the 'Compete' tab.

Description: Test your accounting knowledge in the ultimate BPA tournament! Set up in a traditional bracket-style competition, students will battle it out for a chance to be crowned the 2019 Bank On It Champion! The Final Four competitors will all receive prizes. Invite your friends to cheer you on to victory and be ready for a tournament of epic proportions!

Certiport Open Certification Lab

Our Certification Lab returns this year and BPA students and advisors have a great opportunity to take certification tests at an incredible value.

Onsite registration is available on Saturday, May 4. To register for a certification onsite, please check-in at the Hilton Anaheim: California Ballroom directly and speak with a Certification Coordinator. Please note that on-site registration is based on time and space allotted.

Certification Lab Details:

Date: Saturday, May 4

Time: 7:00 am-5:00 pm

Location: Hilton Anaheim: California Ballroom D

Cost: MOS, MTA, IC3 and QuickBooks exams: \$5.00

Advance Registration: \$10.00 Onsite Registration

ACA Exams: \$25.00 Advance Registration; \$30.00 Onsite Registration.

NAP Certification Testing

The National Association of Parliamentarians membership exam will be offered.

NLC Exhibitor Showcase

Day 1

Date: Wednesday, May 1

Time: 10:00 am-5:00 pm

Location: Hilton Anaheim Second Floor Ballroom Promenades

Day 2

Date: Thursday, May 2

Time: 9:00 am-5:00 pm

Location: Hilton Anaheim Second Floor Ballroom Promenades

Make plans to stop by this year's Exhibitor Showcase, meet conference sponsors and exhibitors and while you're at it, fine tune your networking skills. This is your one-stop shop to learn about new and innovative fundraising, meet with partnering companies to brainstorm ideas, talk with college representatives and find solutions and products to take back to your classroom.

Be sure to bring your **exhibitor bingo card** with you this year as you stop by the exhibitor booths to check out a wide variety of services and products on display. All completed cards can be returned to the BPA Store check-out desk to be entered into a drawing for Disneyland tickets.

You won't want to miss out on this great networking opportunity. There's bound to be something for everyone in this year's Exhibitor Showcase!

2019 Conference Highlights (Cont.)



Precision Exams Certification Lab

New this year, the Precision Exams Certification Lab will be available over three conference days. Students will have the opportunity to certify in multiple areas over all three days and Advisors will have the opportunity to take exams on the last day.

Certification Lab Details

Dates: Students (Thursday, May 2 – Saturday, May 4),
Advisors: (Saturday, May 4)

Time: 9:00 am – 4:00 pm

Location: Hilton Anaheim: California Ballroom B
Cost: Free

Exams Covered: Visit [here](#) to see the complete list.

NLC College Day

Date: Thursday, May 2

Time: 3:00 pm-5:00 pm

Location: Hilton Anaheim

It's College Day at BPA's National Leadership Conference. Be sure to wear your favorite college gear, as long as you're not competing, and come network with representatives from colleges and universities across the country. Participate in a College Professionals Panel, make plans to attend one of the various mini BPA University Workshop sessions scheduled and get all your questions answered. Whether you have questions about resume writing, college planning and the application process, how to prepare for the campus interview, or how to find that perfect scholarship, College Day is the place to be.

National Showcase

Date: Friday, May 3

Time: 7:30 am – 9:00 am Set-up

10:00 am – 1:00 pm National Showcase

Location: Hilton Anaheim: Pacific Ballroom D

The National Showcase offers an opportunity for our members to demonstrate their amazing skills. It is separate from the individual virtual events and will not affect the pre-judged contests results.

Do you have what it takes to be the "Best in Show"? Take the following steps and find out if you become the 2019 National Showcase "Best In Show" honoree:

- Register for a qualifying Virtual Competition
- Place in the Top 10

- Accept an invitation to present your project in the National Showcase at NLC in Anaheim, CA

During the National Showcase you/your team will be scored based on a number of criteria to determine the "Best in Show" in each of the Virtual Competitions. The qualifying Virtual Competitions are listed below:

V01 Virtual Multimedia & Promotion – Individual

V02 Virtual Multimedia & Promotion – Team

V03 Software Engineering Team

V04 Web Application Team

V05 Mobile Application Team

V06 Promotional Photography

V07 Cybersecurity

V08 Start-up Enterprise Team

At NLC

The Top 10 winners in each Virtual Event will be invited to participate in the National Showcase at the National Leadership Conference. The National Showcase will give you a chance to showcase your project and earn additional recognition. Each of the competitor(s)/team(s) will be assigned a table in the BPA Showcase Hall for one (1) hour time blocks throughout the National Showcase. During that assigned time, the competitor(s)/team(s) will be rated to determine the "Best in Show" for each Virtual Event. The competitor(s)/team(s) with the highest score from the National Showcase in each of the Virtual Events will be named the "Best in Show" for that event and recognized on stage. Please remember, this is separate from the individual virtual events and will not affect the pre-judged contests results. It is possible that an entry could place first in the pre-judged event and not place first in "Best of Show".

National Showcase Business Panel

Date: Friday, May 3

Time: 9:00 am – 10:00 am

Location: Hilton Anaheim: Pacific Ballroom B

Join our panel of professionals whose successes in business are well worth learning! During this interactive session, panelists will share information and advice that can better prepare you for your future careers. What would you like to know about business? What's the secret to a successful entrepreneurial venture? What real-world skills and learning are "must have's" in today's workforce? Bring your questions and join us for a stimulating discussion, in advance of this year's 2019 National Showcase where the newest "Best in Show" winner will be crowned! The Business Panel will highlight industry professionals from a variety of genres and high profile businesses that represent technology, media, business, finance, and social responsibility.

2019 Conference Highlights (Cont.)

BPA NLC SPECIAL EVENT: SoCAL BASH

Date: Friday, May 3
Time: 7:00 pm – 10:00 pm
Location: Grand Plaza

Join us for a celebration of your amazing year at the BPA NLC Special Event. We'll kick off the day-long celebration with our annual Walk for Special Olympics where we will cheer on our walkers and celebrate the spirit of Special Olympics. Pre-registration is required for this Walk. Register during the conference registration process. Registration opens February 28, 2019. The registration fee for this Walk is \$15.00 and includes a commemorative pin. Proceeds will be donated to the Special Olympics of Orange County.

The Walk for Special Olympics will start at 7:30 am at the Grand Plaza. Make plans to join the National Officer Team as we walk in spirit for the Special Olympics athletes of Orange County!

After the Walk for Special Olympics, make plans to join us for one or all of the special BPA Day of Service activities we have planned onsite and in the local community. There will be something for everyone.



BPA Day of Service activities will take place from 3:00 pm – 6:00 pm

The BPA Day of Service concludes with a fun-filled evening of food and entertainment supported by ACCESS. This special event offers members the opportunity to unwind with live music, dancing, games, food and fun!

Finish off your day of giving back by joining us at the Grand Plaza for the Business Professionals of America SoCal Bash.

A night of food, fun and live entertainment, the SoCal Bash is a great way to celebrate your amazing year and all you have accomplished through BPA. There is definitely going to be something for everyone, so put on your shades and prepare to party!

Evening Entertainment kicks off at 7:00 pm.



BPA Day of Service Event Activities

Date: Friday, May 3 • **Time:** 3:00 pm– 6:00 pm • **Location:** Anaheim Marriott Marquee Ballroom

Leadership is about Service. We are given opportunities every day to extend our hand and help people get and give better. Be the Change! Make a Difference!

Help us kick off the 2019 BPA Day of Service with our **Walk for Special Olympics!** Starting at 7:30 am at the Grand Plaza. Make plans to join the National Officer Team as we walk in spirit for the Special Olympics athletes of Orange County!

After the Walk for Special Olympics, make plans to join us for one or all of the special BPA Day of Service activities we have planned onsite and in the local community. There will be something for everyone.



Confirmed Day of Service Activities

A Million Thanks

Location: Marriott Marquee Ballroom Center

Description: With more than seven million letters sent to date, A Million Thanks supports our active, reserve and veteran military by sending millions of letters of thanks and encouragement directly to our service members. Join us as we write letters to thank members of our Armed Forces.

BPA Care Packages & Hygiene Kits

Location: Marriott Marquee Ballroom Northwest

Description: This service activity will create care packages made up of toiletry items donated by our hotel partners such as soap, shampoo, deodorant, and more which will go to those who need it most. Be an agent of change and help us make a difference in the lives of those in need. We challenge every NLC participant to pack a brand new toothbrush or washcloth to include in each kit. Collection boxes will be placed at NLC Registration for all donated items in advance of BPA Day of Service. Let's see what Together, We Create to help other.

A Smile A Day Thank You Cards

Location: Marriott Marquee Ballroom Center

Description: Saying thank you may not repay the good things someone did for you, but it can certainly put a smile on their face. While at NLC, show your gratitude for those who work behind the scenes to make this conference a success. Whether it's the bellman who helps you with your bags, or the housekeeper who keeps your room clean, write A Smile A Day Thank You Card for the amazing individuals who made a difference in your conference experience.

American Red Cross Blood Drive

Location: Marriott Marquee Ballroom Northeast

Description: Why donate?

- You get a free snack!
- It's something you can spare – most people have blood to spare ... yet, there is still not enough to go around.
- You will help ensure blood is on the shelf when it's needed – most people don't think they'll ever need blood, but many do!
- You will be someone's hero – in fact, you could help save more than one life with just one donation!*

*See pages 65-69 for more information and required consent forms.

Housing Overview

Housing reservations for the 2019 National Leadership Conference will open on Thursday, February 28. Reservations must be submitted via the BPA NLC Conference Registration System located [here](#).

Registered students & advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

Independent chapters will be assigned based on availability. Taxes & fees are subject to change. BPA reserves the right to re-assign delegate housing should the need arise. A limited number of hotel rooms are available for pre- and post- conference stays. The official stay for the 2019 National Leadership Conference is Wednesday, May 1 – Sunday, May 5, 2019.

All housing reservations must be made [online](#) during your conference registration.

Reserving Hotel Rooms

- Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After Monday, April 8, you must contact the hotel directly for all reservation changes.
- Select the members that will be rooming together.
- Input arrival date and departure date.
- Input Special Needs if applicable.
- Click “Calculate Total” for your chapter hotel reservation total.
- The “View by Room” button will allow you to see the members by room.
- The “View Split Out Details” will allow you to see the price of the room per member.
- Unsubmitted reservations will not be saved in the Conference Registration System. Reservations must be submitted prior to leaving the system or they will be deleted.

Participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation, will be responsible for all charges associated with a no-show fee. BPA reserves the right to collect fees from schools directly should a no-show fee result in a direct expense to BPA.

Hotel rooms may not be held under generic/general space saving names. If generic/general space saving names are used for the purpose of blocking a room, they will be automatically removed from our system.

For assistance prior to Monday, April 1, please contact Jonathan Smith, Director of Member Services & Event, at jsmith@bpa.org.

Participants are required to stay at an official conference property. Non-compliance is cause for disqualification.

The hotel reservation deadline is Friday, March 29. The BPA blocked room rates are not guaranteed after this date. All payments and reservations must be made at the appropriate hotel according to your state/division assignment.

Modifying An Existing Reservation

- Prior to or on Monday, April 1, you may e-mail Jonathan Smith, Director of Member Services & Events, at jsmith@bpa.org to make any changes to an existing reservation. This includes deleting and adding rooms.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

Hotel Room Bed Type Assignments

Room types are automatically assigned by capacities:

- 1 Bed: 1 or 2 people
 - 1 Bed at the Residence Inn and Springhill Suites can accommodate up to three (3) people (King with Sofa Bed)
- 2 Beds: 3 or 4 people (Double/Double or King plus Rollaway)
 - 2 Beds at the Residence Inn and Springhill Suites can accommodate up to five (5) people (Double/Double with Sofa Bed)

If auto assigned a one-bed room, you may request a two-bed room after Monday, April 8, by contacting the hotel directly.

Advisors and students are not permitted to share a room.

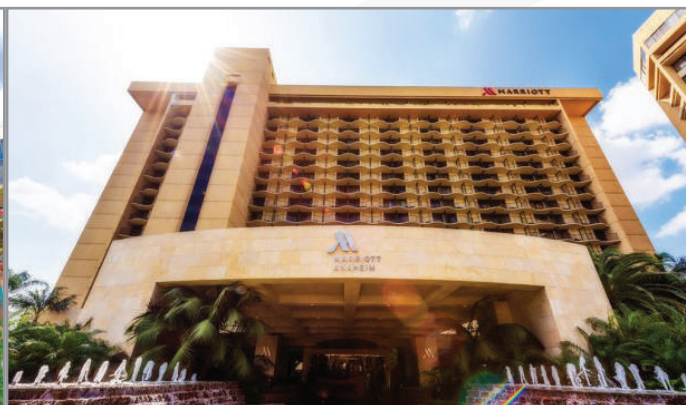
Males and females are not permitted to share a room.

Sharing a room with students from other chapters (mixed reservations)

Chapters are permitted to share rooms with students from other chapters. To complete a Mixed Reservation:

1. Chapters must determine who will be responsible for making the reservation.
2. The chapter charged with booking the reservation will click the Hotel Reservation link, located inside the conference registration system. Then, click the “Add Additional Individual” button found on the reservation page near the bottom of the screen.

Housing Overview (Cont.)



3. Type in the student's name you are adding from the other chapter and continue to assign them to a room.
4. The chapter NOT booking the reservation will leave the student off of their reservation completely. This chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapter's invoice.
5. If you have a chapter where ALL of the members are sharing with another chapter and you are therefore booking NO rooms under your chapter ID, click the Hotel Reservation link, then click the Delete Reservation link. You will then type in the name and Chapter ID you are sharing with and continue with your conference registration

Arrival/Departure

- Please bring copies of your housing forms and acknowledgements with you. Call and confirm your housing reservation 2-3 days prior to departure. Document the name of the person confirming your room reservation.
- Note on the online reservation page your earliest arrival and latest departure dates.
- The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay

Official Conference Properties

Hilton Anaheim

777 W Convention Way
Anaheim, CA 92802

Rate: \$230.00 (1-4 Persons Occupancy)

Plus applicable taxes and fees currently published at 17% + \$1.29 (subject to change). This includes 15% Guest room Occupancy Tax, 2% Anaheim Tourism Improvement District Tax, and a \$1.29 Occupancy Assessment Fee.

Assigned States: AK, DE, FL, IL, KS, MN(S), MT, NM, OH, PR, TX.

Payment Instructions

Full prepayment of hotel accommodations is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Monday, April 8! After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All payments must be made by Thursday, April 18. Reservations not paid in full prior to the conference will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guest using a credit card for payment must call the Hilton Anaheim Guest Billing Department at 714.740.4391. All reservations will be linked to the advisor who submitted the housing reservations in the online registration/reservation system.

Check Payments: Payments via check must be mailed to the address found on the Housing Invoice. The check along with a copy of the Housing Invoice generated by the online registration/reservation system must be postmarked and sent by Thursday, April 18. Checks will not be accepted on-site for payment.

Anaheim Marriott

700 W Convention Way
Anaheim, CA 92802

Assigned States: IA, ID, IN, MA, MI, MN(PS), SC, WI
Rate: \$225.00 (1-4 Persons Occupancy)

Plus applicable taxes currently published at 17% + \$1.08 (subject to change). This includes 15% Guest room Occupancy Tax, 2% Anaheim Tourism Improvement District Tax, a \$0.94 California State Tourism Fee, and a \$0.14 Occupancy Tax.

Housing Overview (Cont.)

Payment Instructions

Full prepayment of hotel accommodations is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Monday, April 8!

After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All payments must be made by Thursday, April 18. Reservations not paid in full prior to the conference will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guest using a credit card for payment must complete the [Marriott Hotels Credit Card Authorization Form](#). Fax the completed form along with a copy of the Housing Invoice generated by the online registration/reservation system directly to the hotel at 714.748.2449. All major credit cards used to prepay will be charged immediately. A Sample Copy of the Authorization Form can be found at the end of this Guide.

Check Payments: Payments via check must be mailed to the address found on the Housing Invoice. The check along with a copy of the Housing Invoice generated by the online registration/reservation system must be postmarked and sent by Thursday, April 18. Checks will not be accepted on-site for payment.

[Residence Inn Anaheim Resort/Convention Center](#)

640 W Katella Ave
Anaheim, CA 92802

Assigned States: OK

Rate: \$209.00 (1-5 Persons Occupancy)

Plus applicable taxes currently published at 17% + \$0.47 (subject to change). This includes 15% Guest room Occupancy Tax, 2% Anaheim Tourism Improvement District Tax, and a \$0.47 Occupancy Fee.

Payment Instructions

Full prepayment of hotel accommodations is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Monday, April 8!

After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All payments must be made by Thursday, April 18. Reservations not paid in full prior to the conference will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guest using a credit card for payment must call the hotel directly at 714.422.3546. You will be provided a secure payment link via email in order to prepay for your hotel accommodations.

Check Payments: Payments via check must be mailed to the address found on the Housing Invoice. The check along with a copy of the Housing Invoice generated by the online registration/reservation system must be postmarked and sent by Thursday, April 18. Checks will not be accepted on-site for payment.

[Springhill Suites Anaheim Resort/Convention Center](#)

1802 S Harbor Blvd
Anaheim, CA 92802

Assigned States: IN

Rate: \$209.00 (1-5 Persons Occupancy)

Plus applicable taxes currently published at 17% + \$0.47 (subject to change). This includes 15% Guest room Occupancy Tax, 2% Anaheim Tourism Improvement District Tax, and a \$0.47 Occupancy Fee.

Payment Instructions

Full prepayment of hotel accommodations is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Monday, April 8!

After this date, the hotel will have a record of your hotel reservations and you should receive reservation confirmation numbers for your requested accommodations. All payments must be made by Thursday, April 18. Reservations not paid in full prior to the conference will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guest using a credit card for payment must call the hotel directly at 714.333.9068. You will be provided a secure payment link via email in order to prepay for your hotel accommodations.

Check Payments: Payments via check must be mailed to the address found on the Housing Invoice. The check along with a copy of the Housing Invoice generated by the online registration/reservation system must be postmarked and sent by Thursday, April 18. Checks will not be accepted on-site for payment.

Independent Chapter Assignment

Independent chapters and overflow will be assigned at one of the above official conference properties as space permits.

Social Media Policy

Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America (BPA) events. Remember that as a BPA member your social media activities reflect upon the brand and perception of BPA to others.

Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, and Twitter
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contributions and to the work of BPA
- Promote official BPA social media channels
- Support follow members for their efforts
- Retweet, repost, or "like" news content that has been released through web and social media channels
- Effectively and positively communicate with friends, family, and others in your social circles
- Use social media to engage and network with BPA members and chapters

BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials and credibility for college admissions, scholarships and employment.

BPA encourages all members to use social media in a pragmatic, productive and positive way. As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender).
- Photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes behavior on and off of social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, etc. inappropriate use of social media (such as, but not limited to) any illegal action, etc. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. **If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.**



Your BPA Chapter
Here

Lights! Camera! Action!

Do you want to be famous? Ever wonder what it would be like to be a Hollywood Celebrity and have your name on the Walk of Fame? This is your chance!

This year at the Business Professionals of America National Leadership Conference, we're shining a light on all our stars, and that means you!

Showcase your chapter, your team or yourself through BPA's very own Walk of Fame at this year's National Leadership Conference. Centrally located in the Grand Plaza outside the Anaheim Convention Center, your Walk of Fame star will shine all week long as we celebrate the accomplishments and successes of everyone who has made it to NLC!

When you're in Tinseltown, posing on the sidewalk next to a star on the Walk of Fame is typical. But how about posing next to a star on the BPA Walk of Fame where it's *your name* on the marquee? It could happen!

State Associations, Chapters, Teams, students, advisors, alumni and parents all have the chance to secure a star on the BPA Walk of Fame in Anaheim.

State Associations and advisors can purchase Walk of Fame stars for themselves, their chapter and their students directly through the Conference Registration System. Parents and alumni can purchase Walk of Fame stars for their children or colleagues online through the NLC HQ website.

Price: \$75 per star (each star will be 2' x 2' in size and will include a keepsake certificate).

Orders will be accepted through March 25, 2019.



Competitive Event Guidelines



Contest registration is based on state-level competition results. If your student qualifies for an event, register the student for the event. Students who qualify must be registered for NLC and the event to compete at the national level. The State Advisor determines final contest qualifications.

Contest Deletions and Substitutions

Contest deletions and substitutions may be made after conference registration has ended by contacting Dustin Devers, Director of Education (ddevers@bpa.org or 614.895.7277, Ext. 7480) between April 1st and April 5th, 2019. After April 6, all substitutions must be made by the State Advisor prior to 6:00 pm on Wednesday, May 1, 2019 at the National Leadership Conference in the Competitive Events Center located in the Hilton Anaheim Hotel: Palisades room. Please note that substitutions for events requiring pre-submissions of materials must be completed prior to March 29, 2019 as students for these events must be registered to compete before their pre-submission is received.

Conflicts

Conflicts may be resolved by Local Advisors in the Competitive Events Center located in the Hilton Anaheim Hotel: Palisades room prior to 6:00 pm on Wednesday, May 1, 2019. Conflict resolutions are made on a first-come, first-served basis. Only those conflicts caused by two concurrently scheduled BPA competitive events will be resolved. Judged events cannot be rescheduled outside of the scheduled event time frames.

Competitive Event Reminders

Only contest participants and authorized personnel will be allowed at the event site locations. Students may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Conference name badge and wristband must be worn to all contests.

Do not schedule any tour or meal functions during students' contest time. Remember, if students are competing in a judged or hands-on event, you will need to keep their schedule free to potentially compete in the finals of that event.

No tour refunds are given due to conflicts with scheduled events or finals.

For those contests using online submission, submissions **must be received by 11:59 pm Eastern Time on April 1, 2019.**

Awards: The top ten (10) scores in each contest or all finalists (whichever is greater) will be recognized. These individuals/ teams will be called on stage to receive medallions. The top three individuals will then be announced and will receive plaques. Teams placing first, second, or third will receive plaques.

Professional attire must be worn for all contests. Refer to the Dress Code Policy for details.

Please note, for events which require a "contestant number", this is the 10-digit membership number provided on the online registration Member List. [The Member List](#) can be obtained online. To access, log-in, click Step: 1 and "List All".

Refer to the [WSAP Guidelines](#) for information regarding the use of a contestant's own computer. The Software Listing below offers information regarding the software supplied for events.

Middle Level Division Computer Software List

Provided at National Level Competition — Software provided at state level may vary!

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
Keyboarding Production	MS Word 2016
Spreadsheet Applications	MS Excel 2016
Administrative Support Team	MS Word 2016, MS Excel 2016, MS PowerPoint 2016, MS Access 2016 and MS Publisher 2016

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Electrical power will be provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted.

Contestants must bring their own visual display technology for:

(930) Digital Game Design Team

(940) Website Design Team

(945) Introduction to Video Production Team

(960) Presentation Management Team

(975) Entrepreneurship Exploration

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software.



Middle Level Division National BPA Deadlines

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

Handwritten Entry forms, excluding signatures, are *not* acceptable and will not be awarded specification points.

Materials for contests that are *not* listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Digital Game Design Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Entrepreneurship Exploration	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Graphic Design Promotion	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Introduction to Video Production Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Website Design Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Virtual Events	See individual event for specifications	
NLC Competitive Events Registration	Online registration by March 29, 2019	www.bpa.org/nlc
NLC Registration	Early registration by 2/28-3/29/2019 Late registration by 3/30-4/5/2019	www.bpa.org/nlc
NLC Hotel Reservations	Online by March 29, 2019	www.bpa.org/nlc
NLC Registration Refund Requests	Submitted by April 18, 2019	www.bpa.org/nlc
BPA Cares Awards	Submitted by March 25, 2019	Submitted as outlined in BPA Cares Awards Handbook
Torch Award—Ambassador	Submitted by March 25, 2019	www.bpa.org/torch-awards

National Officer for a Day

An Incredible Opportunity for Middle Level members only

Becoming a National Officer for a Day (NOFAD) and shadow a national officer at the National Leadership Conference. You will get to see what is like to serve as a national officer.

Requirements

- Be a Middle Level member in good standing with the organization
- Submit all forms by Friday, March 15, 2019
- Attend the 2019 National Leadership Conference in Anaheim, California

Applications are found [online](#).



Secondary/Post-secondary Computer Software List

Adobe Illustrator® CC2017, Adobe Photoshop® CC 2017

Provided at National Level Competition — Software provided at regional and state levels may vary!

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
Administrative Support Team	MS Office 2016
Advanced Office Systems & Procedures	MS Office 2016
Advanced Spreadsheet Applications	MS Excel 2016
Advanced Word Processing	MS Office 2016
Basic Office Systems & Procedures	MS Office 2016
Database Applications	MS Access 2016
Digital Publishing	Adobe InDesign® CC 2017, Adobe Illustrator® CC 2017, Adobe Photoshop® CC 2017
Fundamental Desktop Publishing	MS Office 2016, MS Publisher 2016, Adobe InDesign® CC 2017, Adobe Illustrator® CC 2017, Adobe Photoshop® CC 2017
Fundamental Spreadsheet Applications	MS Excel 2016
Fundamental Word Processing	MS Office 2016
Fundamentals of Web Design	Notepad
Integrated Office Applications	MS Office 2016
Intermediate Word Processing	MS Office 2016
Legal Office Procedures	MS Office 2016
Medical Office Procedures	MS Office 2016

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are not needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for contestants by the National Center.

Secondary/Post-secondary National BPA Deadlines

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the Guidelines) must be submitted in PDF format.

Handwritten forms, excluding signatures, are not acceptable and will not be awarded specification points.

Materials for contests that are **not** listed below will be turned in at a designated time and place at NLC. The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Advanced Interview Skills	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Broadcast News Production Team (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Computer Animation Team (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Computer Modeling (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Digital Media Production	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Economic Research Individual (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Economic Research Team (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Entrepreneurship	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Global Marketing Team (S)	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Graphic Design Promotion	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Interview Skills	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Network Design Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Video Production Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Website Design Team	Submitted by 11:59 pm Eastern Time, April 1, 2019	www.bpa.org/submit
Virtual Events	See individual event for specifications	www.bpa.org/submit
NLC Competitive Events Registration	Online registration by March 29, 2019	www.bpa.org/nlc

Secondary/Post-secondary National BPA Deadlines

NLC Registration	Early registration: 2/28-3/29/2019 Late registration: 3/30-4/5/2019	www.bpa.org/nlc
NLC Hotel Reservations	Online by March 29, 2019	www.bpa.org/nlc
NLC Registration Refund Requests	Submitted by April 18, 2019	www.bpa.org/nlc
National Officer Candidate Application	Postmarked by March 25, 2019	Submit as outlined in the BPA National Officer Candidate Handbook
BPA Cares Awards	Submitted by March 25, 2019	Submit as outlined in BPA Cares Handbook
Torch Award—Ambassador	Submitted by March 25, 2019	www.bpa.org/torch-awards

2019 WSAP Open Events Lab

Students, Advisors* and Alumni* of the 2019 National Leadership are invited to test in the WSAP Open Events Lab.

The WSAP Open Events Lab is located at the Hilton Anaheim: California Ballroom

Hours:

Date: Wednesday, May 1
Time: 10:00 am-4:00 pm
(Last exam administered at 3:30 pm.)

Date: Thursday, May 2
Time: 9:00 am-5:00 pm
(Last exam administered at 4:30 pm.)

Date: Friday, May 3
Time: 8:00 am-5:00 pm
(Last exam administered at 4:30 pm.)

The WSAP Open Events do not require pre-advancement qualification or pre-registration.

WSAP Open Events Lab

- Administrative Support Concepts (S/PS)
- Business Meeting Management Concepts (S/PS)
- Computer Programming Concepts (S/PS)
- Digital Communications & Design Concepts (S/PS)
- Financial Math & Analysis Concepts (S/PS)
- Information Technology Concepts (S/PS)
- Management, Marketing & Human Resources Concepts (S/PS)
- Parliamentary Procedure Concepts(S/PS)
- Project Management Concepts (PS)
- Business Math Concepts (ML)
- Business Communication Skills Concepts (ML)
- Computer Literacy Concepts (ML)
- Business Fundamentals Concepts (ML)
- Merit Scholar (ML/S/PS/Advisors)

NLC 2019 Industry Certification

The industry certifications are provided at the national level competitions. The certification testing will count towards 100 points to the final score for each of the BPA Competitive Events listed below.

- Microsoft Office Specialist – MOS
- Microsoft Technology Associate – MTA

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications	MOS Excel Exam 2016
Advanced Word Processing	MOS Word Exam 2016
*Computer Network Technology	MTA Networking Fundamentals
*Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2016
*Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2016
*Network Administration Using Microsoft®	MTA Networking Fundamentals
*PC Servicing and Troubleshooting	MTA Windows OS Fundamentals
*Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam OR MTA Software Development Fundamentals C# Exam

***Note:** Contestants who have certified in the linked Microsoft Technology Associate (MTA) exam may choose from one of the following two options. Option one; the contestant will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam; the score earned on this exam will serve as the contest score. Option two; the contestant may share their previously passed test scores with NLC staff. If this option is selected, the contestant will be required to login to their Certiport account and share the previously earned score at the time of sign in at NLC.

All contestants who have previously certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.





A PEARSON VUE BUSINESS

Our Certification Lab returns this year where both BPA students and advisors have a great opportunity to take certification tests at an incredible value.

Please remember that some certification tests are embedded in Workplace Skills Assessment Program (WSAP) competitions at the national level. Be sure to read the guidelines for your event carefully to see if a certification is in fact part of your competition.

If your WSAP event includes a certification test, you will automatically be listed at no cost and scheduled for the test on Thursday. Be sure to check the guidelines for your event to see if it includes a certification test at NLC.

All persons planning to take a certification test (competitive event or stand-by) need to register with Certiport (www.certiport.com) before attending NLC. Students must include their BPA member ID in their Certiport profile when they register online.

Open certifications will be offered at NLC to registered Advisors and students only (guests cannot take the certification exams offered at NLC).

Onsite registration is available on Saturday, May 4. To register for a certification onsite, please check-in at the Hilton Anaheim: California Ballroom directly and speak with a Certification Coordinator. Please note that onsite registration is based on time and space availability.

Certification Lab Details:

Date: Saturday, May 4

Time: 7:00 am – 5:00 pm

Location: Hilton Anaheim: California Ballroom

Cost: MOS, MTA, IC3 and QuickBooks exams: \$5.00 Advance Registration; \$10.00 Onsite Registration

ACA Exams: \$25.00 Advance Registration;
\$30.00 Onsite Registration



Certifications Available:

Microsoft Office Specialist (MOS):

- 2016 Access
- 2016 Excel
- 2016 PowerPoint
- 2016 Word
- 2016 Word Expert
- 2016 Excel Expert

Microsoft Technology Associate (MTA):

- HTML 5 Development Fundamentals
- Networking Fundamentals
- Security Fundamentals
- Software Development
- Administration Fundamentals
- Windows Operating System Fundamentals

Adobe Certified Associate (ACA)

- Web Authoring Using Adobe Dreamweaver
- Interactive Media Communication Using Adobe Flash Professional
- Video Communication Using Adobe Premiere Pro
- Visual Communication Using Adobe Photoshop
- Graphic Design & Illustration Using Adobe Illustrator
- Print & Digital Media Publication Using Adobe InDesign

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA 2019 National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

NAME OF PARENT/LEGAL GUARDIAN

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE



Walk for Special Olympics

Since 2012, Business Professionals of America has presented over \$60,000 in donations to local area Special Olympics Chapters in Chicago, Indianapolis, Orlando, Boston, Dallas/Fort Worth and Anaheim.

More than 7,500 participants have come together over the past seven years to walk in spirit for and with Special Olympic Athletes.

Join us in Anaheim, CA this May as we cheer on our walkers and once again celebrate the spirit of Special Olympics.

Registration: Register during the conference registration process. Registration opens February 28, 2019.

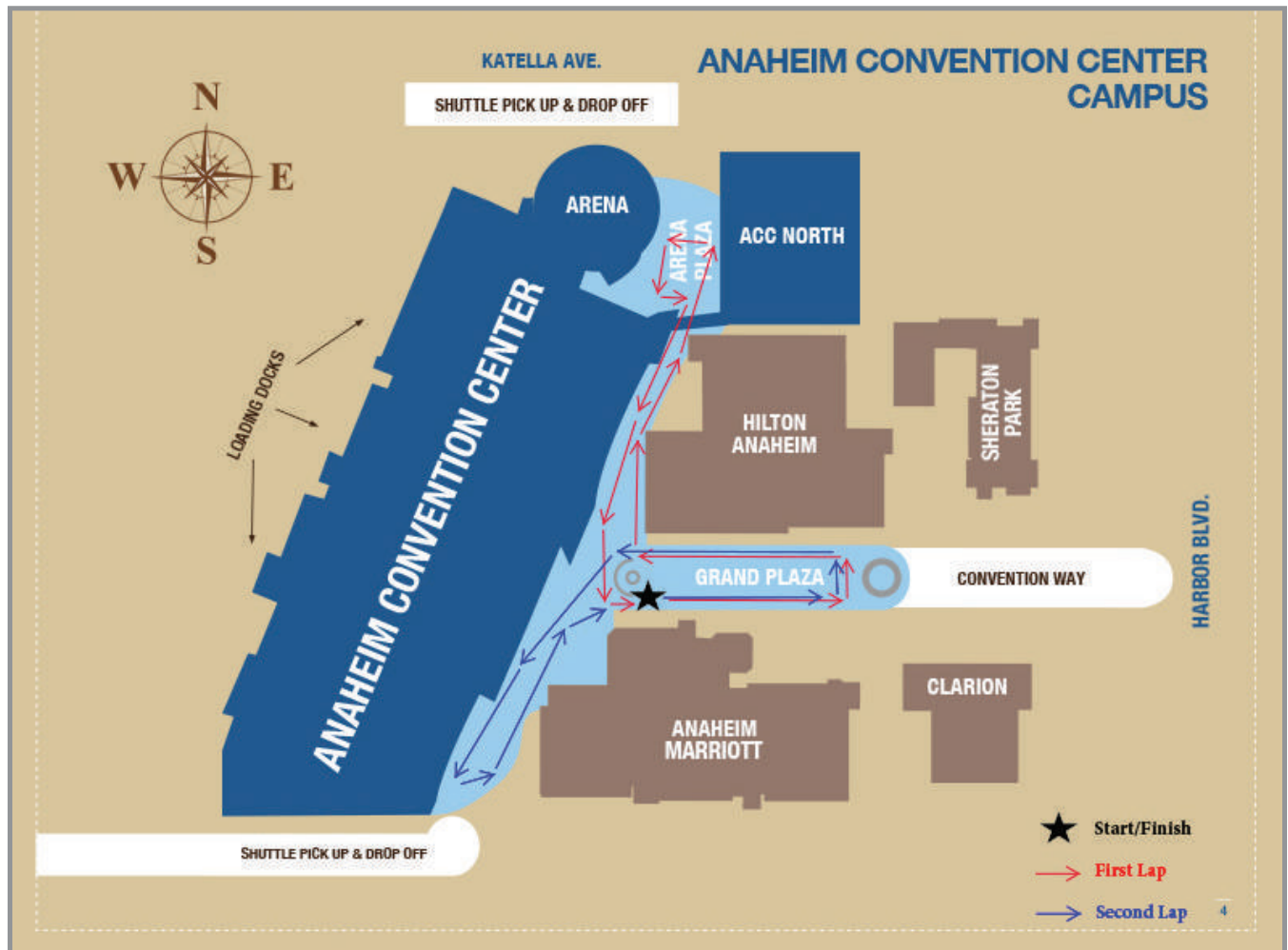
Date: Friday, May 3

Time: 7:30 am – 8:30 am

Location: Route-Convention Center Grand Plaza (approximately one mile)

Cost: \$15.00
includes a commemorative pin

Note: All participants in the Walk for Special Olympics must review and sign the Liability Waiver found at the back of this publication. This form will be collected before the Walk for Special Olympics event.



BPA University

Go MAD: Make a Difference in your School, Community and Beyond

Presented by: Northwood University
Date: Thursday, May 2
Time: 9:00 am – 9:50 am
Location: Hilton Anaheim: Pacific Ballroom C

Description: Do you ever sit and wonder what you could do to change the world for the better? Now is the time to Go MAD in everything you do! Join Northwood University for a captivating session and determine the ways you can make a difference in your school, community and beyond!

The Importance of Soft Skill Development featuring CapsimInbox – ADVISOR SESSION

Presented by: Matt Shell, Capsim
Date: Thursday, May 2
Time: 10:00 am – 10:50 am
Location: Hilton Anaheim: Pacific Ballroom B

Description: The #1 trait that all businesses look for in a future employee is soft skills. Join Capsim as they discuss the importance of soft skill development in today's students and how CapsimInbox assesses and develops these skills. Session content will include:

- What are soft skills and what skills are employers looking for in our students?
- How does our current teaching and student development reflect the need for soft skill development?
- Addressing soft skill needs and their importance to your institution's learning goals
- Walkthrough and full access to our soft skills assessment, CapsimInbox w/ post-session access
- A demonstration of the student experience and how this tool can be utilized in class.

NLC Featuring JEA

Feature 1 – The Impact of Effective Design

Presented by: Kelly Glasscock, Executive Director, Journalism Education Association
Date: Thursday, May 2
Time: 10:00 am – 10:50 am
Location: Hilton Anaheim: Pacific Ballroom C

Description: Businesses know how to get your attention. Learn how design can impact everything from a logo to a product. With a little direction, design is a game changer.

Feature 2 – Mastering the Art of Photography

Presented by: Kelly Glasscock, Executive Director, Journalism Education Association
Date: Thursday, May 2
Time: 11:00 am – 11:50 am
Location: Hilton Anaheim: Pacific Ballroom C

Description: The art of photography is a multifaceted production. Come learn what it takes to go from a beginner to a master photographer capable of telling impactful, rich stories with their camera.

Using Simulated Based Curriculum in the Classroom to Pass Certifications – ADVISOR SESSION

Presented by: TestOut
Date: Thursday, May 2
Time: 11:00 am – 11:50 am
Location: Hilton Anaheim: Pacific Ballroom B

Description: Come learn how our online simulated based courseware can help you teach skills to your students so they retain it to use outside the classroom, all while preparing for industry certifications. By drill and practice and immediate feedback they will be able to perfect skills. We specialize in Office Applications, Computer Maintenance, Networking, Linux and Security.

National Alumni Division Panel

Presented by: The BPA National Alumni Division
Date: Thursday, May 2
Time: 1:00 pm – 1:50 pm
Location: Hilton Anaheim: Pacific Ballroom B

Description: Life is what you make of it and BPA gives you an extra set of tools to leverage. Join members of the BPA Alumni Division for an inspiring panel discussion and hear advice from them on a range of topics that include everything from industry know-how to applying to college, great networking advice and staying involved with BPA after graduation.

The Incredible College Exchange

Date: Thursday, May 2
Time: 2:00 pm – 3:30 pm
Location: Hilton Anaheim: Pacific Ballroom C

Description: Whether you meet them at a college fair or on a campus visit, college representatives are a wealth of information and enjoy the chance to talk with students to answer questions about their colleges and universities. If you're just starting your college planning process, or have already been accepted to the college of your choice but still have questions, make plans to attend this one-of-a-kind BPA University Workshop Panel. Representatives from various colleges and universities across the country will be on hand to answer your questions! Learn about the college admissions process, how to apply for scholarships and financial aid, when and how to schedule a campus visit and more. Come with questions and leave with answers!

College Day Mini Workshop Sessions

Will be held following the College Exchange from 3:30 pm – 5:30 pm

BPA University (Cont.)

Bank On It Tournament

Presented by: AICPA
Sponsored by: Start Here, Go Places.
Date: Thursday, May 2
Time: 6:00 pm – 10:00 pm
Location: Hilton Anaheim: California Ballroom D
Eligibility: Secondary Division

Registration: Participants must register in advance using the Conference Registration System. The Tournament will be listed under the 'Compete' tab.

Description: Test your accounting knowledge in the ultimate BPA tournament! Business Professionals of America Secondary students are invited to be a part of the national BPA Bank On It Tournament. Continuing its exciting tradition started in Anaheim four years ago, the AICPA's Start Here, Go Places. has once again teamed up with BPA to host this fun, in-person "Bank On It Tournament" during this year's National Leadership Conference.

The tournament is open to the first 100 Secondary students who register. Did we forget to mention that there will be an award for each of the Final Four competitors? Don't miss out on the fun and competition of this year's national BPA Bank On It Tournament.

The Secret Ingredients to Chapter Success – MIDDLE LEVEL SESSION

Presented by: Melanie Tomaski
Date: Friday, May 3
Time: 8:00 am – 8:50 am
Location: Hilton Anaheim: Pacific Ballroom C

Description: *Together, We Create!* Do you like to think outside of the box and get creative? Whether you're looking for fresh, innovative ideas to inspire and motivate your chapter, or looking for a new twist to an old idea, this session is for you! The discussions and activities from this session will not only help increase your BPA network, but will enhance your academic resourcefulness and support systems extending across the United States. If you have a device with internet capabilities, we recommend you bring it with you for a stronger level of participation. Come early and join in our pre-workshop Trading Pin Swap!

Roadmap to Your Future

Presented by: The 2018-2019 National Officer Post-secondary Team
Date: Friday, May 3
Time: 9:00 am – 9:50 am
Location: Hilton Anaheim: Pacific Ballroom C

Description: Join the Post-secondary National Officer team as they take you on a road trip to personal success in college and after. The team will help you bypass the challenges of finding funding, detours, and road bumps you may hit along the way in your journey of higher education. They'll also give you the tools and items you need to successfully navigate the way to your dreams. Pack your suitcases and get in the car because we are going to help you route the road map to your future!

National Showcase Business Panel

Presented by: BPA Board of Trustees and National Business Advisory Council
Date: Friday, May 3
Time: 9:00 am – 10:00 am
Location: Hilton Anaheim: Pacific Ballroom B

Join our panel of professionals whose successes in business are well worth learning! During this interactive session, panelists will share information and advice that can better prepare you for your future careers. What would you like to know about business? What's the secret to a successful entrepreneurial venture? What real-world skills and learning are "must have's" in today's workforce? Bring your questions and join us for a stimulating discussion, in advance of this year's 2019 National Showcase where the newest "Best in Show" winner will be crowned! The Business Panel will highlight industry professionals from a variety of genres and high profile businesses that represent technology, media, business, finance and social responsibility.

Capsim Escape Room – Lead by Escaping!

Date: Friday, May 3
Time: 9:00 am - 6:00 pm
Location: Hilton Anaheim: Mezzanine B

You have been put in charge as the new executive team at your company. The board is expecting you to put together a presentation outlining your plan for the company's future. You have limited time to gather clues and prepare your presentation for the board. But this is no easy task. You and your team will have to search for clues hidden all throughout the office, and they could be anything: books, expense reports, office supplies, you name it!

Teams (up to 10 members) will be put into an executive office, search for clues, and make decisions while running a simulated company. It's up to them to solve a business crisis before time runs out. Using Capsim's entry-level business simulation CapsimCore, members will put their business knowledge and teamwork to the test as they try to create a plan for the company's uncertain future.

Game-based Learning and the Hero's Journey – ADVISOR SESSION

How emotion and authenticity drive player engagement
Presented by: Kevin Allen
Date: Friday, May 3
Time: 11:00 am – 11:50 am
Location: Hilton Anaheim: Pacific Ballroom B

Description: Kevin Allen, founder of award-winning E.I. Games, will talk about the emerging phenomenon of game-based learning, its role in education and the balance between blazing new technologies and the application of enduring and transcendent notions of human emotion, empathy and the power of story. Speaking on the travails of his own journey in creating a game-based learning experience, Kevin will highlight the road toward game-based learning success.

PRECISION EXAMS



Date: Thursday, May 2 – Saturday May 4

Time: 9:00 am – 4:00 pm

Location: Hilton Anaheim: California Ballroom B

Cost: Free

Our Digital Learning Lab returns this year with greater opportunity and a new name: The Precision Exams Certification Lab. This certification experience is being expanded over three conference days. In partnership with Precision Exams, students and advisors can earn multiple certifications across a wide variety of business, media, and technology topics. The full lineup of Precision Exams certifications that will be available to NLC attendees can be found [online](#). New this year, advisors can also accept the challenge of certifying with Precision Exams on Saturday, May 4. Take advantage of this great opportunity to walk away from NLC certified in one or multiple Precision Exams' certifications!

Additionally, this year's Precision Exams certifications will be offered as a requirement for the following Workplace Skills Assessment Program (WSAP) competitions at the national level:

3D Graphics (aligns with BPA (425) Computer Modeling)

3D Animation (aligns with BPA (440) Computer Animation Team)

Accounting I (aligns with BPA (100) Fundamental Accounting & (105) College Accounting)

Accounting II (aligns with BPA (125) Payroll Accounting & (130) College Payroll Accounting)

Banking and Finance (aligns with BPA (145) Banking & Finance)

Digital Media IA (aligns with BPA (420) Digital Media Production)

Economics (aligns with BPA (155) Economic Research Individual)

Mathematics of Business and Personal Finance (aligns with BPA (165) Personal Finance Management)

Video Production I (aligns with BPA (430) Video Production Team)

All preliminary competitors registered in one of the above WSAP competitive events will be required to report to the Precision Exams Certification Lab to complete the certification aligned with the respective WSAP event. Certification scores will be calculated and be used as 25% of the competitive event final score.

General Sessions

Note: Session information is likely to grow and change leading up to the conference. Be sure to download new copies of this document and go to <https://bpa.org/nlc> to see the most up-to-date information.

Opening Session

Date: Wednesday, May 1
Time: 8:30 pm-10:00 pm
Location: Anaheim Convention Center Arena

Join all conference attendees for the kick-off to the National Leadership Conference. One of the conference's biggest highlights each year, the Opening General Session sets the tone for the week with National Officer introductions, critical conference information, and a dynamic keynote presentation.

Secondary Division Business Meeting

Date: Thursday, May 2
Time: 5:00 pm-7:00 pm
Location: Anaheim Convention Center Arena

An important session for all Secondary students to attend, the Secondary Business meeting precedes the Secondary Campaign Rally and includes National Officer Candidate speeches, as well as official division business.

Secondary Division Campaign Rally

Date: Thursday, May 2
Time: Immediately following the Secondary Division Business Meeting
Location: Hilton Anaheim: Pacific Ballroom D

See what potential National Officers have to offer as candidates showcase themselves at the Campaign Rally.

Post-secondary Division Business Meeting

Date: Thursday, May 2
Time: 8:00 pm
Location: Hilton Anaheim: Pacific Ballroom C

An important session for all Post-secondary students to attend, the Post-secondary Business Meeting precedes the Post-secondary Campaign Rally and includes National Officer Candidate speeches, as well as official division business.

Post-secondary Division Campaign Rally

Date: Thursday, May 2
Time: Immediately following the Post-secondary Division Business Meeting
Location: Hilton Anaheim: Pacific Ballroom C

See what potential National Officers have to offer as candidates showcase themselves at the Campaign Rally.

National Honor Awards Session

Date: Friday, May 3
Time: 12:30 pm-2:00 pm
Location: Anaheim Convention Center Arena

Join us as we celebrate recipients of the following programs: BPA Cares, Ambassador Awards (to include the Torch Ceremony), Advisor Awards, Scholarship Recipients, Outstanding Service Awards and more!

Post-secondary Divisions Awards Session Finale

Date: Saturday, May 4
Time: 6:00 pm-8:00 pm
Location: Anaheim Convention Center Arena

Secondary/Middle Divisions Awards Session Finale

Date: Saturday, May 4
Time: 8:30 pm-11:30 pm
Location: Anaheim Convention Center Arena

Impossible to describe, the Awards Session must be experienced to understand the atmosphere of excitement and high energy. Awards are given for all competitive events, and the 2019-2020 National Officers are revealed. This session is the payoff for all you've worked for during the year!



National Officers and Elections

Run for National Office

National Officer Candidates

BPA needs outstanding student members to share their leadership skills with all members by becoming a National Officer candidate. If your student is interested in serving, and has strong leadership skills, contact your State Advisor. Candidates will be running for a place on the National Officer Team, not for a specific office.

Prior to NLC

Candidate 100 word statements, answers to specific questions, and optional videos will be posted on the BPA website the Monday before NLC. Once the items are posted on the website and the link given is sent out over the official National BPA's social media platforms, the candidate can announce their candidacy on social media platforms.

At NLC Election / Voting Procedures

The Policy & Procedures Rule, which states that Head Voting Delegates must attend the Candidate/Head Voting Delegate Briefing Meeting, will be strictly enforced. States not complying will lose all of their votes.

Candidate/Head Voting Delegate Briefing Meetings for Secondary and Post-secondary Divisions

Date: Wednesday, May 1

Time: 3:00 pm – 4:00 pm

Location: Hilton Anaheim: Pacific Ballroom B

This meeting is required for all Candidates, Campaign Managers, and Head Voting Delegates. General Voting Delegates are invited, but not required to attend. Immediately following the meeting candidates will take the Merit Scholar Test.

Candidates will be introduced at the Opening Session and can immediately begin distributing business cards. Only the candidate and the campaign manager can campaign prior to the rally and may only distribute standard business cards.

Speeches will be given at divisional business meetings. There will be a Campaign Rally during which materials for each National Officer Candidate will be distributed to delegates. Only the candidate and the campaign manager are allowed to campaign. (All campaign materials must be distributed only in the room designated for the Campaign Rally and only during the specified time period except for the business cards by the candidate.)

If needed, based on the number of candidates, a primary election will be held by secret ballot during the Campaign Rally at the time specified in the program. Every student member attending NLC will have an opportunity to cast a ballot during the primary election.

There will be no nominations from the floor. Any violation of the rules will be brought before the NLC Rules Committee. All grievances must be filed using the Grievance Form and following the proper Grievance Policy Guidelines. Any damage charges by the hotel resulting from inappropriate campaigning will be charged to the candidate's state association.

Schedules will be distributed prior to the State Caucuses. The top 10 candidates for each division will have an opportunity to caucus.

The primary election results will be pro-rated based on the number of voting delegates allocated to each state association which is determined by memberships submitted to the National Center by Friday, February 15, 2019. Only designated voting delegates will cast votes in the general election and transact all other business.

Offices will be filled by the six (6) candidates receiving the highest majority votes for the Secondary Division and the four (4) candidates receiving the highest majority votes for the Post-secondary Division. Once the six (6) Secondary officers and the four (4) Post-secondary officers have been elected, a placement committee will slate the officers in a specific office position. Candidates will be interviewed by this committee before placement. Members of the committee will include two (2) Board Members, National Officer Coordinator, Executive Director, one (1) former National Officer, and one (1) Alumni Member.

Secondary Division Voting Delegates

The number of Secondary Voting Delegates is determined by granting each State Association five (5) votes plus additional votes, based on their paid student memberships received in the National Center Friday, February 15, 2019. Membership dues received after Friday, February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .003 and rounding to the nearest whole number.

Post-secondary Division Voting Delegates

The number of Post-secondary Voting Delegates is determined by granting each State Association three (3) votes plus additional votes, based on their paid student memberships received in the National Center Friday, February 15, 2019. Membership dues received after February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .008 and rounding to the nearest whole number.

2019 NLC National Leadership Academy

ULEAD



A Note From The Founder

Dear BPA Friends,
I am beyond excited to spend a few days with you in sunny California! We will spend time learning about some of my favorite topics, leadership and character development! We will become more self-aware, collaborative, and think deeply about how our leadership skills can impact the world around us. I hope this experience is not like your normal conference and that we can work together to learn from each other in new and exciting ways. Come ready to learn and have some fun! Please do not hesitate to reach out to our team if you have questions. See you in May!

Brigette M. Bethea
Lead Strategist
Ulead.us@gmail.com

2019 National Leadership Academy

With a laser focus on continuous improvement and collaboration, we will engage in exciting leadership instruction and activities. ULEAD will help participants identify the leadership potential that already exists, maximize the possibilities for leadership success, and strengthen communities during the journey.

Middle Level Session Thursday, May 2 4:00 - 8:00 pm

* This session does not require pre-registration. All BPA Middle Level students are encouraged to attend.

Secondary/Post-secondary Sessions Friday, May 3 & Saturday, May 4 8:00 am - 12:00 pm

Pre-registration is required and students must commit to attend both days.

Session Highlights

Authenticity and Personal Branding

Participants will engage in an activity where they will identify key elements of their personal brand, what they want their brand to be and what steps they plan to take to get there!

What would you do?

Participants will learn key concepts and skills about decisions making and ethics. Groups will analyze ethical dilemmas and discuss how the scenarios could have been handled differently.

The art and science of collaboration

This activity will reinforce effective communication and teamwork. Participants will be given a task where collaboration is key! Throughout the activity different variables will be added to shake things up.

And Much More!

How We Spend Our Time Matters

Self-awareness will serve as the foundation for our sessions and where the majority of our time will be spent. ULEAD will provide brief instruction during each session then participants will do an activity tied to key concepts followed by a reflection where they will explore ways to put learning into action!



WE BUILD leaders through customized programming
WE BRIDGE networks through meaningful connections
WE TRANSFORM by recognizing and developing untapped potential

ULEAD is a Pennsylvania-based L.L.C. founded in 2015
to help organizations achieve the best possible outcomes through targeted programming and consulting services

2019 Tour Descriptions



TOURS

General Information

Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register your delegates with the online registration system, click on the tours in which you and your delegates want to participate.
- The correct payment for tours will be calculated and added to your invoice total by the online registration system.

Attending Tours

- Participants must arrive and depart as a group. Individual ticket admission is not eligible. If transportation is not provided, participants must walk to specified location and check in with the group chaperone upon arrival for admission. When booking tours for your arrival day, allow plenty of time for possible flight delays or delays in shuttle transfers.
- Assembly times for scheduled tours will be 15-minutes before scheduled departure times. Departures will leave at the scheduled time.
- Advisors/chaperones are required to accompany students on tours (does not apply to Post-secondary Division).
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour venues.
- BPA is not responsible for your return trip if you are not on the bus at the departure time.

- Participants who delay the departure for the return trip longer than 15-minutes will be charged \$25.00 per person for every 15-minutes delayed.
- Tours are subject to change.
- Refunds are not given for an optional or last minute change on the part of a delegate or advisor.
- No refunds are given due to inclement weather.
- All prices are based on a minimum number of persons participating; if the minimum number of persons do not sign up for a particular tour, that tour may be cancelled.
- Some tours have a maximum number of persons who can participate; these tours will be filled on a first-come, first-serve basis.
- In the event that a tour is filled or cancelled, you may exchange the ticket for another of equal value or receive a refund.
- You can purchase tickets for any tour with available space at the Tour Desk on-site.
- All tour tickets must be picked up at the Tour Desk by the advisor. Tickets are not distributed in the registration packets and will not be released to individual students

Tour Desk

Location: Hilton Anaheim – Ballroom Level (Second Floor)

Hours:

Wednesday, May 1	7:00 am-7:00pm
Thursday, May 2	7:00 am-5:00 pm
Friday, May 3	7:00 am-5:00 pm
Saturday, May 4	7:00 am-12:00 pm

2019 Tour Descriptions

A Taste of the OC

Option #1

Date: Wednesday, May 1
Time: 10:00 am-4:00 pm
Cost: \$69.00

Option #2

Date: Friday, May 3
Time: 9:30 am-3:30 pm
Cost: \$69.00

Mission San Juan Capistrano & Laguna Beach

This tour gives you the opportunity to visit and learn about the beginning of California through its Mission system, as well as time to enjoy the charming town. Once arriving to the Mission, docents will lead the group on a tour of a portion of the 10½ acre facility. Beautifully landscaped courtyards, old adobe buildings, and a chapel adorned with an ornate altar are just a few of the sights you will see!

Following the Mission Tour, the group will be taken to Laguna Beach. Laguna has always been known for its beautiful beach, unique shops, art galleries and boutique-style restaurants. Guests will be given free time to explore the area at their leisure.

More tour options may be added if there is enough interest.

Angels Baseball Game

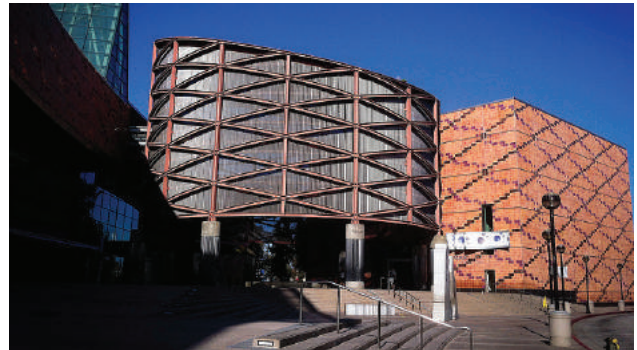
Date: Thursday, May 2
Time: 5:30 pm-11:00 pm
Cost: \$48.00

Take me out to the ballgame! Cheer on the Los Angeles Angels of Anaheim as they face-off against the Toronto Blue Jays. What better way to enjoy a beautiful spring evening than to take in The Big A, the fourth oldest active Major League Baseball stadium and home of the Angels since their move from Los Angeles following the 1965 season.



Transportation: Continuous transportation will be available to and from the stadium between 5:30 pm and 7:00 pm. The game starts at 7:00 pm. Return trip buses will begin at the 7th Inning through the end of the game.

This is the only Angels game that will be offered as a tour option.



California Science Center

Option #1

Date: Wednesday, May 1
Time: 10:00 am-4:00 pm
Cost: \$59.00

Option #2

Date: Thursday, May 2
Time: 9:00 am-3:00 pm
Cost: \$59.00

Option #3

Date: Friday, May 3
Time: 9:00 am-3:00 pm
Cost: \$59.00

The California Science Center features over 100 hands-on exhibits, making science concepts easy to grasp and fun to explore. The tour will include a once in a lifetime opportunity to see the Space Shuttle Endeavor, along with time to explore the companion exhibit Endeavour Together: Parts & People, which features artifacts from Endeavour and the external tank.

More tour options may be added if there is enough interest.

2019 Tour Descriptions (Cont.)



Experience Hollywood

Option #1

Date: Wednesday, May 1
Time: 11:00 am-4:00 pm
Cost: \$75.00

Option #2

Date: Thursday, May 2
Time: 11:00 am-4:00 pm
Cost: \$75.00

Option #3

Date: Friday, May 3
Time: 11:00 am-4:00 pm
Cost: \$75.00

Option #4

Date: Saturday, May 4
Time: 11:00 am-4:00 pm
Cost: \$75.00

Madame Tussauds Wax Museum & Hollywood and Highland Complex

From an A-List party to a walk-through movie history to encounters with heroes of the real and fictional variety, you will experience eighteen (18) themed rooms featuring over one hundred (100) celebrity wax figures. You can also take selfies with your favorite celebrity figure and share with all your friends on social media!

Next you'll have free time to explore Hollywood Boulevard, home to Hollywood's most famous landmarks including Grauman's Chinese Theatre (location of the famous celebrity hand and foot prints) and the celebrity Walk of Fame!

Did you know that the Oscars is held at a shopping mall? During your free time, you will be able to visit the Hollywood and Highland Complex, home to the Dolby Theater. This is also a great place to view the iconic Hollywood sign!

More tour options may be added if there is enough interest.

The Getty Center

Option #1

Date: Wednesday, May 1
Time: 9:30 am-4:00 pm
Cost: \$57.00

Option #2

Date: Thursday, May 2
Time: 9:30 am-4:00 pm
Cost: \$57.00

Option #3

Date: Saturday, May 4
Time: 9:30 am-4:00 pm
Cost: \$57.00

The collection, changing exhibitions, and outdoor art on view at the Getty Center reach across European and American history—from medieval times to the present. On view at the Getty Center is the art collection of the J. Paul Getty Museum, which includes pre-20th-century European paintings, drawings, illuminated manuscripts, sculpture, and decorative arts, 19th- and 20th-century American and international photographs, contemporary and modern sculpture, and Robert Irwin's Central Garden, designed specifically for the Getty Center. You will enjoy free time to explore the museum on your own, as well as a 45-minute walking tour of the unique architecture and gardens.

More tour options may be added if there is enough interest.

Griffith Observatory

Option #1

Date: Thursday, May 2
Time: 11:00 am-4:00 pm
Cost: \$40.00

Option #2

Date: Friday, May 3
Time: 11:00 am-4:00 pm
Cost: \$40.00

Option #3

Date: Saturday, May 4
Time: 9:00 am-2:00 pm
Cost: \$40.00

2019 Tour Descriptions (Cont.)



Southern California's gateway to the cosmos! Look through telescopes, explore dozens of exhibits, see live shows in the Samuel Oschin Planetarium, and enjoy spectacular views of Los Angeles and the famous Hollywood Sign.

With its spectacular Zeiss star projector, digital projection system, state-of-the-art aluminum dome, comfy seats, sound system, and theatrical lighting, the 290-seat Samuel Oschin Planetarium theater is the finest planetarium in the world. Every show is presented by a live, engaging storyteller.

More tour options may be added if there is enough interest.

La Brea Tar Pits and Museum

Option #1

Date: Wednesday, May 1
Time: 10:00 am-3:00 pm
Cost: \$79.00

Option #2

Date: Friday, May 3
Time: 10:00 am-3:00 pm
Cost: \$79.00

The La Brea Tar Pits are a group of tar pits around which Hancock Park was formed in urban Los Angeles. Natural asphalt has seeped up from the ground in this area for tens of thousands of years, creating the pits! This location is home to the world's most famous ice age fossil excavation site, so explore each pit at your leisure before heading inside to the museum.

After they excavate ice age creatures outside, they bring them inside the La Brea Tar Pits Museum. This is where the best fossils are on display, and you have the opportunity to watch Paleontology in action with their on-site laboratory. With hundreds of interactive exhibits, you will surely enjoy all that La Brea has to offer.

More tour options may be added if there is enough interest.

Richard Nixon Presidential Library

Option #1

Date: Wednesday, May 1
Time: 10:30 am-3:30 pm
Cost: \$64.00

Option #2

Date: Saturday, May 4
Time: 9:30 am-2:30 pm
Cost: \$64.00

Fully renovated in 2016, the Richard Nixon Presidential Library and Museum offer visitors the chance to go back in time and experience this eventful Presidency in a 21st Century environment. Learn more about this powerful dignitary who forged the pages of time through his political challenges and with his multi-faceted personality.

A few of the many highlights of this tour include the opportunity to sit behind the President's Desk in the replica Oval Office, tour Nixon's birthplace and various other replica rooms from his homes, as well as the chance to step aboard Marine One, the very same helicopter that transported Nixon and his family from the White House the day of his resignation.

More tour options may be added if there is enough interest.

A Day Out in Santa Monica

Option #1

Date: Thursday, May 2
Time: 10:00 am-4:00 pm
Cost: \$49.00

Option #2

Date: Friday, May 3
Time: 8:00 am-2:00 pm
Cost: \$49.00

Option #3

Date: Saturday, May 4
Time: 10:00 am-4:00 pm
Cost: \$49.00

See all the sights that this beautiful part of Los Angeles has to offer! Whether you rent beach cruisers, ride the Ferris Wheel on Santa Monica Pier, feel like a celebrity while strolling through the shops of Abbott Kinney, or people watch anywhere in Venice Beach, the sights of Santa Monica are sure to make any visitor want to call this home!

More tour options may be added if there is enough interest.



2019 Tour Descriptions (Cont.)

Universal Studios Hollywood

Option #1

Date: Thursday, May 2
Time: 9:00 am-7:00 pm
Cost: \$155.00

Option #2

Date: Friday, May 3
Time: 9:00 am-7:00 pm
Cost: \$155.00

Option #3

Date: Saturday, May 4
Time: 8:00 am-7:00 pm
Cost: \$155.00

The largest film and TV studio in the world, Universal Studios has come a long way since 1915. This 420-acre lot is home to outdoor sets, building facades, live shows, museums and the CityWalk. You will have a day to explore Universal Studios and all its great amusements including the world famous back lot tram tour, as well as rides based on your favorite flicks, such as The Wizarding World of Harry Potter, Transformers, The Walking Dead, The Simpsons, Jurassic Park, Despicable Me Minion Mayhem and so much more! There are also a myriad of activities and eateries in Universal CityWalk.

Transportation: Continuous transportation will be available to and from the park throughout open hours on Thursday, May 2nd and Friday, May 3rd. Continuous transportation is also available to and from the park on Saturday, May 4th, however the last bus on Saturday will depart before the park closes, so please plan accordingly.



Warner Bros. Studio Tour

Option #1

Date: Thursday, May 2
Time: 10:00 am-4:30 pm
Cost: \$135.00

Option #2

Date: Friday, May 3
Time: 10:00 am-4:30 pm
Cost: \$135.00

Option #3

Date: Saturday, May 4
Time: 7:15 am-2:00 pm
Cost: \$135.00

Warner Brothers VIP Studio Tour is an insider's look at one of Hollywood's busiest and most famous motion picture studios, past and present. This is an intimate, historical, and educational behind-the-scenes view of an actual working studio. The tour begins with a short film showcasing the movies and television shows created by Warner Bros. talent over the years. You are then escorted via tour carts to the Warner Bros. Museum—a true archive of filmed entertainment history. From the Museum, you will visit the back-lot sets, sound stages, and craft/production shops. As you meander the studio on the VIP tour cart, anything can happen: perhaps a celebrity sighting, or a shoot just wrapping on an exterior set! If the timing is right, your guides take you onto a sound stage to see the set of a current Warner Bros. show!

This tour has limited availability and additional tour options will not be offered.

Disneyland Theme Park Tickets

Get your ears on and watch dreams come true at the Happiest Place on Earth! Participants will have the opportunity to visit one or both of the parks: Disneyland Park® or Disney California Adventure Park®.

Do you like the classic Disney attractions such as the Pirates of the Caribbean, Haunted Mansion and It's a Small World? Or are you more of a thrill seeker? Whether you're a fan of the parades and daily entertainment, nighttime fireworks and light shows, or just consider yourself a ride junkie, there's something for everyone at the Happiest Place on Earth!

From Big Thunder Mountain Railroad and Space Mountain at Disneyland Park, to Cars Land and Soarin' at Disney California Adventure, you'll have loads of fun in the California sun!



All tickets are good at either park. 1-Day Value Season tickets are only valid Tuesday, April 30 through Thursday, May 2. 1-Day Regular Season tickets are only valid Friday, May 3 through Sunday, May 5. Twilight Base Tickets and multiple-day Base Tickets can be used anytime during the 2019 National Leadership Conference.

Participants are encouraged to set up the [Disney mobile app](#) in order to book FASTPASS Plus options on-site. FASTPASS makes the most of your time by securing a time-specific ticket for your favorite attraction while continuing to roam the parks!

Ticket pricing will be confirmed late February. Please plan early using the estimate guide below. Prices are not confirmed and are subject to change.

2019 Disneyland® and Disney California Adventure® Theme Park Tickets		
Ticket Option	Price	Description
Twilight Base Ticket	\$98.00	Enjoy time at either Disneyland® Park or Disney California Adventure® Park after 4:00pm or 4 hours before park closing, whichever is earlier.
Twilight Park Hopper®	\$139.00	Enjoy time at both Disneyland® Park and Disney California Adventure® Park after 4:00pm or 4 hours before park closing, whichever is earlier.
1-Day Base Ticket (Value Season)	\$104.00	Enjoy one day at either Disneyland® Park or Disney California Adventure® Park. Ticket only valid Tuesday, April 30 through Thursday, May 2.
1-Day Park Hopper® (Value Season)	\$154.00	Enjoy one day at both Disneyland® Park and Disney California Adventure® Park. Ticket only valid Tuesday, April 30 through Thursday, May 2.
1-Day Base Ticket (Regular Season)	\$129.00	Enjoy one day at either Disneyland® Park or Disney California Adventure® Park. Ticket only valid Friday, May 3 through Sunday, May 5.
1-Day Park Hopper® (Regular Season)	\$179.00	Enjoy one day at both Disneyland® Park and Disney California Adventure® Park. Ticket only valid Friday, May 3 through Sunday, May 5.
2-Day Base Ticket	\$220.00	Enjoy two days at either Disneyland® Park or Disney California Adventure® Park.
2-Day Park Hopper®	\$270.00	Enjoy two days at both Disneyland® Park and Disney California Adventure® Park.
3-Day Base Ticket	\$280.00	Enjoy three days at either Disneyland® Park or Disney California Adventure® Park.
3-Day Park Hopper®	\$325.00	Enjoy three days at both Disneyland® Park and Disney California Adventure® Park.

Transportation and Logistics

Airports

Below is a list of airports and their relative distance from the conference location. BPA may recommend one airport over others for various reasons, however, it is ultimately your responsibility to choose an airport that best fits your travel needs and conference itinerary.

Airport	Airport Code	Distance to Convention Hotels
John Wayne Airport (recommended)	SNA	12 miles / 20 minutes
Long Beach Airport	LGB	21 miles / 30 minutes
Los Angeles International Airport	LAX	36 miles / 50 minutes
Ontario International Airport	ONT	36 miles / 50 minutes

Airfare Discounts

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Business Professionals of America! To book, use one of the methods below:

Online: Visit www.delta.com and input your flight details. Click the Advanced Search drop down and enter **NY2JT** in the Meeting Code box.

By Phone: Call Delta Meeting Network® at 800.328.1111 and refer to Meeting Event Code **NY2JT**. There is no service fee for reservations booked and ticketed via the 800 number. This option is available Monday-Friday, 7:00 am – 7:30 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between April 25th and May 9th. This offer is only available for flights booked to either John Wayne Airport (SNA) or Los Angeles International Airport (LAX).

United Airlines

United Airlines is also offering special discounted airfare for the National Leadership Conference. To book, use one of the methods below:

Online: Visit www.united.com and input your flight details. Click the Advanced Search link and enter **ZG5U190507** in the Promotions and Certificates box.

By Phone: Call United Meetings Reservations at 800.426.1122 and refer to Z code **ZG5U190507**. This option is available Monday-Friday, 7:00 am – 9:00 pm (CT) and Saturday-Sunday, 7:00 am – 5:00 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between April 25th and May 8th. This offer is only available for flights booked to either John Wayne Airport (SNA) or Los Angeles International Airport (LAX).

Ground Transportation

Airport Shuttle

Business Professionals of America has partnered with ConferenceDirect to provide this roundtrip shuttle transportation option between the airports and conference hotels. By booking this option, you will be able to pay for your transportation along with your conference registration. Rates and availability for this ground transportation option are below:

Roundtrip Transportation from	Price
John Wayne Airport	\$25
Long Beach Airport	\$35
Los Angeles International Airport	\$45
Ontario International Airport	\$45

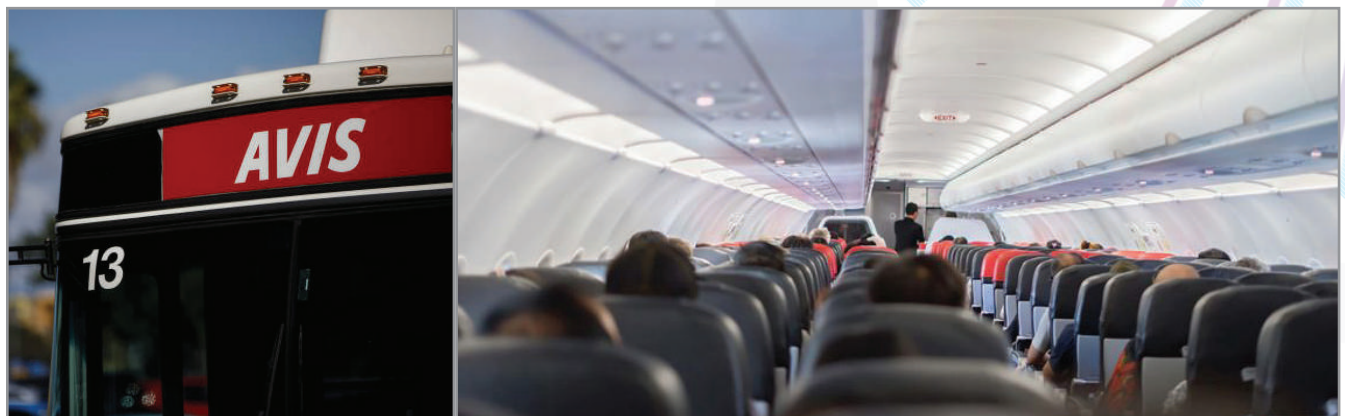
Arrival Transportation:

Tuesday, April 30th
Wednesday, May 1st
Thursday, May 2nd

Departure Transportation:

Saturday, May 4th
Sunday, May 5th

During the registration process in the online conference registration system, be sure to select the appropriate shuttle option for each attendee under the Items tab. Once you have booked your flights, send your itinerary and contact information to Owen Hamilton at owen.hamilton@conferencedirect.com. You will be contacted by the ground transportation crew prior to your arrival so you know where to locate the shuttles. There will be guides throughout the airport to assist you, as well.



Transportation and Logistics (Cont.)

Avis Car Rentals

Business Professionals of America has partnered with Avis to provide rental cars at a discounted rate. To receive the best rate possible call 800.331.1600 or book online. Please mention or enter AWD# J659563 at time of reservation.

Accident Insurance

Accident/Medical insurance is provided for all conference attendees. You will need to contact Ric Cowles, Director of Finance with Business Professionals of America, in the event of an accident. Ric Cowles will be available on-site at the NLC Finance Desk or after the conference at 614.895.7277.

Please have the information below available when reporting a claim. Remember that this is accident insurance and it does not cover illness not caused by an accident (sunburn is not considered an accident).

Information to be submitted:

Name of Insured
Business Professionals of America
Date and time of accident
Location of accident
Medical service company
Description of accident
Names of witnesses

Non-Conference Activities

A full schedule of activities has been planned for all conference delegates. This year's NLC has many conference-related activities planned to keep each delegate busy. Please plan non-conference activities around the scheduled conference activities.

Attendance Supervision Ratios/Student Travel

Attendance supervision is based on a ratio of ten (10) delegates to one (1) advisor/chaperone at the Secondary level, seven (7) delegates to one (1) advisor/chaperone at the Middle School level, and fifteen (15) delegates to one (1) advisor/chaperone at the Post-secondary level. Students are not permitted to attend the NLC without an advisor or chaperone. Students may travel with designated advisors other than their own only with written notice to the National Center. Please email alternative chaperone travel assignments to jsmith@bpa.org.

Helpful Hints for Advisors

Here are some hints that will provide help in preparing for and attending the NLC:

- Schedule a meeting with members who are likely to attend and discuss the conference.

- Review the conference schedule and plan your activities.
- Plan for delegates to attend all General Sessions.
- Make copies of all conference forms and bring copies with you.
- Make sure you've paid all invoices. Membership dues must be postmarked by February 15, 2019 to be eligible to compete at the NLC. There are very few exceptions to this deadline. If you feel you may qualify for an exception, please contact Jonathan Smith, Director of Member Services & Events, at jsmith@bpa.org.
- Compile a budget; include known and estimated expenses.
- Discuss proper clothing, behavior, activity guidelines, packing techniques, and safety regarding health, accidents, or fire.

Tips for Safe Travel

- Remember to pass all pertinent travel information on to someone at home.
- Travel in a group.
- Do not travel in areas of which you are not familiar.
- Remember to take off your name badge when you are not on conference property; however, you must keep your wristband on at ALL TIMES.
- Please prepare for all types of weather.
- Bring and WEAR Sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly when traveling. Keep locations and schedule details vague/general and/or private.
- Use the official BPA social media platforms to promote conference scheduled activities through re-tweets, re-posts and shares.
- Review the Risk Management Plan found in your Conference Program app This can also be viewed at the Registration Desk on-site.
- Use ground transportation and tour activities scheduled and recommended by Business Professionals of America.

NLC Volunteer & Internship Programs

New Program Structure For 2019

Volunteers drive the success behind Business Professionals of America, and we would not accomplish a fraction of the good work that is done without them. Volunteers are especially important to the success of our National Leadership Conference.

After an evaluation of the current Volunteer and Intern Program structures, it was determined that both the NLC Volunteer and Student Intern programs should undergo modification to ensure all involved with the NLC Volunteer and Internship programs have a positive and worthwhile experience.

Business Professionals of America is embracing this unique opportunity to enhance the volunteer experience for all students and educators who participate by now streamlining the initiative and heightening the roles and responsibilities for students and advisors. The modified program structure will not only allow BPA volunteers the opportunity to do more for the time they are participating, it will also offer the National BPA Alumni Division the ability to become more involved and engaged with our National Leadership Conference, as well as with our student and advisor members.

Purpose of the NLC Volunteer Program

For the students: The student volunteer program offers benefits to our organization, to the students, and in some cases, to the community. Volunteer opportunities are a way to develop skills and apply the knowledge learned in coursework. Students also benefit from the “real world” and professional experience that can be gained, which contributes to a student being more competitive when seeking employment after graduation.

For the Advisors: Advisor volunteers obtain and provide benefits which may include:

- Overall financial savings to the full membership by keeping conference registration low
- Networking Opportunities
- Stronger engagement and involvement that leads to becoming further invested in BPA



A complete listing of all [NLC Volunteer opportunities](#) are now posted on the [bpa.org](#) website.

Volunteer Registration

Advisors can [register](#) students for the NLC Volunteer Program while registering their students online for NLC.

Approval in the NLC Volunteer program is granted by the local advisor and confirmed by selecting a volunteer event and submitting the online conference registration. No other approval is required. Please contact Heather Bunning, Director of Marketing & Stakeholder Engagement, at hbunning@bpa.org for additional information or questions.

Purpose of the NLC Internship Program

Following a pilot program conducted the last few years, the new NLC Internship Program will offer experiences to students that are focused specifically on a job/responsibility at NLC. These internships have been developed and structured similarly to that of a company or business internship experience, ones with goals, objective and outcomes for the interns. The program provides a specific outline of expectations, presents hands-on learning and mentorship, in addition to offering specific assignments and outcomes through the entire National Leadership Conference.

The internship experiences available during the National Leadership Conference will provide hands-on learning and mentorship, a behind-the-scenes experience of what is involved with key components of the conference, and a career exploration opportunity that few students have the ability to experience at an early stage of planning for their future.

As we roll out this new Internship Program experience for students, the number of opportunities will be limited, however, students that apply but are not selected to be part of the NLC Internship Program will be assigned to an NLC Volunteer Program initiative to ensure that all students have a chance to be involved.

Each NLC intern will be matched with a BPA Alumni for mentorship, on-site training and real-world learning experiences throughout the conference.

Students interested in learning more about and applying for the [NLC Internship Program](#) opportunities are encouraged to visit the [bpa.org](#) website.

Local advisor approval/sign-off is required for all NLC Internship experiences.

We are excited about the opportunity to work in collaboration with our National BPA Alumni Division to bring a new look and more opportunities to this program for all of our members!

Business Professionals of America

SoCal Bash

Friday, May 3 | 7:00 pm – 10:00 pm | Anaheim Convention Center Grand Plaza

Join us for a night full of live entertainment and fun activities at the 2019 BPA

SoCal Bash! The evening's Emcee will be 16 year-old DJ Ian from the Orange County School of the Arts, along with performances by the OCSA cover band "The Occasions", as well as the dance group "Montage!" There will also be:

- A Mini Golf Course
- Photo Booth
- Caricature Artist
- Food for purchase
- Arcade and Table Games
- Interactive Activities
- A Surf Simulator to test your wave skills and more!

There's definitely going to be something for everyone! So put on your shades and prepare to party!

Note: If under the age of 18, certain activities at the BPA SoCal Bash Special Event will require a parent or guardian's permission in order to participate. Please have the respective parent or legal guardian review and sign the "Activity Assumption of Risk and Release of Liability Waiver Form" provided by ACCESS DMC at the back of this publication for each participant. This form will be collected at the Special Event.



2019 Schedule for Conference

Today's students. Tomorrow's business professionals.

Events will be held at the Hilton Anaheim, Anaheim Marriott and Anaheim Convention Center

H=Hilton	M=Marriott		
Date	Time	Event	Location
Tuesday, April 30	12:00 pm-6:00 pm	Competitive Events Center	H: Palisades
Tuesday, April 30	3:00 pm-10:00 pm	Registration/Information Desk	H: 2nd Floor Registration Desk
Tuesday, April 30	3:00 pm-10:00 pm	Finance Desk	H: 2nd Floor Registration Desk
Tuesday, April 30	3:00 pm-10:00 pm	Conference Headquarters	H: Executive Boardroom
Tuesday, April 30	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	H: El Capitan
Tuesday, April 30	5:00 pm-6:00 pm	Student Volunteer Orientation	H: El Capitan
Tuesday, April 30	5:00 pm-7:00 pm	Exhibitor Move In	H: 2nd Floor Ballroom Promenades
Tuesday, April 30	7:00 pm-8:00 pm	Host Committee Reception	TBD
Wednesday, May 1	7:00 am-8:00 am	Administrator's/Proctor's/Grader's Orientation	H: El Capitan
Wednesday, May 1	7:00 am-9:00 am	Exhibitor Move In	H: 2nd Floor Ballroom Promenades
Wednesday, May 1	7:00 am-7:00 pm	Registration/Information Desk	H: 2nd Floor Registration Desk
Wednesday, May 1	7:00 am-7:00 pm	Finance Desk	H: 2nd Floor Registration Desk
Wednesday, May 1	7:00 am-7:00 pm	Tour Desk	H: 2nd Floor Registration Desk
Wednesday, May 1	8:00 am-7:00 pm	Conference Headquarters	H: Executive Boardroom
Wednesday, May 1	8:00 am-8:00 pm	Competitive Events Center/Test Distribution	H: Palisades
Wednesday, May 1	8:30 am-9:30 am	Student Volunteer Orientation	H: El Capitan
Wednesday, May 1	9:00 am-3:00 pm	Student Volunteer Desk	H: 2nd Floor Registration Desk
Wednesday, May 1	10:00 am-5:00 pm	NLC Exhibitor Showcase	H: 2nd Floor Ballroom Promenades
Wednesday, May 1	1:00 pm-5:00 pm	BPA Store	H: Green Room
Wednesday, May 1		Conference Pin pick-up	H: Green Room
Wednesday, May 1		Prepaid Merchandise (T-shirts, tassles, honor cords)	H: Green Room
Wednesday, May 1		Barefoot/BPA T-shirt Sales Booth	H: Green Room
Wednesday, May 1	12:00 pm-5:00 pm (last exam administered at 4:30 pm)	WSAP Open Events Lab	H: California Ballroom D
Wednesday, May 1		Administrative Support Concepts (S/PS)	H: California Ballroom D
Wednesday, May 1		Business Meeting Management (S/PS)	H: California Ballroom D
Wednesday, May 1		Computer Programming Concepts (S/PS)	H: California Ballroom D
Wednesday, May 1		Digital Communications & Design Concepts (S/PS)	H: California Ballroom D

2019 Schedule for Conference (Cont.)

Wednesday, May 1		Digital Marketing Concepts (S/PS)	H: California Ballroom D
Wednesday, May 1		Financial Math & Analysis (S/PS)	H: California Ballroom D
Wednesday, May 1		Information Technology Concepts (S/PS)	H: California Ballroom D
Wednesday, May 1		Management/Marketing/Human Resources Concepts (S/PS)	H: California Ballroom D
Wednesday, May 1		Project Management Concepts (PS)	H: California Ballroom D
Wednesday, May 1		Business Math Concepts (ML)	H: California Ballroom D
Wednesday, May 1		Business Communication Skills Concepts (ML)	H: California Ballroom D
Wednesday, May 1		Business Fundamentals Concepts (ML)	H: California Ballroom D
Wednesday, May 1		Computer Literacy Concepts (ML)	H: California Ballroom D
Wednesday, May 1	3:00 pm-4:00 pm	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.	H: Pacific Ballroom B
Wednesday, May 1	4:00 pm-5:00 pm	Candidate Meeting and Testing	H: Pacific Ballroom B
Wednesday, May 1	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation	H: El Capitan
Wednesday, May 1	4:00 pm-5:00 pm	Parade of Flags Rehearsal (State Rep Must Attend)	Convention Center Arena
Wednesday, May 1	4:00 pm-6:00 pm	Administrative Support Team (S/PS/ML)	H: California Ballroom C
Wednesday, May 1	5:00 pm-6:00 pm	SAAC Meeting	H: Palos Verdes A
Wednesday, May 1	5:00 pm-6:00 pm	CEAC Meeting	H: Palos Verdes B
Wednesday, May 1	5:00 pm-9:00 pm	Grading Room	H: Avila
Wednesday, May 1	5:30 pm-6:30 pm	Student Volunteer Orientation	H: El Capitan
Wednesday, May 1	6:30 pm-7:30 pm	State Meetings	
Wednesday, May 1	6:30 pm-7:30 pm	Alaska	H: Palos Verdes A
Wednesday, May 1	6:30 pm-7:30 pm	Idaho	M: Marquis Ballroom South
Wednesday, May 1	6:30 pm-7:30 pm	Illinois	H: Pacific Ballroom A
Wednesday, May 1	6:30 pm-7:30 pm	Iowa-S	M: Orange County Ballroom 1&2
Wednesday, May 1	6:30 pm-7:30 pm	Iowa-PS	M: Orange County Ballroom 3&4
Wednesday, May 1	6:30 pm-7:30 pm	Ohio-S	H: Pacific Ballroom D
Wednesday, May 1	6:30 pm-7:30 pm	Massachusetts	M: Elite Ballroom 2&3
Wednesday, May 1	6:30 pm-7:30 pm	Michigan	M: Marquis Ballroom Center
Wednesday, May 1	6:30 pm-7:30 pm	Minnesota-S	H: Pacific Ballroom C
Wednesday, May 1	6:30 pm-7:30 pm	Montana	H: Pacific Ballroom B
Wednesday, May 1	6:30 pm-7:30 pm	Puerto Rico	H: Palos Verdes B
Wednesday, May 1	7:00 pm-8:00 pm	AICPA Advisor Reception Pre-Registration and Ticket are required. Sponsored by AICPA.	M: Marquis Ballroom North

2019 Schedule for Conference (Cont.)

Wednesday, May 1	7:00 pm-8:00 pm	Parliamentary Procedure Team Objective Event (S)	H: California Ballroom D
Wednesday, May 1	8:30 pm-10:00 pm	Opening General Session	Convention Center Arena
Wednesday, May 1	10:00 pm-11:00 pm	State Meetings	
Wednesday, May 1	10:00 pm-11:00 pm	Delaware	H: Pacific Ballroom A
Wednesday, May 1	10:00 pm-11:00 pm	Florida	H: Huntington
Wednesday, May 1	10:00 pm-11:00 pm	Indiana	M: Marquis Ballroom South
Wednesday, May 1	10:00 pm-11:00 pm	Kansas	H: Laguna
Wednesday, May 1	10:00 pm-11:00 pm	Minnesota-PS	M: Orange County Ballroom 3&4
Wednesday, May 1	10:00 pm-11:00 pm	New Mexico	H: Pacific Ballroom B
Wednesday, May 1	10:00 pm-11:00 pm	Ohio-PS	H: Palos Verdes A
Wednesday, May 1	10:00 pm-11:00 pm	Oklahoma	H: Pacific Ballroom C
Wednesday, May 1	10:00 pm-11:00 pm	South Carolina	M: Orange County Ballroom 1&2
Wednesday, May 1	10:00 pm-11:00 pm	Texas	H: Pacific Ballroom D
Wednesday, May 1	10:00 pm-11:00 pm	Wisconsin	M: Elite Ballroom 2&3
Wednesday, May 1	Midnight	Curfew (Secondary & Middle Level)	
Thursday, May 2	6:30 am-5:00 pm	Competitive Events Center/Test Distribution	H: Palisades
Thursday, May 2	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	H: Pacific Ballroom A
Thursday, May 2	7:00 am-8:00 am	Student Volunteer Orientation	H: El Capitan
Thursday, May 2	7:00 am-8:30 am	State Officer's Breakfast	M: Marquis Ballroom North
Thursday, May 2	7:00 am-9:00 am	Federal Income Tax Accounting (PS)	H: Capistrano
Thursday, May 2	7:00 am-9:00 am	Fundamental Accounting (S)	H: Laguna
Thursday, May 2	7:00 am-9:00 am	Personal Financial Management (S/PS)	H: California Ballroom C
Thursday, May 2	7:00 am-10:00 am	PC Servicing & Troubleshooting/MTA Windows OS Fundamentals (S/PS)	H: California Ballroom C
Thursday, May 2	7:00 am-10:00 am	Fundamentals of Web Design/MTA HTML5 Application Developer Fundamentals (S/PS)	H: California Ballroom C
Thursday, May 2	7:00 am-5:00 pm	Registration/Information Desk	H: 2nd Floor Registration Desk
Thursday, May 2	7:00 am-5:00 pm	Finance Desk	H: 2nd Floor Registration Desk
Thursday, May 2	7:00 am-5:00 pm	Tour Desk	H: 2nd Floor Registration Desk
Thursday, May 2	8:00 am-5:00 pm	Conference Headquarters	H: Executive Boardroom
Thursday, May 2	8:00 am-9:00 am	Administrator's/Proctor's/Grader's Orientation	H: El Capitan
Thursday, May 2	8:00 am-12:00 pm	Computer Modeling (S)	
Thursday, May 2		Section 1	H: Monterey
Thursday, May 2		Section 2	H: Salinas
Thursday, May 2		Section 3	H: Sunset
Thursday, May 2	8:00 am-12:00 pm	Digital Media Production (S)	

2019 Schedule for Conference (Cont.)

Thursday, May 2		Section 1	H: Lido A
Thursday, May 2		Section 2	H: Lido B
Thursday, May 2		Section 3	H: Lido C
Thursday, May 2		Section 4	H: La Jolla
Thursday, May 2	8:00 am-12:00 pm	Contemporary Issues (PS)	
Thursday, May 2		Preparation	H: Mezzanine 2
Thursday, May 2		Presentation	H: Mezzanine 1
Thursday, May 2	8:00 am-12:00 pm	Extemporaneous Speech (ML)	
Thursday, May 2		Preparation Sections 1-2	H: Mezzanine 3
Thursday, May 2		Section 1	H: Mezzanine 4
Thursday, May 2		Section 2	H: Mezzanine 5
Thursday, May 2	8:00 am-12:00 pm	Extemporaneous Speech (S)	
Thursday, May 2		Preparation Sections 1-3	H: Mezzanine 7
Thursday, May 2		Section 1	H: Mezzanine 8
Thursday, May 2		Section 2	H: Mezzanine 9
Thursday, May 2		Section 3	H: Mezzanine 10
Thursday, May 2	8:00 am-12:00 pm	Graphic Design Promotion (ML)	
Thursday, May 2		Section 1	H: Santa Barbara
Thursday, May 2		Section 2	H: Ventura
Thursday, May 2	8:00 am-12:00 pm	Graphic Design Promotion (PS)	H: Oceanside
Thursday, May 2	8:00 am-12:00 pm	Graphic Design Promotion (S)	
Thursday, May 2		Section 1	H: Balboa A
Thursday, May 2		Section 2	H: Balboa B
Thursday, May 2		Section 3	H: Balboa C
Thursday, May 2		Section 4	H: Coronado
Thursday, May 2	8:00 am-12:00 pm	Introduction to Video Production Team (ML)	H: San Clemente
Thursday, May 2	8:00 am-12:00 pm	Presentation Management Individual (S)	
Thursday, May 2		Section 1	H: Huntington A
Thursday, May 2		Section 2	H: Huntington B
Thursday, May 2		Section 3	H: Huntington C
Thursday, May 2	8:00 am-12:00 pm	Video Production Team (S)	
Thursday, May 2		Section 1	H: San Simeon A
Thursday, May 2		Section 2	H: San Simeon B
Thursday, May 2		Section 3	H: Carmel
Thursday, May 2	8:00 am-12:00 pm	Digital Media Production (PS)	H: Manhattan
Thursday, May 2	8:00 am-12:00 pm	Video Production Team (PS)	H: Redondo
Thursday, May 2	8:00 am-5:00 pm	Written Event Conflict Room	H: Malibu
Thursday, May 2	9:00 am-9:50 am	BPA University -- Go MAD: Make a Difference in your School, Community and Beyond Presented by Northwood University	H: Pacific Ballroom C
Thursday, May 2	9:00 am-11:00 am	Post-secondary Candidate Placement Committee & Candidate Interviews	H: National Officer Suite
Thursday, May 2	9:00 am-3:00 pm	Student Volunteer Desk	H: 2nd Floor Registration Desk
Thursday, May 2	9:00 am-4:00 pm	Precision Exams Certification Lab	H: California Ballroom B

2019 Schedule for Conference (Cont.)

Thursday, May 2	9:00 am - 5:00 pm	BPA Store	H: Green Room
Thursday, May 2		Conference Pin pick-up	H: Green Room
Thursday, May 2		Prepaid Merchandise (T-shirts, tassles, honor cords)	H: Green Room
Thursday, May 2		Barefoot/BPA T-shirt Sales Booth	H: Green Room
Thursday, May 2	9:00 am-5:00 pm (last exam administered at 4:30 pm)	WSAP Open Events Lab	H: California Ballroom D
Thursday, May 2		Administrative Support Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Business Meeting Management Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Computer Programming Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Digital Communications & Design Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Digital Marketing Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Financial Math & Analysis (S/PS)	H: California Ballroom D
Thursday, May 2		Information Technology Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Management/Marketing/Human Resources Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Parliamentary Procedure Concepts (S/PS)	H: California Ballroom D
Thursday, May 2		Project Management Concepts (PS)	H: California Ballroom D
Thursday, May 2		Business Math Concepts (ML)	H: California Ballroom D
Thursday, May 2		Business Communication Skills Concepts (ML)	H: California Ballroom D
Thursday, May 2		Business Fundamentals Concepts (ML)	H: California Ballroom D
Thursday, May 2		Computer Literacy Concepts (ML)	H: California Ballroom D
Thursday, May 2		Merit Scholar	H: California Ballroom D
Thursday, May 2	9:00 am-5:00 pm	NLC Exhibitor Showcase	H: 2nd Floor Ballroom Promenades
Thursday, May 2	9:00 am-5:00 pm	Grading Room	H: Avila
Thursday, May 2	9:30 am-11:30 am	College Payroll Accounting (PS)	H: Capistrano
Thursday, May 2	9:30 am-11:30 am	Payroll Accounting (S)	H: Laguna
Thursday, May 2	10:00 am-10:50 am	BPA University -- BPA Featuring JEA Feature 1: Design Presented by Kelly Glasscock, Executive Director, Journalism Education Association	H: Pacific Ballroom C
Thursday, May 2	10:00 am-10:50 am	BPA University (Advisor Session) -- Creating Engaging Learning Environments with Business Simulations Presented by Capsim	H: Pacific Ballroom B
Thursday, May 2	10:30 am-12:30 pm	C++ Programming (S/PS)	H: California Ballroom A
Thursday, May 2	10:30 am-1:30 pm	Advanced Word Processing/MOS Word Exam 2016 (S/PS)	H: California Ballroom C
Thursday, May 2	10:30 am-1:30 pm	Network Administration Using Microsoft/MTA Networking Fundamentals (S/PS)	H: California Ballroom C

2019 Schedule for Conference (Cont.)

Thursday, May 2	11:00 am - 11:50 am	BPA University -- BPA Featuring JEA Feature 2: Photography Presented by Kelly Glasscock, Executive Director, Journalism Education Association	H: Pacific Ballroom C
Thursday, May 2	11:00 am-11:50 am	BPA University (Advisor Session) -- Using Simulated Based Curriculum in the Classroom to Pass Certifications Presented by TestOut	Pacific Ballroom B
Thursday, May 2	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	H: Pacific Ballroom A
Thursday, May 2	12:00 pm-2:00 pm	Advanced Accounting (S)	H: Laguna
Thursday, May 2	12:00 pm-2:00 pm	Advanced College Accounting (PS)	H: Capistrano
Thursday, May 2	1:00 pm-1:50 pm	BPA University -- National Alumni Division Panel Presented by The BPA National Alumni Division	H: Pacific Ballroom B
Thursday, May 2	1:00 pm-3:00 pm	Java Programming (S/PS)	H: California Ballroom A
Thursday, May 2	1:00 pm-5:00 pm	Advanced Interview Skills (PS)	H: Mezzanine 3
Thursday, May 2	1:00 pm-5:00 pm	Advanced Interview Skills (S)	
Thursday, May 2		Section 1	H: Mezzanine 7
Thursday, May 2		Section 2	H: Mezzanine 8
Thursday, May 2		Section 3	H: Mezzanine 9
Thursday, May 2		Section 4	H: Mezzanine 10
Thursday, May 2	1:00 pm-5:00 pm	Broadcast News Production Team (S)	
Thursday, May 2		Section 1	H: San Simeon A
Thursday, May 2		Section 2	H: San Simeon B
Thursday, May 2		Section 3	H: Carmel
Thursday, May 2	1:00 pm-5:00 pm	Entrepreneurship Exploration (ML)	H: Santa Barbara
Thursday, May 2	1:00 pm-5:00 pm	Entrepreneurship (PS)	H: Ventura
Thursday, May 2	1:00 pm-5:00 pm	Entrepreneurship (S)	
Thursday, May 2		Section 1	H: Lido A
Thursday, May 2		Section 2	H: Lido B
Thursday, May 2		Section 3	H: Lido C
Thursday, May 2		Section 4	H: La Jolla
Thursday, May 2	1:00 pm-5:00 pm	Ethics & Professionalism (PS)	
Thursday, May 2		Preparation	H: Mezzanine 5
Thursday, May 2		Presentation	H: Mezzanine 4
Thursday, May 2	1:00 pm-5:00 pm	Computer Animation Team (S)	
Thursday, May 2		Section 1	H: San Clemente
Thursday, May 2		Section 2	H: Oceanside
Thursday, May 2	1:00 pm-5:00 pm	Presentation Management Team (ML)	H: Monterey
Thursday, May 2	1:00 pm-5:00 pm	Presentation Management Team (PS)	H: Salinas
Thursday, May 2	1:00 pm-5:00 pm	Presentation Management Individual (PS)	H: Sunset
Thursday, May 2	1:00 pm-5:00 pm	Presentation Management Team (S)	
Thursday, May 2		Section 1	H: Huntington A
Thursday, May 2		Section 2	H: Huntington B
Thursday, May 2		Section 3	H: Huntington C

2019 Schedule for Conference (Cont.)

Thursday, May 2	1:00 pm-5:00 pm	Small Business Management Team (PS)	
Thursday, May 2		Preparation	H: Redondo
Thursday, May 2		Presentation	H: Manhattan
Thursday, May 2	1:00 pm-5:00 pm	Small Business Management Team (S)	
Thursday, May 2		Preparation Sections 1-3	H: Coronado
Thursday, May 2		Section 1	H: Balboa A
Thursday, May 2		Section 2	H: Balboa B
Thursday, May 2		Section 3	H: Balboa C
Thursday, May 2	2:00 pm-5:00 pm	BPA University -- The Incredible College Exchange	H: Pacific Ballroom C
Thursday, May 2		College Day Mini Workshop Sessions	H: Pacific Ballroom C
Thursday, May 2	3:30 pm-4:00 pm	Session 1: Northwood University	H: Pacific Ballroom C
Thursday, May 2	4:00 pm-4:30 pm	Session 2: University of Indianapolis	H: Pacific Ballroom C
Thursday, May 2	4:30 pm-5:00 pm	Session 3: TBD	H: Pacific Ballroom C
Thursday, May 2	2:00 pm-5:00 pm	Integrated Office Applications/MOS PowerPoint 2016 (S/PS)	H: California Ballroom C
Thursday, May 2	2:00 pm-5:00 pm	Computer Security/MTA Security Fundamentals (S/PS)	H: California Ballroom C
Thursday, May 2	2:00 pm-5:00 pm	Visual Basic/C# Programming/MTA Software Development Fundamentals (S/PS)	H: California Ballroom C
Thursday, May 2	2:30 pm-3:30 pm	Banking & Finance (S/PS)	H: Laguna
Thursday, May 2	2:30 pm-4:30 pm	College Accounting (PS)	H: Capistrano
Thursday, May 2	2:30 pm-4:30 pm	Managerial Accounting (PS)	H: Santa Monica
Thursday, May 2	3:00 pm-4:00 pm	Secondary Division Campaign Rally Set-Up	H: Pacific Ballroom D
Thursday, May 2	4:00 pm-5:00 pm	Alumni Division Business Meeting	H: El Capitan
Thursday, May 2	5:00 pm-7:00 pm	Secondary Division Business Meeting	Convention Center Arena
Thursday, May 2	Following Business Meeting	Secondary Division Campaign Rally	H: Pacific Ballroom D
Thursday, May 2	5:30 pm-8:30 pm	Advanced Spreadsheet Applications/MOS Excel Exam 2016 (S/PS)	H: California Ballroom C
Thursday, May 2	5:30 pm-8:30 pm	Database Applications/MOS Access 2016 (S/PS)	H: California Ballroom C
Thursday, May 2	5:30 pm-8:30 pm	Computer Network Technology/MTA Networking Fundamentals (S/PS)	H: California Ballroom C
Thursday, May 2	6:00 pm-10:00 pm	BPA University -- AICPA Bank On It Tournament Presented and sponsored by AICPA and Start Here, Go Places. (Pre-registration required)	H: California Ballroom D
Thursday, May 2	6:30 pm-7:30 pm	Post-secondary Division Campaign Rally Set-Up	H: Pacific Ballroom C
Thursday, May 2	8:00 pm	National Officer Tabulation Meeting	H: Executive Boardroom
Thursday, May 2	8:00 pm-10:30 pm	Post-secondary Division Business Meeting	H: Pacific Ballroom C
Thursday, May 2	Following Business Meeting	Post-secondary Division Campaign Rally	H: Pacific Ballroom C
Thursday, May 2	Following Campaign Rally	Post-secondary Caucus	

2019 Schedule for Conference (Cont.)

Thursday, May 2		Alaska	H: Mezzanine A
Thursday, May 2		Florida	H: Mezzanine B
Thursday, May 2		Idaho	H: Mezzanine 11
Thursday, May 2		Illinois	H: Mezzanine C
Thursday, May 2		Iowa	H: Mezzanine 12
Thursday, May 2		Kansas	H: Mezzanine 13
Thursday, May 2		Massachusetts	H: Mezzanine 14
Thursday, May 2		Michigan	H: Mezzanine 1
Thursday, May 2		Minnesota	H: Mezzanine 2
Thursday, May 2		Montana	H: Mezzanine 3
Thursday, May 2		Ohio	H: Mezzanine 4
Thursday, May 2		Oklahoma	H: Mezzanine 6
Thursday, May 2		Texas	H: Mezzanine 7
Thursday, May 2		Wisconsin	H: Mezzanine 8
Thursday, May 2	8:30 pm-10:30 pm	Secondary State Caucus	
Thursday, May 2		Alaska	H: Sunset
Thursday, May 2		Delaware	H: San Simeon B
Thursday, May 2		Florida	H: San Simeon A
Thursday, May 2		Idaho	H: Manhattan
Thursday, May 2		Illinois	H: Redondo
Thursday, May 2		Indiana	H: San Clemente
Thursday, May 2		Iowa	H: Huntington B
Thursday, May 2		Kansas	H: Huntington A
Thursday, May 2		Massachusetts	H: Monterey
Thursday, May 2		Michigan	H: Capistrano
Thursday, May 2		Minnesota	H: Oceanside
Thursday, May 2		Montana	H: Huntington C
Thursday, May 2		New Mexico	H: Carmel
Thursday, May 2		Ohio	H: El Capitan
Thursday, May 2		Oklahoma	H: Laguna
Thursday, May 2		South Carolina	H: Salinas
Thursday, May 2		Texas	H: Palos Verdes
Thursday, May 2	11:00 pm-11:30 pm	Candidate Selection Committee Meeting	H: Executive Boardroom
Thursday, May 2	Midnight	Curfew (Secondary & Middle Level)	
Friday, May 3	6:30 am-7:00 pm	Competitive Events Center/Test Distribution	H: Palisades
Friday, May 3	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	H: Pacific Ballroom A
Friday, May 3	7:00 am-8:00 am	Student Volunteer Orientation	H: El Capitan
Friday, May 3	7:00 am-3:00 pm	Written Event Conflict Room	H: Malibu
Friday, May 3	7:00 am-5:00 pm	Registration/Information Desk	H: 2nd Floor Registration Desk
Friday, May 3	7:00 am-5:00 pm	Finance Desk	H: 2nd Floor Registration Desk

2019 Schedule for Conference (Cont.)

Friday, May 3	7:00 am-5:00 pm	Tour Desk	H: 2nd Floor Registration Desk
Friday, May 3	7:00 am-5:00 pm	Conference Headquarters	H: Executive Boardroom
Friday, May 3	7:00 am- 5:00 pm	BPA Store	H: Green Room
Friday, May 3		Conference Pin pick-up	H: Green Room
Friday, May 3		Prepaid Merchandise (T-shirts, tassles, honor cords)	H: Green Room
Friday, May 3		Barefoot/BPA T-shirt Sales Booth	H: Green Room
Friday, May 3	7:00 am-5:00 pm	Broadcast News Production Team Finals (S) (Students will complete projects 7:00 am-10:00 am)	H: Capistrano
Friday, May 3	7:00 am-5:00 pm	Video Production Team Finals (S/PS) (Students will complete projects 7:00 am-10:00 am)	H: Laguna
Friday, May 3	7:30 am-9:00 am	BPA National Showcase Set-Up	H: Pacific Ballroom D
Friday, May 3	7:30 am-11:00 am	Secondary Candidate Placement Committee & Candidate Interviews	H: National Officer Suite
Friday, May 3	7:30 am-8:30 am	Walk for Special Olympics	Convention Center Grand Plaza
Friday, May 3	8:00 am-9:30 am	Intermediate Word Processing (S/PS)	H: California Ballroom C
Friday, May 3	8:00 am-9:30 am	Medical Office Procedures (S/PS)	H: California Ballroom C
Friday, May 3	8:00 am-9:30 am	Spreadsheet Applications (ML)	H: California Ballroom C
Friday, May 3	8:00 am-12:00 pm	Administrative Support Research Project (S)	
Friday, May 3		Section 1	H: Balboa A
Friday, May 3		Section 2	H: Balboa B
Friday, May 3		Section 3	H: Balboa C
Friday, May 3	8:00 am-12:00 pm	Economic Research Team (S)	
Friday, May 3		Section 1	H: San Simeon A
Friday, May 3		Section 2	H: San Simeon B
Friday, May 3	8:00 am-12:00 pm	Financial Analyst Team (PS)	
Friday, May 3		Preparation	H: Santa Barbara
Friday, May 3		Presentation	H: Ventura
Friday, May 3	8:00 am-12:00 pm	Financial Analyst Team (S)	
Friday, May 3		Preparation Sections 1-2	H: Lido A
Friday, May 3		Section 1	H: Lido B
Friday, May 3		Section 2	H: Lido C
Friday, May 3	8:00 am-12:00 pm	Human Resource Management (PS)	
Friday, May 3		Preparation	H: Mezzanine 6
Friday, May 3		Presentation	H: Mezzanine 5
Friday, May 3	8:00 am-12:00 pm	Human Resource Management (S)	
Friday, May 3		Preparation Sections 1-3	H: Mezzanine 7
Friday, May 3		Section 1	H: Mezzanine 8
Friday, May 3		Section 2	H: Mezzanine 9
Friday, May 3		Section 3	H: Mezzanine 10
Friday, May 3	8:00 am-12:00 pm	Parliamentary Procedure Team (S)	
Friday, May 3		Preparation Section 1	H: Palos Verdes A
Friday, May 3		Presentation Section 1	H: Palos Verdes B

2019 Schedule for Conference (Cont.)

Friday, May 3		Preparation Section 2	H: Redondo
Friday, May 3		Presentation Section 2	H: Manhattan
Friday, May 3	8:00 am-12:00 pm	Website Design Team (ML)	H: Coronado
Friday, May 3	8:00 am-12:00 pm	Website Design Team (PS)	H: La Jolla
Friday, May 3	8:00 am-12:00 pm	Website Design Team (S)	
Friday, May 3		Section 1	H: Carmel
Friday, May 3		Section 2	H: Monterey
Friday, May 3		Section 3	H: Salinas
Friday, May 3	8:00 am-5:00 pm (Last exam administered at 4:30 pm)	WSAP Open Events Lab	H: California Ballroom D
Friday, May 3		Administrative Support Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Business Meeting Management (S/PS)	H: California Ballroom D
Friday, May 3		Computer Programming Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Digital Communications & Design Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Digital Marketing Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Financial Math & Analysis (S/PS)	H: California Ballroom D
Friday, May 3		Information Technology Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Management/Marketing/Human Resources Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Parliamentary Procedure Concepts (S/PS)	H: California Ballroom D
Friday, May 3		Project Management Concepts (PS)	H: California Ballroom D
Friday, May 3		Business Math Concepts (ML)	H: California Ballroom D
Friday, May 3		Business Communication Skills Concepts (ML)	H: California Ballroom D
Friday, May 3		Business Fundamentals Concepts (ML)	H: California Ballroom D
Friday, May 3		Computer Literacy Concepts (ML)	H: California Ballroom D
Friday, May 3		Merit Scholar	H: California Ballroom D
Friday, May 3	9:00 am-9:50 am	BPA University -- Roadmap to Your Future Presented by the 2018-2019 Post-secondary National Officer Team	H: Pacific Ballroom C
Friday, May 3	9:00 am-10:00 am	National Showcase Business Panel (all National Showcase participants are required to attend)	H: Pacific Ballroom B
Friday, May 3	9:00 am-3:00 pm	Student Volunteer Desk	H: 2nd Floor Registration Desk
Friday, May 3	9:00 pm-4:00 pm	Precision Exams Certification Lab	H: California Ballroom B
Friday, May 3	9:00 am-5:00 pm	Grading Room	H: Avila
Friday, May 3	10:00 am-11:30 am	Legal Office Procedures (S/PS)	H: California Ballroom C
Friday, May 3	10:00 am-12:00 pm	Fundamental Desktop Publishing (S/PS)	H: California Ballroom C
Friday, May 3	10:00 am-12:00 pm	Basic Office Systems & Procedures (S/PS)	H: California Ballroom C
Friday, May 3	10:00 am-12:30 pm	BPA National Showcase	H: Pacific Ballroom D
Friday, May 3		V01 Virtual Multimedia and Promotion – Individual	H: Pacific Ballroom D

2019 Schedule for Conference (Cont.)

Friday, May 3		V02 Virtual Multimedia & Promotion – Team	H: Pacific Ballroom D
Friday, May 3		V03 Software Engineering Team	H: Pacific Ballroom D
Friday, May 3		V04 Web Application Team	H: Pacific Ballroom D
Friday, May 3		V05 Mobile Applications	H: Pacific Ballroom D
Friday, May 3		V06 Promotional Photography	H: Pacific Ballroom D
Friday, May 3		V07 Cybersecurity/Digital Forensics	H: Pacific Ballroom D
Friday, May 3		V08 Start-up Enterprise Team	H: Pacific Ballroom D
Friday, May 3	11:00 am-11:50 am	BPA University (Advisor Session) -- Game-based Learning and the Hero's Journey Presented by Kevin Allen, Founder & CEO, E.I. Games LLC	H: Pacific Ballroom B
Friday, May 3	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	H: Pacific Ballroom A
Friday, May 3	12:00 pm-6:00 pm	Red Cross Blood Drive	M: Marquis Ballroom Northeast
Friday, May 3	12:30 pm-2:00 pm	National Honor Awards Session	Convention Center Arena
Friday, May 3	12:30 pm-2:30 pm	Advanced Office Systems & Procedures (S/PS)	H: California Ballroom C
Friday, May 3	12:30 pm-2:30 pm	Digital Publishing (S/PS)	H: California Ballroom C
Friday, May 3	12:30 pm-2:30 pm	Fundamental Word Processing (S/PS)	H: California Ballroom C
Friday, May 3	12:30 pm-2:30 pm	Keyboarding Production (ML)	H: California Ballroom C
Friday, May 3	1:00 pm-5:00 pm	Digital Game Design Team (ML)	H: Monterey
Friday, May 3	1:00 pm-5:00 pm	Economic Research Individual (S)	
Friday, May 3		Section 1	H: Lido A
Friday, May 3		Section 2	H: Lido B
Friday, May 3		Section 3	H: Lido C
Friday, May 3	1:00 pm-5:00 pm	Global Marketing Team (S)	
Friday, May 3		Section 1	H: Balboa A
Friday, May 3		Section 2	H: Balboa B
Friday, May 3		Section 3	H: Balboa C
Friday, May 3	1:00 pm-5:00 pm	Interview Skills (PS)	
Friday, May 3		Section 1	H: Mezzanine 11
Friday, May 3		Section 2	H: Mezzanine 12
Friday, May 3	1:00 pm-5:00 pm	Interview Skills (S)	
Friday, May 3		Section 1	H: Mezzanine 1
Friday, May 3		Section 2	H: Mezzanine 2
Friday, May 3		Section 3	H: Mezzanine 3
Friday, May 3		Section 4	H: Mezzanine 4
Friday, May 3	1:00 pm-5:00 pm	Network Design Team (PS)	
Friday, May 3		Preparation	H: Santa Barbara
Friday, May 3		Presentation	H: Ventura
Friday, May 3	1:00 pm-5:00 pm	Network Design Team (S)	
Friday, May 3		Preparation Sections 1-2	H: San Simeon A
Friday, May 3		Section 1	H: San Simeon B
Friday, May 3		Section 2	H: Carmel

2019 Schedule for Conference (Cont.)

Friday, May 3	1:00 pm-5:00 pm	Prepared Speech (ML)	
Friday, May 3		Section 1	H: Mezzanine 6
Friday, May 3		Section 2	H: Mezzanine 5
Friday, May 3	1:00 pm-5:00 pm	Prepared Speech (PS)	H: Mezzanine 7
Friday, May 3	1:00 pm-5:00 pm	Prepared Speech (S)	
Friday, May 3		Section 1	H: Mezzanine 8
Friday, May 3		Section 2	H: Mezzanine 9
Friday, May 3		Section 3	H: Mezzanine 10
Friday, May 3	2:00 pm-3:00 pm	Administrators/Proctors/Graders Orientation	H: El Capitan
Friday, May 3	2:00 pm-4:00 pm	AICPA Secondary Division Accounting Student Networking Event	M: Orange County Ballroom 1&2
Friday, May 3	3:00 pm-4:00 pm	Financial Literacy (ML)	H: California Ballroom C
Friday, May 3	3:00 pm-4:00 pm	Systems Administration Using Cisco (S/PS)	H: California Ballroom C
Friday, May 3	3:00 pm-4:00 pm	SQL Database Fundamentals (S/PS)	H: California Ballroom C
Friday, May 3	3:00 pm-10:00 pm	BPA Day of Service	
Friday, May 3	3:00 pm - 6:00 pm	A Million Thanks	M: Marquis Ballroom Center
Friday, May 3	3:00 pm - 6:00 pm	A Smile A Day	M: Marquis Ballroom Center
Friday, May 3	3:00 pm - 6:00 pm	BPA Care Packages & Hygiene Kits	M: Marquis Ballroom Northwest
Friday, May 3	12:30 pm - 6:00 pm	Red Cross Blood Drive	M: Marquis Ballroom Northeast
Friday, May 3	4:30 pm-5:30 pm	Business Law & Ethics (S/PS)	H: California Ballroom C
Friday, May 3	4:30 pm-5:30 pm	ICD-10-CM Diagnostic Coding-Pilot (S/PS)	H: California Ballroom C
Friday, May 3	4:30 pm-6:30 pm	Fundamental Spreadsheet Applications (S/PS)	H: California Ballroom C
Friday, May 3	7:00 pm-10:00 pm	Special Event: BPA SoCal Bash	Convention Center Grand Plaza
Saturday, May 4			
Saturday, May 4	6:00 am-12:00 pm	Competitive Events Center/Test Distribution	H: Palisades
Saturday, May 4	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators & Proctors are Required to Attend Orientation)	H: Pacific Ballroom A
Saturday, May 4	7:00 am-12:00 pm	Grading Room	H: Avila
Saturday, May 4	7:00 am-12:00 pm	Registration/Information Desk	H: 2nd Floor Registration Desk
Saturday, May 4	7:00 am-12:00 pm	Finance Desk	H: 2nd Floor Registration Desk
Saturday, May 4	7:00 am-12:00 pm	Tour Desk	H: 2nd Floor Registration Desk
Saturday, May 4	7:00 am-12:00 pm	BPA Store	H: Green Room
Saturday, May 4		Conference Pin pick-up	H: Green Room
Saturday, May 4		Prepaid Merchandise (T-shirts, tassles, honor cords)	H: Green Room
Saturday, May 4		Barefoot/BPA T-shirt Sales Booth	H: Green Room
Saturday, May 4	7:00 am-5:00 pm	Certiport Open Certification Lab	H: California Ballroom D

2019 Schedule for Conference (Cont.)

Saturday, May 4	7:30 am-12:00 pm	Extemporaneous Speech Finals (ML)	
Saturday, May 4		Preparation	H: Mezzanine 6
Saturday, May 4		Presentation	H: Mezzanine 5
Saturday, May 4	7:30 am-12:00 pm	Extemporaneous Speech Finals (S)	
Saturday, May 4		Preparation	H: Mezzanine 7
Saturday, May 4		Presentation	H: Mezzanine 8
Saturday, May 4	7:30 am-12:00 pm	Financial Analyst Team Finals (S)	
Saturday, May 4		Preparation	H: San Clemente
Saturday, May 4		Presentation	H: Oceanside
Saturday, May 4	7:30 am-12:00 pm	Human Resource Management Finals (S)	
Saturday, May 4		Preparation	H: Mezzanine 13
Saturday, May 4		Presentation	H: Mezzanine 14
Saturday, May 4	7:30 am-12:00 pm	Network Design Team Finals (S)	
Saturday, May 4		Preparation	H: San Simeon A
Saturday, May 4		Presentation	H: San Simeon B
Saturday, May 4	7:30 am-12:00 pm	Parliamentary Procedure Team Finals (S)	
Saturday, May 4		Preparation	H: Palos Verdes A
Saturday, May 4		Presentation	H: Palos Verdes B
Saturday, May 4	7:30 am-12:00 pm	Small Business Management Team Finals (S)	
Saturday, May 4		Preparation	H: Carmel
Saturday, May 4		Presentation	H: Monterey
Saturday, May 4	8:00 am-9:00 am	Computer Security-Application Event (S)	H: California Ballroom C
Saturday, May 4	8:00 am-9:00 am	PC Servicing and Troubleshooting-Application Event (PS)	H: California Ballroom C
Saturday, May 4	8:00 am-9:00 am	Computer Network Technology (S)	H: California Ballroom C
Saturday, May 4	8:00 am-9:00 am	Network Administration Using Microsoft (S)	H: California Ballroom C
Saturday, May 4	8:00 am-9:00 am	Systems Administration Using Cisco-Application Event (PS)	H: California Ballroom C
Saturday, May 4	8:00 am-12:00 pm	Conference Headquarters	H: Executive Boardroom
Saturday, May 4	8:00 am-12:00 pm	Administrative Support Research Project Finals (S)	H: Salinas
Saturday, May 4	8:00 am-12:00 pm	Advanced Interview Skills Finals (S)	H: Mezzanine 1
Saturday, May 4	8:00 am-12:00 pm	Computer Animation Team Finals (S)	H: Huntington A
Saturday, May 4	8:00 am-12:00 pm	Computer Modeling Finals (S)	H: Santa Barbara
Saturday, May 4	8:00 am-12:00 pm	Digital Media Production Finals (S)	H: Ventura
Saturday, May 4	8:00 am-12:00 pm	Economic Research Individual Finals (S)	H: Lido C
Saturday, May 4	8:00 am-12:00 pm	Economic Research Team Finals (S)	H: Coronado
Saturday, May 4	8:00 am-12:00 pm	Entrepreneurship Finals (S)	H: Lido A
Saturday, May 4	8:00 am -12:00 pm	Global Marketing Team Finals (S)	H: Huntington B
Saturday, May 4	8:00 am-12:00 pm	Graphic Design Promotion Finals (ML)	H: Balboa A
Saturday, May 4	8:00 am-12:00 pm	Graphic Design Promotion Finals (PS)	H: Balboa B
Saturday, May 4	8:00 am-12:00 pm	Graphic Design Promotion Finals (S)	H: Balboa C
Saturday, May 4	8:00 am-12:00 pm	Interview Skills Finals (PS)	H: Mezzanine 3
Saturday, May 4	8:00 am-12:00 pm	Interview Skills Finals (S)	H: Mezzanine 2

2019 Schedule for Conference (Cont.)

Saturday, May 4	8:00 am-12:00 pm	Prepared Speech Finals (ML)	H: Mezzanine10
Saturday, May 4	8:00 am-12:00 pm	Prepared Speech Finals (S)	H: Mezzanine 9
Saturday, May 4	8:00 am-12:00 pm	Presentation Management Individual Finals (S)	H: Lido B
Saturday, May 4	8:00 am-12:00 pm	Presentation Management Team Finals (S)	H: La Jolla
Saturday, May 4	8:00 am-12:00 pm	Website Design Team Finals (S)	H: Huntington C
Saturday, May 4	9:00 am-12:00 pm	Student Volunteer Desk	H: 2nd Floor Registration Desk
Saturday, May 4	9:00 pm-4:00 pm	Precision Exams Certification Lab	H: California Ballroom B
Saturday, May 4	9:30 am-10:30 am	Computer Security-Application Event (PS)	H: California Ballroom C
Saturday, May 4	9:30 am-10:30 am	PC Servicing and Troubleshooting-Application Event (S)	H: California Ballroom C
Saturday, May 4	9:30 am-10:30 am	Computer Network Technology (PS)	H: California Ballroom C
Saturday, May 4	9:30 am-10:30 am	Network Administration Using Microsoft (PS)	H: California Ballroom C
Saturday, May 4	9:30 am-10:30 am	Systems Administration Using Cisco-Application Event (S)	H: California Ballroom C
Saturday, May 4	10:00 am-11:00 am	National Officer Reception (By Invitation Only)	
Saturday, May 4	2:00 pm-3:00 pm	Joint CEAC/SAAC Meeting	H: El Capitan
Saturday, May 4	2:00 pm-4:00 pm	Contest Review Drop in as needed to review the contest of your choice	H: Palisades
Saturday, May 4	3:00 pm-4:00 pm	SAAC Meeting	H: Malibu
Saturday, May 4	3:00 pm-4:00 pm	CEAC Meeting	H: El Capitan
Saturday, May 4	6:00 pm-8:00 pm	Post-secondary Division Awards Session Finale	Convention Center Arena
Saturday, May 4	8:30 pm-11:30 pm	Secondary/Middle Divisions Awards Session Finale	Convention Center Arena
Saturday, May 4	Immediately following S/ML Awards Session	New National Officer Team Meeting	Convention Center Arena Room 2
Saturday, May 4	Midnight	Curfew (Secondary & Middle Level)	
Sunday, May 5	7:00 am-8:00 am	Board of Trustee's Meeting	H: Executive Boardroom
Sunday, May 5	9:00 am-11:00 am	Corporate Meeting	H: Laguna A
Sunday, May 5	11:00 am-12:00 pm	New Board of Trustee's Meeting	H: Executive Boardroom

2019 Delegate Conduct Practices and Procedures

	Sec.	ML	Alumni*	PS
• The term “delegate” shall mean any member attending the National Leadership Conference.	X	X	X	X
• Delegates shall abide by all conference rules.	X	X	X	X
• Delegates shall stay at the approved hotel/motel during the conference. Participants residing within a 20 mile radius of the conference site may be exempt from the policy at the discretion of the Director of Member Services & Events.	X	X		X
• Delegates shall respect and abide by the authority delegated to the Executive Committee, presiding officers, committee chairmen, and advisor or authorized representative of the aforementioned.	X	X	X	X
• Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.	X	X	X	X
• Delegates shall wear acceptable attire to all program activities as specified in the program.	X	X	X	X
• Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.	X	X	X	X
• Illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol in any form, shall not be possessed or used by any delegate during official functions. Possession is defined as having on one’s person, in one’s belongings such as in a purse or in luggage, in one’s hotel/motel room, or having knowledge that illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol are in one’s hotel/motel room or in another person’s possession.	X	X	X	X
• Identification badges shall be worn at all official functions.	X	X	X	X
• Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions on any premises contracted (i.e. hotel, convention center, etc.) This is in effect from the time the member leaves home until he/she returns home.	X	X	X	X
• Business Professionals of America shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at the NLC or any other national activity. This is in effect from the time the member leaves home until he/she returns home.	X	X	X	X
• Delegates violating or ignoring any of the rules will be subject to the actions of the Grievance Committee. This committee shall be composed of two national officers, two national Board of Trustees members, two local advisors, and the Executive Director.	X	X	X	X
• Spouses are allowed to attend conferences if they officially register as a special registrant. They shall not have membership privileges and shall abide by all conference rules.	X	X	X	X
• Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.	X	X		
• Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.	X	X		
• Non-registered individuals will not be allowed at Conference activities.	X	X	X	X
• Whether at the conference site or in public places, Delegates shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.	X	X	X	X
• Curfew each night shall be midnight, and all delegates shall be in their rooms by curfew.	X	X		
• The approved hotel/motel shall assign certain rooms to male and female delegates.	X	X		
• Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.	X	X		
• Delegates shall conduct themselves in a professional manner.	X	X	X	X
• Delegates shall not participate or become involved in any way in the election process of the other divisions.			X	

When Alumni Division delegates serve or participate with any of its sister divisions at any official function, the Alumni delegates shall abide by the code of conduct established by that division(s).

* Source: Business Professionals of America *Policies and Procedures Manual*.

Revised July 21, 2013

Passed by the Board of Trustees March 15, 2010

I. Penalties for Breaking Code of Conduct

A. Secondary Division Delegates

1. Expulsion from conference: any use or possession of drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
2. Disqualification from competition: violation of male and female room regulations.
3. Elimination of recognition at Awards Ceremony: violation of curfew or any other portion of the Code of Conduct.

B. Post-secondary Division Delegates

1. Expulsion from conference: any use or possession of drugs by anyone or any use or possession of alcohol by minors, or intentionally causing damage to property.
2. Disqualification from competition: use of alcohol by those 21 and over at any NLC function.
3. Elimination of recognition at Awards Ceremony: for a violation of any other pertinent portion of the Code of Conduct.

EMERGENCY MEDICAL AUTHORIZATION

Please PRINT and use BLACK ink.

Part 1

The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I, _____ of _____
(Name) (Address) (City) (State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

(Member's Signature)

Date _____ / _____ / _____
(Month) (Day) (Year)

(Parent's or Guardian's Signature if member is under 18 years of age)

Date _____ / _____ / _____
(Month) (Day) (Year)

(Parent's or Guardian's Name)

Parent's or Guardian's Phone (____) _____
(Area)

(Alternative Contact's Name)

Alternative Contact's Phone (____) _____
(Area)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

Does the member have:

ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW

- | | | |
|---|-----------|----------|
| 1. Any allergies | | |
| FOOD | _____ YES | _____ NO |
| MEDICATION | _____ YES | _____ NO |
| OTHER (insect, etc.) | _____ YES | _____ NO |
| 2. Any health problems or physical disabilities | _____ YES | _____ NO |
| 3. Any respiratory problems | _____ YES | _____ NO |
| 4. Any diabetes | _____ YES | _____ NO |
| 5. Any epilepsy | _____ YES | _____ NO |
| 6. Any chronic disease | _____ YES | _____ NO |
| 7. Any emotional or psychological problems | _____ YES | _____ NO |
| 8. Any medication being taken at present | _____ YES | _____ NO |
| 9. Any Glasses <u>YES/NO</u> , Contact Lenses <u>YES/NO</u> , Hearing Devices <u>YES/NO</u> worn? | | |

If any of the above questions are marked "YES," please explain. If taking medication, please give name, amount of dosage, and time medication is taken.

10. Date of last tetanus booster: _____ / _____ / _____
(Month) (Day) (Year)

11. Does member have all required immunization shots? _____ YES _____ NO

**PART II-REFUSAL OF CONSENT
DO NOT COMPLETE PART II IF YOU
COMPLETED PART I**

I do not give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to: _____

(Member's Signature)

Date _____/_____/_____
(Month) (Day) (Year)

(Parent's or Guardian's Signature if member is under 18 years of age)

Date _____/_____/_____
(Month) (Day) (Year)

(Parent's or Guardian's Name)

Parent's or Guardian's Phone (____) _____
(Area)

(Member's Name)

(Street Address)

(City)

(State)

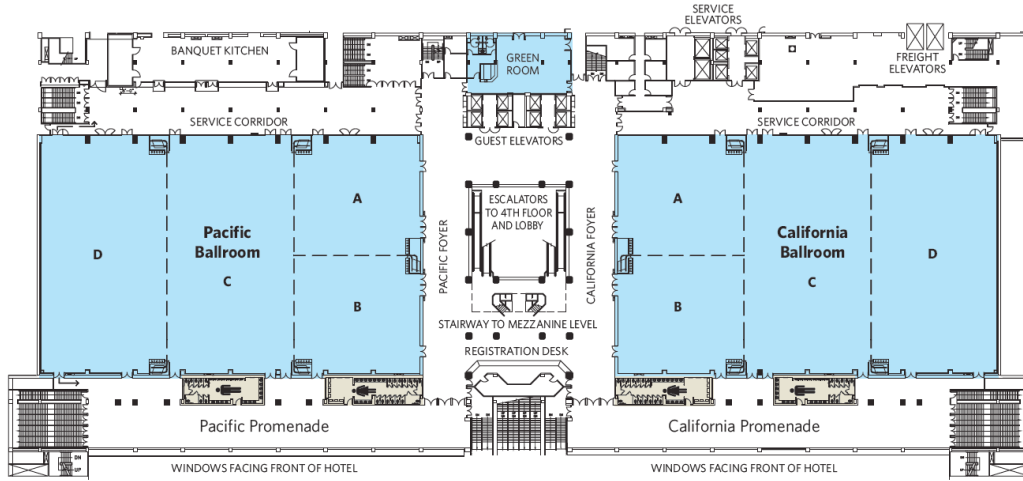
(Zip)

Conference Floorplans

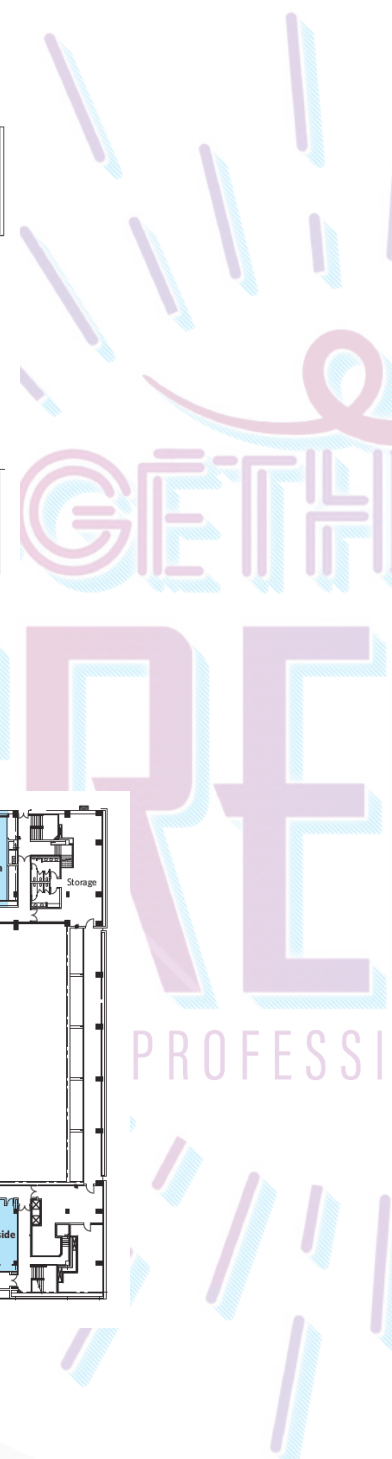
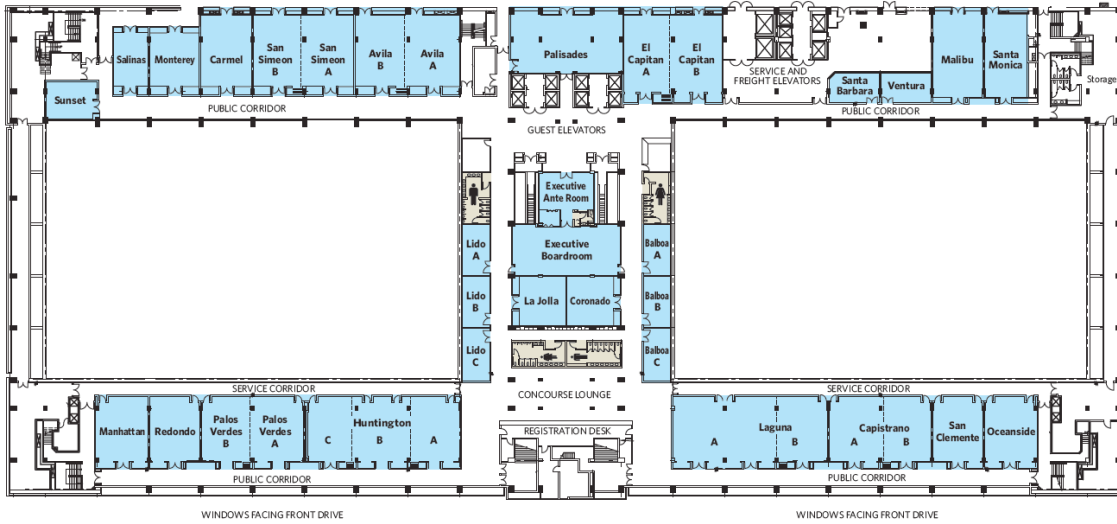


Conference Floorplans

Hilton – Ballroom Level (Second Floor)

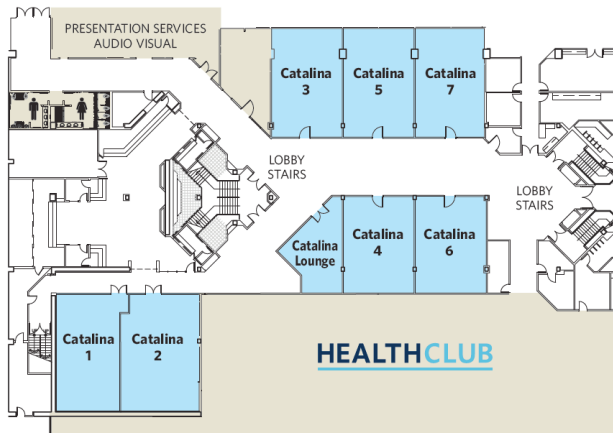


Hilton – Concourse Level (Fourth Floor)

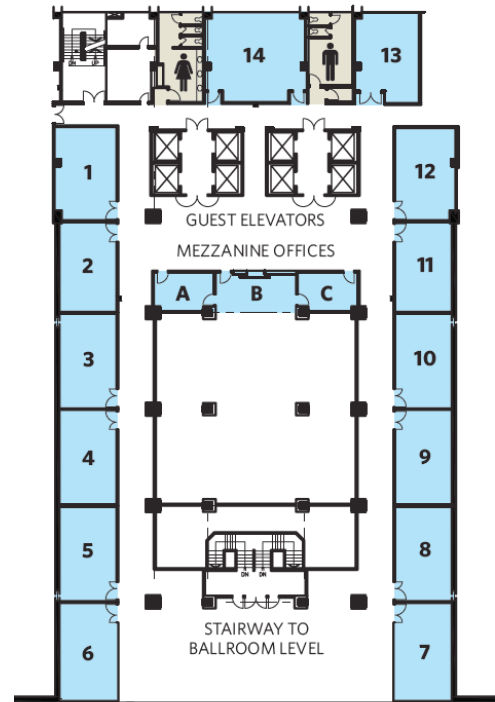


Conference Floorplans

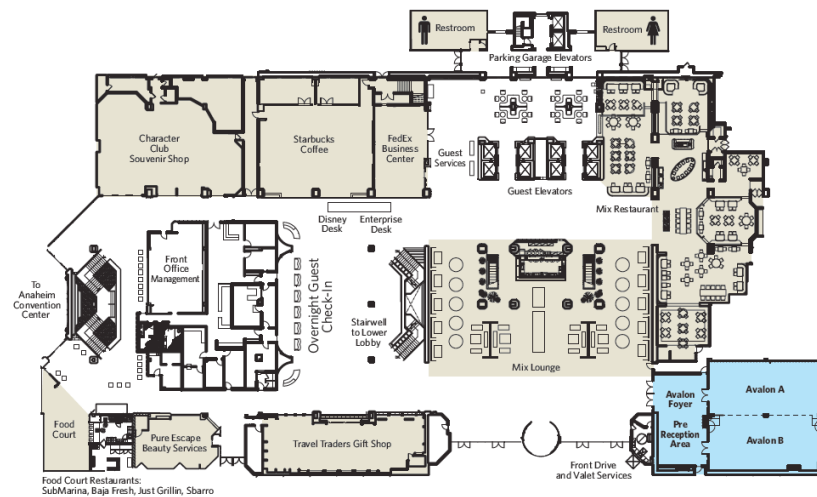
Hilton – Lower Lobby



Hilton – Mezzanine Level (Third Floor)



Hilton – Lobby Level (First Floor)





Be a part of the
lifesaving cause.



**American
Red Cross**

Community of Giving

Red Cross Blood Drive

**Sponsored by:
Business Professionals of America**

**Friday, May 3, 2019
12:00 p.m. to 6:00 p.m.**

**Location: Anaheim Marriott Hotel
Marquis Ballroom Northeast**

To schedule your appointment, sign up online at www.redcrossblood.org and enter sponsor code: **BPA** or contact Jonathan Smith at jsmith@bpa.org.

Streamline your donation experience and save up to 15 minutes by visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history questions on the day of your appointment.

All donors must have a picture ID with them the day of donation. Please remember to drink plenty of water & eat iron rich foods prior to the Drive. Any 16-year-old who wants to donate must have a PARENTAL CONSENT FORM signed. The form can be found at the end of this Guide or at www.redcrossblood.org.

redcrossblood.org | 1-800-RED CROSS | 1-800-733-2767 | Download the Blood Donor App

© The American National Red Cross | 161501



HOPE begins with you.

A Student's Guide to Blood Donation

Why Should I Give Blood?

Because you can make a difference!

Almost everyone during their life will know someone who needs a blood transfusion. They may be car accident or trauma victims, cancer or transplant patients, or people with sickle cell disease or other blood disorders. There is no substitute and still only one source of blood for transfusion—volunteer blood donors.

This guide will provide you with information about measures you can take before, during, and after donation for a good experience.

Learning more about blood donation and knowing what to expect should improve your donation experience.

What Happens During the Blood Donation Process?

1. Registration
 - Remember to bring your ID, and if required, the signed parental consent form.
 - Bring the names of medications that you are taking.
 - Bring a list of the places you have traveled outside the U.S. and Canada in the last 12 months.
 - Read the educational materials about donating whole blood or apheresis.
 - Ask Red Cross staff if you have questions.
2. Health History and Mini-Physical
 - You should feel healthy and well, and meet other criteria.
 - We will take your temperature, check your blood count, and measure your blood pressure and pulse.
 - We will ask you questions during a private and confidential interview. This protects your health and the safety of patients who receive blood transfusions.
3. Donation
 - We will cleanse an area of your arm and insert a needle to draw whole blood.
 - You can relax, listen to music, talk to other donors, or read while the blood is collected.
 - After the collection, a staff member will remove the needle and place a bandage on your arm.
4. Refreshments
 - You should spend 15 minutes or more enjoying refreshments in the refreshment area.
 - If you become dizzy or lightheaded, stay in the refreshment area and tell a staff member immediately.

What Should I Do to Prepare?

Before Donation

Sleep: Get at least 8 hours of sleep the night before your donation.

Eat: Eat a healthy breakfast or lunch—both if your appointment is later in the day.

- Don't skip meals on the day of a donation.
- Make healthy food choices. Eat proteins (lean meat, cheese, and yogurt) or complex carbohydrates (bread, cereal, and fruit).
- Eat a well-balanced diet with plenty of foods that are rich in iron and vitamin C. Iron-rich foods include red meat, fish, poultry, beans, iron-fortified cereals, and raisins.

Drink: Drink a few extra glasses of water or fluids in the days before you donate. Start the day with a bottle of water or a glass of orange juice. If you drink water within 10-30 minutes before donation, you may be less likely to experience dizziness and lightheadedness.

During Donation

Most people relax during donation and feel fine afterwards. Sometimes it helps to think about something else to distract your attention from the blood being drawn.

You may also be told to try a simple technique to tense and relax the muscles in your legs:

- Lift your legs (one at a time) off the donor bed.
- Hold for a few seconds, then repeat.
- Breathe normally.

If you practice this technique to tense and relax the muscles in your legs during the donation, you may be less likely to have a reaction.

Tell Red Cross staff immediately what you are experiencing, and they will take care of you. There are ways to help prevent or limit discomfort with donation.

After Donation

Be sure to sit and relax in the refreshment area for 15 minutes or more and have a drink and a snack. Afterward, drink a few glasses of fluids to stay well-hydrated.

Most donors have uneventful donations and feel good about donating. Some people may experience lightheadedness, dizziness, or an upset stomach that resolves soon after donation. Less commonly, a donor may faint after blood donation. If you feel faint, stop what you are doing and sit or lie down until you feel better.

Call the American Red Cross toll-free number provided to you after your donation if you have questions or concerns.



**American
Red Cross**



HOPE begins with you.

Student Athletes

Student athletes should not do any heavy lifting or vigorous exercise for the rest of the day. You temporarily lose fluid after donation, which your body replaces within 24 hours or sooner if you drink extra fluids. As a precaution, do not donate blood on the same day of a competition or strenuous practice.

After a whole blood donation, your body replaces the red blood cells (the cells that deliver oxygen to muscles and tissues) within about 5 weeks, depending on nutrition and iron status. High-performance competitive athletes may notice a marginal decrease in exercise tolerance for about 1 week after a whole blood donation.

Plan ahead to best schedule your donation with sports and other activities.

Additional Information for Parents and Students

Parental permission is required for all donations by 16-year-olds and for donations by 17-year-olds as required by state law or sponsor. In order to provide informed consent, parents must go to <https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html> and read "Possible Use of Donor Information and Blood Samples in Medical Research" and the research study sheets for your state. For those with no internet access, please call the Donor and Client Support Center at 1-866-236-3276 for information regarding research studies in your state.

It is recommended that females under the age of 19 not donate Red cell apheresis, also known as "power reds." Red cell apheresis donations are limited to male donors under the age of 19.

When parental consent is required, we will need a signed consent form for each donation. Most donors have uneventful donations and do fine afterwards. Some donors may become lightheaded or dizzy during or after the donation or may faint or experience injury requiring additional medical care. Young, first-time, and low-weight donors are more likely to experience reactions than other donors.

Donating blood, particularly red cells, removes iron from the body. Healthy iron levels are important for overall health, physical and mental development, and help to maintain strength and energy. Low iron, also known as iron deficiency, may lead to health problems, including anemia (not enough red blood cells or hemoglobin). To help replace the iron lost by blood donation, we recommend taking a multivitamin with 18 mg of iron or iron supplement with 18-38 mg of elemental iron for 60 days after each whole blood donation and for 120 days after each red cell apheresis donation.

For more information about iron and healthy blood donation, please visit our website at <http://www.redcrossblood.org/iron>. If a donor chooses to take iron, we recommend that the donor tell their health care provider.

Every donation is tested for HIV (the virus that causes AIDS), the hepatitis B and hepatitis C viruses, and other infectious diseases. If any test result or response to a donor screening question suggests that the donor is disqualified from donating blood in the future or may have an infectious disease, their donor record will be marked accordingly. When required, we report donor information, including test results to health departments and regulatory agencies.

The infectious disease tests are very sensitive and specific, but it is possible that donors who are not infected will have false positive results. We are required to notify and disqualify donors even if subsequent test results indicate a donor is not infected.

Whole blood and red cell apheresis (power red) donors will also be tested for ferritin, a test for iron stores. Donors will be notified of ferritin test results outside our acceptable ranges.

We will communicate test results directly with the donor. We maintain the confidentiality of information we obtain about a donor and we will release a donor's confidential information to his or her parents or guardian only with the donor's consent.

We may use information or residual blood samples we collect from donors confidentially and anonymously for medical research. Examples of this type of research include studies to increase the safety of the blood supply.

If you have questions about blood donation, please contact the American Red Cross.

Form: Parental Consent for Blood Donation

Information

This form must be completed by a parent or legal guardian. Parental permission is required for all donations by 16-year-olds, and for donations by 17-year-olds as required by state law or blood drive sponsor. Please call us at **1-800-RED-CROSS (1-800-733-2767)** or visit www.redcrossblood.org if you have questions or concerns about the blood donation process.

Parental Consent

I have read and understand

- The information on the back of this form.
- "A Student's Guide to Blood Donation."
- "Possible Use of Donor Information and Blood Samples in Medical Research"
- Specific Research-related study sheets.
- That red cell apheresis, also known as "Power Reds" is not recommended for 16 and 17 year old females.

By signing below, I authorize my child to donate blood to the American Red Cross. Further, unless indicated by checking the box below, I authorize my child to do so utilizing apheresis technology as described on the reverse of this sheet. (Please use medium-point black pen.)

I do **not** authorize my child to donate blood utilizing apheresis technology as described on the reverse of this sheet.

Donor Name: (son, daughter, or ward): _____
Print Name

Parent/Guardian Name: _____
Print Name

Parent/Guardian Signature: _____
Signature *Today's Date (mm/dd/yyyy)*

Optional Parent/Guardian Phone Number: _____
Where you can be reached on day of donation

**For American Red Cross Use Only
WBN/DIN**

Information for Parents

Thank you for allowing your son, daughter, or ward to donate the gift of life. Please read the information below in addition to, "A Student's Guide to Blood Donation", "Possible Use of Donor Information and Blood Samples in Medical Research," and any specific research-related study sheets.

A Healthy Approach to Donation

Healthy habits can improve the donation experience. Blood donors should eat a nutritious, well-balanced diet containing foods rich in iron and high in vitamin C. Before a blood donation, blood donors should get enough rest, eat a good meal, and drink plenty of fluids. After donating, we recommend that some donors, including donors 16 to 18 years old, take a multivitamin with iron to help replace the iron lost during their blood donation. We hope that a positive donation experience encourages your teen to become a lifelong donor!

Donor Screening

- We will conduct a confidential interview in which we will ask your son, daughter, or ward questions about his or her health and medication use, sexual behavior, travel, and other risk factors for infectious diseases.
- We will test every donation for HIV (the virus that causes AIDS), hepatitis B and hepatitis C viruses, and other infectious diseases.
- If any test result or response to a donor-screening question suggests that your son or daughter is disqualified from donating blood in the future or may have an infectious disease, we will mark his or her donor record accordingly. When required, we report donor information, including test results, to health departments and regulatory agencies.
- The tests are very sensitive and detect most infections, but it is also possible that donors who are not infected will have falsely positive results. We are required to notify and disqualify donors even if subsequent test results indicate the donor is not infected.
- Whole blood and red cell apheresis (power red) donors will also be tested for ferritin, a test for iron stores. Donors will be notified of ferritin test results outside our acceptable ranges.
- We will communicate test results that disqualify a donor from future donation directly with the donor. We maintain the confidentiality of information we obtain about a donor and we will release a donor's confidential information to his or her parents only with the donor's consent.

Whole Blood Donation

- Each donation uses a new, sterile needle to collect about a pint of blood from a vein in the donor's arm.
- Most donors feel fine before and after donating blood, but some donors may have a lightheaded or dizzy feeling; an upset stomach; a black and blue mark, redness, or pain where the needle was inserted; fainting or loss of consciousness and injury from related falls; or very rarely, nerve or artery damage. Young, first-time, and low-weight donors are more likely to experience reactions than other donors.
- Iron is lost through blood donations. Low iron, also known as iron deficiency, may lead to health problems, including anemia (not enough red blood cells or hemoglobin). Healthy iron levels are important for overall health, physical and mental development, and maintaining strength and energy. To help replace iron lost through blood donation, we recommend that some donors, including donors 16 to 18 years old, take a multivitamin with 18 mg of iron for 60 days after each whole blood donation or for 120 days after each power red donation.
- For more information about iron and a healthy blood donation, please visit our website at <http://www.redcrossblood.org/iron>. If a donor chooses to take iron, we recommend that the donor tell their health care provider.

Apheresis

- Apheresis is a type of automated blood donation procedure in which we collect specific components of the donor's blood. We place a new sterile needle in one or both of the donor's arms and use a machine to draw blood and separate it into different parts. The desired blood components are removed while the remainder and extra fluids are returned to the donor.
- Apheresis has the same risks as whole blood donation (see above). In addition, citrate, used during apheresis to prevent blood clotting, may cause chills, tingling sensations, feelings of anxiety, tremors, muscle cramping, numbness, nausea, vomiting, and/or convulsions. Donors may be given oral calcium supplements during the apheresis procedure to manage these symptoms. Very rarely, donors can experience allergic reactions (for example, skin rashes, hives, localized swelling, and/or flushing), air in the bloodstream, infection, or other complications.
- Red cell apheresis, also known as "Power Reds," is used to collect red blood cells. Red cell apheresis is not recommended for 16 and 17 year old females. Red cell apheresis donations are limited to 16 and 17 year old male donors. As with Whole Blood Donation, iron is lost through apheresis donation. See "Whole Blood Donation" for information about iron and iron replacement.
- Apheresis can also be used to collect platelets or plasma. Repeated donation may result in iron depletion. The iron loss in five platelet or plasma apheresis donations is approximately equivalent to the iron loss in one whole blood donation. See "Whole Blood Donation" above for recommendations on iron replacement.

Research

- We may confidentially and anonymously use the information or leftover blood samples we collect from donors for medical research, such as research on ways to increase the safety of the blood supply.
- By giving your son, daughter, or ward permission to donate blood, you are also consenting to the use of the donation and donor information for this type of research.
- In order for you to provide informed consent, you must go to <https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html> and read "Possible Use of Donor Information and Blood Samples in Medical Research" and the research study sheets for your state before signing this parental consent. If you do not have internet access, please call the Donor and Client Support Center at 1-866-236-3276 for information regarding research studies being performed in your state.

Press Release

Use this as a template for a press release about your chapter's participation in the 2019 NLC

For Immediate Release

Contact Person: _____

Phone: _____

Email: _____

Address: _____

City, State, ZIP: _____

Date: _____

Local Area Business Students Travel to Anaheim, CA to Participate in the Business Professionals of America National Leadership Conference.

Students from (school) will be attending the Business Professionals of America (BPA) 2019 National Leadership Conference, in Anaheim, CA, May 1-5, 2019. (school) chapter members, (name students) will join nearly 6,000 conference delegates from across the nation to compete in national level business skills competitions and attend leadership development, workshops, general sessions, and national officer candidate campaigns and elections.

In addition to having the opportunity to compete on the national stage and learn from leading business professionals, students will have the opportunity to experience Anaheim, CA and the surrounding areas.

"Each year, the National Leadership Conference offers our students the opportunity to showcase their skills and compete against other students from across the country, and be recognized for their dedication and hard work they have put forth through the year," said chapter advisor (advisor name), who teaches (class or course).

"This year, we have (number) students who have excelled throughout the year and will be representing our local chapter of Business Professionals of America from (school)."

(At this point tell about specific students' involvement in competitive events, BPA Cares Awards, leadership training, Torch Awards, national officer campaign/election, etc.)

Business Professionals of America is the premier Career and Technical Student Organization (CTSO) for high school, college, and middle school students preparing for careers in business, finance and management information systems and other related fields. The organization's activities and programs complement classroom instruction by giving students practical experience through application of the skills learned at school. Business Professionals of America has the ability to enhance student participation in professional, civic, service and social endeavors. Members participate in these activities to accomplish goals of self-improvement, leadership development, professionalism, community service, career development, public relations, student cooperation and safety and health.

Business Professionals of America is aided in this endeavor with financial support from companies, institutions and organizations such as: the Association of International Certified Professional Accountants, Certipoint, Northwood University, Precision Exams, Capsim and _____. The generous support of the organization's many partners facilitates scholarships, educational resources, professional development workshops, webinars and other opportunities for our students and educators and helps make BPA's National Leadership Conference possible and successful.



Today's students. Tomorrow's business professionals.

NATIONAL LEADERSHIP CONFERENCE
CREDIT CARD AUTHORIZATION FORM

Your card will be processed same day as submission.
All NLC payments must be received no later than April 18, 2018.

Fax # 614-895-1165
or
Email mgordon@bpa.org

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Billing Information

Same as above

Name as it appears on card _____

Address _____

City _____ State _____ Zip _____

Invoice # _____ or Chapter ID# _____

Total Amount Authorized to charge _____

Payment Method (Check One)

VISA

MASTERCARD

DISCOVER

AMERICAN EXPRESS

Card Number _____

Expiration Date _____ Security Code _____

Signature _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
BUSINESS PROFESSIONALS OF AMERICA

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification: check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (S=C corporation, S=S corporation, P=partnership) ▶ _____
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
5454 CLEVELAND AVE

6 City, state, and ZIP code
COLUMBUS, OHIO 43231

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
3	1		-	1	1	3	5	7	1	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person: *[Handwritten Signature]* Date: *09-25-15*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099 (some mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-C (cancelled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Sample Refund Request Form

Valid Forms Must Be Completed And Submitted [Online](#)

NATIONAL LEADERSHIP CONFERENCE CONFERENCE REGISTRATION/ TOUR/ SESSION REFUND REQUEST APPLICATION

CONTACT INFORMATION:

School:

Advisor- First Name: Last Name:

Chapter ID: Invoice Numbers:

School Address: Website:

City: State: Zip: E-Mail:

Telephone/Cell: Fax:

Name of Registrant: Total Amount Requested:

Type of Refund Requested: Make Check Payable To:

[Download a W9 Form](#)

W9-Form: No file chosen

Additional Comments

Signature of Authorized agent: Date:

Note: T-shirts and other merchandise items (honor cords, photos, etc.) are NOT eligible for refunds. I I understand that all eligible refunds will be paid after the National Leadership Conference. Pre purchased merchandise and Etiquette Luncheon tickets are not eligible for refunds. All requests submitted on or before April 26th 2019 shall receive 75% refund. ALL REQUESTS MUST INCLUDE A COMPLETED W-9 FORM.

For more information, call Michele Gordon at 614-895-7277. or email: mgordon@bpa.org

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Marriott Hotel Services Inc.	
	2 Business name/disregarded entity name, if different from above d/b/a Anaheim Marriott	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) X Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 700 West Convention Way	Requester's name and address (optional)
	6 City, state, and ZIP code Anaheim, CA 92802	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] []	
OR	
Employer identification number	
5 2 - 1 0 5 2 6 6 0	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 6/17/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. M8 DEV LLC	
2 Business name/disregarded entity name, if different from above Residence Inn Anaheim Resort	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 640 W Katella Ave	Requester's name and address (optional)
6 City, state, and ZIP code Anaheim CA 92802	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or					Employer identification number				
4	6	-	0	6	9	5	4	0	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 11/20/18
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. M6 DEV LLC	
2 Business name/disregarded entity name, if different from above SPRINGHILL SUITES ANAHEIM	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ P <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) 1801 SOUTH HARBOR BLVD	Requester's name and address (optional)
6 City, state, and ZIP code ANAHEIM CA 92802	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	5	-	4	7	8	9	0	6	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Shella Ebalobor</i>	Date ▶ <i>11/20/18</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HHC HA TRS, Inc.	
	2 Business name/disregarded entity name, if different from above Hilton Anaheim	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 777 W. Convention Way	Requester's name and address (optional)
	6 City, state, and ZIP code Anaheim, CA 92802	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	5	-	5	3	9	4	4	7	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to do the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>10/26/15</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Activity Assumption of Risk and Release of Liability Waiver Form

(Please Print Clearly)

First Name _____ Last Name _____ Date ____/____/____

Home Phone # _____ Date of Birth ____/____/____ x

Emergency Telephone # _____ Emergency Contact _____

Assumption of Risk and Release of Liability Agreement:

Location, Grand Plaza, 777 Convention Way, Anaheim, CA

I and/or my child (collectively "I," "me," or "my") understand and acknowledge that I have voluntarily chosen to participate in activities of **Rock Climbing and/or Trampoline Jumping**, including if offered but not limited to climbing, jumping, bouldering, belaying, spotting, slacklining, use of free weights, weight machines and other fitness equipment, teambuilding activities, special events, and any other activity that we have provided that you elected to participate in.

I understand that I will not be supervised by onsite staff, and am solely responsible for my own actions. In consideration for my being allowed to participate in the Activities and the use of facilities, I hereby agree to release and discharge from all liability Access Destination Services, and each of its agents, owners, members, affiliates, investors, officers, directors, volunteers, employees, instructors, contractors, all other persons or entities acting in any capacity on their behalf, landlords, and property owners on behalf of myself, my children, my parents, my heirs, assigns, personal representatives, guardians and estate as set forth herein.

1. **Acknowledgment of Risk:** I recognize that there are inherent and other risks, which may or may not all be listed in this document, associated with the Activities. These dangers include but are not limited to falling; landing on or striking padded or unpadded surfaces; being injured by falling objects or participants; being injured by the actions or inactions of other participants, including but not limited to other participants' failure to belay properly; movement of climbing holds; equipment failures of any kind; and physical injury as a result of engaging in physical activity. I recognize that if I encounter these risks, serious injury or death may result, and I understand that no amount of care, caution, instruction, or expertise can eliminate these risks. I understand that I alone am responsible to decide whether to engage in the Activities. I confirm that I am physically and mentally capable of participating in the Activities, and I understand that if my mental or physical condition changes after the execution of this agreement such that I am not capable of participating in the Activities, I am obligated to cease participating in the Activities.

2. **Assumption of Risk:** Despite the risks involved and as consideration for being allowed to participate in the Activities, **I AGREE TO EXPRESSLY ASSUME ANY AND ALL RISK OF INJURY OR DEATH** that might be associated with my participation in the Activities and use of the facilities.

3. **Agreement Never to Sue:** **I AGREE NEVER TO SUE AND TO RELEASE FROM LIABILITY** Access Destination Services for any damage, injury or death to me arising from participation in the Activities or use of the facilities, regardless of cause, including the **ALLEGED NEGLIGENCE** of Access Destination Services, including claims of negligent instruction, with the exception of claims that cannot be released under applicable law. I understand that this **RELEASE OF LIABILITY** will prevent me, my child, and my heirs from filing suit or making any claim for damages in the event of injury or death arising from my participation in the Activities or use of the facilities. **I UNDERSTAND THIS IS A RELEASE OF LIABILITY** that will apply whenever I participate in the Activities or use of the facilities, and that each time I use the facilities and/or engage in the Activities, that will constitute a renewal and reaffirmation of my and acceptance of this agreement.

4. **Indemnity:** If I, my child, my heir, my estate, or my legal representative files a claim or a lawsuit arising out of my participation in the Activities or use of the facilities, **I AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS** Access Destination Services for any and all damages, attorney's fees, and costs arising out of such a claim or a lawsuit. If I execute this agreement on behalf of another person, I certify that I am authorized to execute this agreement on their behalf and agree to **DEFEND, INDEMNIFY, AND HOLD HARMLESS** Access Destination Services in the event that person brings a claim and contends that I was not authorized to execute this agreement.

5. **Governing Law, Jurisdiction and Severability:** I agree that this Waiver and Release of Liability shall be governed by California law and construed as broadly as permissible under the law. In the event that I file a lawsuit against Access Destination Services, I agree to do so solely in the State of California, County of Orange. I agree that if any portion of this Waiver and Release of Liability is held to be invalid, the rest shall nonetheless remain in full force and effect. This document constitutes the entire agreement between the parties and it cannot be changed or modified except in writing.

6. **Photo and Video Release:** I acknowledge that Access Destination Services and other participants may photograph or videotape the Activities and facilities. I agree that Access Destination Services may use these recordings in any way without compensation to me including, but not limited to, for marketing purposes and as evidence in any litigation.

I HAVE READ THIS AGREEMENT AND UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A COMPLETE RELEASE OF LIABILITY AND A BINDING CONTRACT, AND I SIGN IT OF MY OWN FREE WILL. I CERTIFY THAT I AM AT LEAST 18 YEARS OF AGE ON THE DATE HEREOF, AND IF I AM SIGNING ON BEHALF OF A MINOR PARTICIPANT, THAT I AM THE PARTICIPANT'S PARENT OR LEGAL GUARDIAN.

Participant's Signature _____

Participant's Printed Name _____

Date of Birth _____

Date _____

TO BE READ AND SIGNED BY PARENT or LEGAL GUARDIAN OF MINOR

I hereby state that I am the parent or LEGAL guardian of the minor whose information appears above. I am familiar with this consent and agree to the term and provisions set forth in this release.

Signature of Parent or Legal Guardian _____

Printed Name of Parent or Legal Guardian _____

Date of Birth _____

Date _____

*** Waiver form must be filled out in completely or participants will not be permitted to participate.**

Liability Waiver

COMPANY NAME: Business Professionals of

America DAY/DATE: Friday May 3, 2019

TIME: 8:7:30 am

ACTIVITY: Health Walk

I acknowledge that:

- I) I understand that any physical conditioning and training program includes inherent risk of injury.
- II) I am voluntarily participating in these activities with knowledge of the risks involved, and
- III) I accept that I am in good physical condition and have no disabilities, conditions, illnesses, or other conditions that prevent me or might prevent me from exercising at, participating in, or using the facilities of the Anaheim Convention Center, Hilton Anaheim, and/or Anaheim Marriott.
- IV) In consideration of this entry, I, my heirs, executors, administrators and assignee release, hold harmless, and indemnify ACCESS Destination Management, Anaheim Convention Center, Hilton Worldwide, Marriott Hotels and Resorts Worldwide, Business Professionals of America and their respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims, and settlements for any injury, loss, or damages I may incur arising from my participation.
- V) I also give permission for the free use of my name and picture in any media or other account of these events.

Print	Signature
1.	
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SHOW YOUR BADGE AND SAVE

Welcome back to Anaheim! Experience the most of Anaheim and Orange County for less with these incredible discounts. Just show your event badge and save at restaurants, attractions, museums, events and more. There's something for everyone to enjoy!

21 Oceanfront The ultimate location for dining and fine dining in Newport Beach! Save 15% off the FOOD on your bill. (Excludes alcohol, specials, promotions and happy hour).

Aquarium of the Pacific Visit the Aquarium of the Pacific for \$11.00 admission (regular price \$29.95) after 12:00 p.m. when you present your conventioner badge at the ticket window.

Catal Restaurant Located in the Downtown Disney® District, show your badge and save 15% off the FOOD on your bill. Cannot combine with any other offer.

Hornblower Cruises and Events Call 949-631-2489 and mention promo code AOC10D to receive \$10 off a Hornblower Dining Cruise in Newport Beach. Terms & conditions apply.

House of Blues Anaheim Located on the upper level of Anaheim Gardenwalk, show your badge and save 20% off your meal! Excludes alcohol and cannot be combined with other offers.

IHOP Restaurant Show your badge and save 10% off your bill. This offer is valid at all three locations: 1840 S Harbor Blvd, 1560 S Harbor Blvd, and 18542 MacArthur Blvd. Excludes alcohol and cannot be combined with any other offers.

Joe's Crab Shack Come on in and dine at Joe's Crab Shack. Show us your badge and save 10% off your bill! Alcohol not included. Cannot be combined with any other discount or offer.

Medieval Times Dinner and Tournament SAVE 35% off regular adult and 20% off regular child admission. North America's #1 dinner attraction! Experience an evening of entertainment inspired by 11th-century history. Witness live jousting, horsemanship, sword fights and more while enjoying a four-course feast. Open 365 days. Valid all shows. Call 1-888-935-8878 for reservations and ask for discount ANA35P.

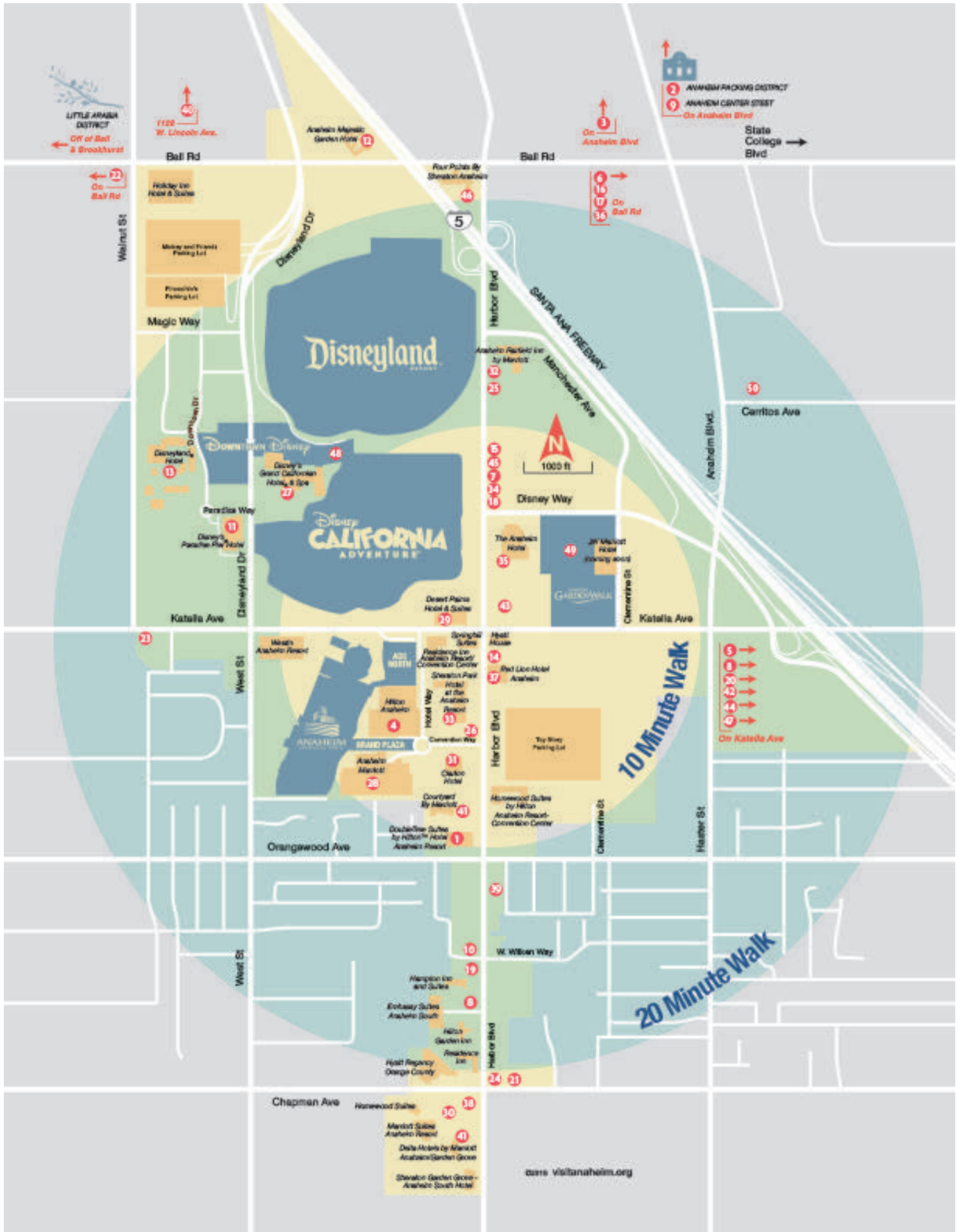
Naples Ristorante e Pizzeria Show your badge and save 15% off FOOD items only. Cannot combine with any other offer.

Pirates Dinner Adventure Get ready for live entertainment on the high seas with action and adventure at Pirate's Dinner Adventure, the "World's Most Interactive Dinner Show". Cheer for your favorite pirate as they fight and dazzle you with an astonishing display of special effects, aerial artistry, swashbuckling swordplay, and dynamic duels while enjoying a delicious four-course feast. Call (888) 439-2489 and mention code PDA-ACON19 at the time of purchase for 35% off. Tax and applicable fees are additional. Gratuity not included, will be charged for parties of 10 or more. May not be combined with any other discount, promotion, or group reservation. For general seating only. Reservations required.

Ralph Brennan's Jazz Kitchen Located in the Downtown Disney® District, receive 10% off all food and beverage (excluding alcohol) when dining in the restaurant or Jazz Kitchen Express. Reservations recommended, 1 discount per table/bill (discount max at \$40.00).

The Outlets at Orange Located only minutes from *Disneyland*®, we are home to more than 120 outlet and value stores including Saks Fifth Avenue OFF 5TH, Neiman Marcus Last Call, Nordstrom Rack, Banana Republic Factory Store, Tommy Hilfiger Company Store, and more. In addition to fabulous shopping, this beautiful open-air center also offers fun and entertainment with over 25 incredible restaurants & cafes, plus an indoor Vans SkatePark, Dave & Buster's, Lucky Strike Bowling and a huge AMC 3D movie theatre with IMAX. Visit The Outlets at Orange today and treat yourself to the ultimate outlet shopping experience! Stop by Guest Services located near Adidas and Jamba Juice to claim your complimentary Savings Passport.

Tortilla Jo's Located in the Downtown Disney® District, show your badge and save 15% off FOOD items only. Cannot combine with any other offer.



LITTLE ARABIA DISTRICT
Off of Ball & Brookhurst

1129 W. Lincoln Ave.
Ball Rd

Anaheim Market Garden Hotel
11

On Anaheim Blvd
9

ANAHEIM PARKING DISTRICT
ANAHEIM CENTER STREET
On Anaheim Blvd
State College Blvd

Walnut St
12
On Ball Rd

Holiday Inn Hotel & Suites
Miley and Friends Parking Lot
Fossil's Parking Lot
Magic Way

Four Pubs by Shepton Anaheim
46
5

On Ball Rd
6
7
16
36

Disneyland

Anaheim Market Inn by Marriott
32
25
Santa Ana Freeway
Manchester Ave

North Arrow
1000 ft

Disneyland Hotel
13
Dunbar Way Dr
Paradise Way
Disney's Paradise Pier Hotel
11
Disneyland Dr

Downtown Disney
Disney's Grand Californian Hotel & Spa
27
Disney CALIFORNIA ADVENTURE

Disney Way
5
45
7
34
18

The Anaheim Hotel
35
49
JW Marriott Hotel
Clementine St
Katella Ave

Desert Palms Hotel & Suites
20

West St
23

ANAHEIM BRAND PLAZA
4
Milton Anaheim
33
Hotel Way
Clementine Way
26

Springhill Suites
Residence Inn Anaheim Reporters/Convention Center
Sheraton Park Hotel at the Anaheim Resort
31
Oakton Hotel
41
Courtyard by Marriott
DoubleTree Suites by Hilton Hotel Anaheim Resort
1

West Museum
14
Red Lion Hotel Anaheim
37
Toy Box Parking Lot
Harbor Blvd
Hawthorn Suites by Hilton Anaheim Resort-Convention Center
Clementine St
Harbor St

10 Minute Walk

On Katella Ave
5
6
7
8
9
10
11
12
13
14

West St

Orangewood Ave
10
19
18
19
Embassy Suites Anaheim South
Hilton Garden Inn
Residence Inn
West Regency Orange County

W. Wilson Way
39
10
19

20 Minute Walk

Chapman Ave
Hawthorn Suites
18
10
41
Delta Hotels by Marriott Anaheim/Garden Grove
Sheraton Garden Grove-Anaheim South Hotel

www.VisitAnaheim.org

Visit Anaheim

Walking Map

Map Key

Restaurants

- 1 Agio Ristorante
- 2 Anaheim Packing District
Anaheim Brewery/Umami Burger
- 3 Anaheim White House
- 4 Mix Restaurant /Baja Fresh
Sbarro/Submarine/Just Grillin'
- 5 Baskin-Robbins
- 6 Benihana Anaheim
- 7 Buca di Beppo
- 8 The Catch Anaheim
- 9 Center Street Anaheim
Cervantes Mexican Kitchen /Chimney Cakes/Colony
Wine Merchant/Good Food/Hummus & Pita
Poki/Nometry/Pour Vida/Promenade Pub
- 10 Clancy's American Grill Bar
- 11 Disney's PCH Grill/Surfside Lounge
- 12 Garden Court Bistro
- 13 Goofy's Kitchen, Steakhouse 55
- 14 IHOP Restaurant
- 15 IHOP Restaurant
- 16 In-N-Out
- 17 Jägerhaus German Restaurant
- 18 Jimbo's Tacos
- 19 Joe's Italian Ice & Ice Cream
- 20 JT Schmid's Brewhouse & Eatery
- 21 La Casa Garcia
- 22 Mama Cozza's Italian Restaurant
- 23 Mani's Pizza & Pasta
Masa'sCRAFT
- 25 McDonald's
- 26 Morton's The Steakhouse
- 27 Napa Rose/Storyteller's Cafe
- 28 nFuse/The Market
- 29 Oasis Kitchen & Bar
- 30 Ogg's Pizza and Brewing Company
- 31 Palm Tree Café
- 32 Panera Bread
- 33 Park 55
- 34 The Fifth Rooftop Bar
- 35 The Pizza Press
- 36 THE RANCH Restaurant & Saloon
- 37 Red's Pasta Kitchen
- 38 Red Robin/Outback Steakhouse/Joe's Crab Shack
- 39 Roscoe's Chicken & Waffles
- 40 Ruby's Diner, Anaheim
- 41 Ruth's Chris Steak House
- 42 Stadium Promenade
The Pint House/Prime Cut Café
Old Crow Smokehouse/King's Fish House
Lazy Dog Café/Chill's/The Tilted Kilt/Which Wich
- 43 Subway Sandwiches
- 44 Togo's - Baskin Robbins
- 45 Tony Roma's
- 46 Tru Grits
- 47 Zov's

48 Downtown Disney District

Ballast Point and Black Top
Catal Restaurant & Uva Bar
La Brea Bakery & Café
Naples Ristorante e Pizzeria
Ralph Brennan's Jazz Kitchen
Splitville
Sprinkles Cupcakes
Starbucks
Tortilla Jo's
Downtown Disney District Shops
Disney Home
World of Disney
The LEGO Store...and more!

49 Anaheim GardenWalk

Billy Beaz
Bowmior Lanes
Bubba Gump Shrimp Co.
California Pizza Kitchen
The Cheesecake Factory
FIRE + ICE Grill + Bar
Grasslands Churrasco Market
Heat Ultra Lounge
House of Blues
Johnny Rockets
McCormick & Schmick's Grille
McFadden's Restaurant and Saloon
Mission Escape Games
P.F. Chang's China Bistro
Roy's Restaurant
Rumba Room Live
Snowopolis
Sockerbit Sweet & Swedish
24 Hour Fitness

Opening Soon

Mojito Latin Cuisine & Bar
Taverna

Anaheim GardenWalk Shops

Discount Tickets & Tours Travel Center
Harley-Davidson
LUSH Fresh Handmade Cosmetics
O'Neill Clothing
Sunglass Hut...and more!

Other

- 50 Anaheim Indoor Marketplace



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Tomorrow's business professionals.

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