

Seize THE OPPORTUNITY

2023-2024



BUSINESS
PROFESSIONALS
of AMERICA

PREVIEW GUIDE

NATIONAL LEADERSHIP CONFERENCE

May 10-14, 2024 • Chicago, Illinois

NLC PREVIEW GUIDE

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Download the app today!

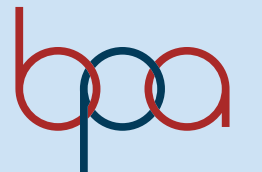
- Access the most up-to-date conference schedule
- Receive notifications during the conference
- Find member resources
- Document completion of Torch Award activities
- Connect with other members
- Stay updated on BPA news and information
- AND MUCH MORE!



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WELCOME

IT'S TIME TO SEIZE THE OPPORTUNITY!

This has been an exciting year for BPA, and we cannot wait to welcome you to the Windy City for our 2024 National Leadership Conference on May 10-14. NLC serves as the pinnacle event for BPA members, providing a unique opportunity to connect with peers from different parts of the country. By interacting with fellow members, you not only broaden your network but also gain exposure to diverse perspectives and innovative ideas that can inspire and enhance your own chapter's initiatives.

Each year at NLC, we take great pleasure in celebrating your exceptional achievements in competitive events, service to BPA, chapter management, community service, and beyond. While in Chicago, we encourage you to **seize the opportunity** and make the most of everything the conference has to offer – whether it is exploring the exhibitor showcase, attending student or advisor workshops, or participating in community service activities. This year, you even have the chance to create your own friendship bracelets. Crafting these bracelets and exchanging them with peers from across the nation adds a fun and meaningful dimension to the experience, especially knowing that the proceeds support the national service project, Special Olympics. It is an excellent way to blend camaraderie with service, fostering connections while making a positive impact on society.

We also urge you to network with our exhibitors, partners, and sponsors who play a crucial role in making NLC possible. Engaging with them not only fosters relationships but also provides valuable insights and resources that can elevate the success of your future endeavors. Additionally, it demonstrates appreciation for their contributions to NLC and our BPA community as a whole.

Located on the shores of Lake Michigan, Chicago is a vibrant multicultural city renowned for its breathtaking architecture and iconic skylines. We encourage you to **seize the opportunity** at this year's NLC by immersing yourself in all that the city has to offer, including indulging in a slice of deep-dish pizza. If you prefer guided exploration, there are numerous fantastic tours available. Whether you're interested in admiring the city from the water, discovering its sports arenas, or savoring Chicago's signature dishes, there's something for everyone to enjoy!

Seizing the opportunity to participate in all these activities can truly enrich the overall conference experience and create lasting memories for everyone involved.

We cannot wait to welcome you to Chicago!



STEVEN J. MITCHELL
Executive Director / CEO



PAXTON CAVIN
Chair, Board of Trustees





MANY PATHS LEAD TO CHICAGO

In order to attend the National Leadership Conference, participants must be registered BPA members in good standing and be approved for attendance. Student members must attend the conference with an approved chaperone and can qualify for conference attendance in several ways.

- ✓ Advancing to the national-level WSAP competitive events
- ✓ Qualifying for the National Showcase in a national virtual event
- ✓ Serving as a chapter, regional, or state officer
- ✓ Representing a state as a voting delegate
- ✓ Being an executive officer candidate or involved in a campaign
- ✓ Earning an Ambassador Torch Award
- ✓ Earning a BPA Cares Award
- ✓ Participating in Leadership Passport Program workshops
- ✓ Serving as a conference volunteer

IMPORTANT DATES

FEBRUARY 28

Outstanding Invoices Due

Chapters will be unable to register for the conference until outstanding invoices are paid.

Conference Registration Opens

Register online at <https://register.bpa.org>.

MARCH 1

Executive Council Candidate Deadline

All application materials from secondary and postsecondary candidates.

MARCH 8

National Anthem Contest

Entries due

Professional Awards Deadline

- Advisor of the Year
- Emerging Advisor of the Year
- Emerging Professional of the Year
- Hall of Fame
- Outstanding Service
- Student of the Year

PVSA Deadline

The President's Volunteer Service Award

Scholarships Deadline

- Alumni Scholarship
- National Technical Honor Society
- Sherrell Wheeler Scholarship
- Tomorrow's Business Professionals

Service Learning Awards Deadline

- Community Service Award
- Environmental Action/Awareness Award
- Safety Awareness Award
- Service Learning Individual Award
- Special Olympics Award

Special Recognition Awards Deadline

- Chapter Activities Award of Excellence
- Marketing and Communications Award
- Quality Chapter Distinction Award
- Recruiter of the Year Award

MARCH 8 (continued)

Student and Advisor Certification Deadline

Student and Advisor Certification modules completed

Torch Award Deadline

Ambassador Torch Award

MARCH 29

Conference Registration Ends

Late fees apply after this date

Hotel Reservation Deadline

Hotel reservations must be made on or before this date

APRIL 1

Officer for a Day Deadline

Middle level applications to shadow an executive officer at the National Leadership Conference

Presubmissions Deadline

Events with projects pre-submitted for technical scoring uploaded at <https://upload.bpa.org/>

APRIL 19

Conference Registration Payments Due

Conference registration payments must be made to BPA by this date

Hotel Payment Due

Full payment must be received by the hotel by this date

APRIL 26

Refund deadline

Eligible requests receive a 75% refund

MAY 10-14

National Leadership Conference

Any unpaid conference registration fees must be paid by check or credit card upon arrival. Any unpaid hotel reservations must be paid by credit card at check in.

Globally Recognized **OFFICIAL INDUSTRY CERTIFICATIONS** for College & Career Readiness



Cisco Certified Support Technician Certifications

Developed in collaboration with Cisco, the Cisco Certified Support Technician (CCST) certification program validates practical skills and knowledge essential for securing employment in the fields of networking and cybersecurity.



Intuit Personal Finance Certification

The Intuit Personal Finance certification validates learners' knowledge and application of essential personal finance concepts, empowering them to make informed and savvy financial decisions. The certification is based on the Council for Economic Education (CEE) and Jump\$tart Coalition National Standards for Personal Financial Education.



Meta Certified Digital Marketing Associate Certification

The Meta Certified Digital Marketing Associate program provides a deep understanding of Meta technologies' advertising advantages, empowering individuals to effectively engage new and existing customers on Facebook, Instagram, Messenger, and WhatsApp.



Additional certification programs offered include Communication Skills for Business, Microsoft Office Specialist, Microsoft Certified Fundamentals, Entrepreneurship and Small Business, and more!

Learn more at: www.certiport.com

REGISTRATION

Conference registration is open from February 28 to March 29. Student members and advisors are required to stay at official conference hotels, and those reservations must be made in the conference registration system.

ADVISORS & STUDENT MEMBERS • \$125

Full participants have access to all conference events and activities and receive a souvenir pin and gift. Late registration (after March 29) is \$145 and must be completed on-site in Chicago.

REQUIRED SUPERVISION RATIOS

Students are not permitted to attend the conference without an advisor or chaperone. Students may travel with a designated advisor other than their own only with written notice to BPA. Email alternative chaperone assignments to Jonathan Smith at jsmith@bpa.org. Required supervision ratios vary by division.

Middle Level: 1 advisor/chaperone to 7 students
Secondary: 1 advisor/chaperone to 10 students
Postsecondary: 1 advisor/chaperone to 15 students

GUESTS & CHAPERONES • \$90

State and chapter advisors can register family, friends, and chaperones who have access to all conference events and activities but do not receive the souvenir pin or gift. Note: There is no fee for children age five years or younger, and they should not be registered via the conference registration system. However, tickets for optional tours are required for children under five, and they must be purchased under the advisor's or chaperone's name. Advisors may not register themselves or students as guests or chaperones. Late registration (after March 29) is \$115 and must be completed on-site in Chicago.

ALUMNI

Alumni not serving as a chapter advisor, chaperone, or guest can receive complimentary registration by participating in the conference volunteer program. Alumni can participate in conference events and activities but do not receive the souvenir pin or gift.

AWARDS SESSION ONLY • \$15

Advisors may purchase awards session wristbands for unregistered guests. Purchases must be made at the Finance Desk before Monday, May 13 at 12 p.m. CT

PAYMENTS

Registration fees can be paid by check or credit/debit card. Purchase orders, a requirement in many school districts, are not a form of payment and the registration invoice is considered unpaid until BPA receives a check or card payment. Registration payments are due no later than April 19, 2024.

WRISTBANDS

All registered attendees must wear name badges and wristbands to gain admittance to conference events and activities.

REGISTRATION SYSTEM

Registration must be completed online at <https://register.bpa.org>. Instructions begin on the next page. The system allows you to:

- Register advisors, students, guests, and chaperones for the conference
- Reserve rooms at the conference hotels
- Purchase certification lab passes
- Purchase tickets for optional tours
- Purchase conference T-shirts and graduation items (to be picked up in Chicago)
- Sign up for required advisor volunteer duties
- Sign up students interested in conference volunteering
- Register for the Steps for Special Olympics Challenge

REFUND POLICY

- Eligible refund requests received on or before Friday, April 26, 2024, will receive a 75% refund (paid after the conference). No refund requests will be accepted after that date.
- Refunds will not be given for an optional or last-minute change on the part of the attendee or for delayed travel.
- Refunds are not available for pre-purchased merchandise such as t-shirts.
- Tour refunds will be made in full in the event it is canceled by BPA. Refunds will not be made due to inclement weather.
- Refund requests must be submitted via the conference registration system at <https://register.bpa.org>.

Step 1: Conference Registration

- Log on at <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal and locate 2024 National Leadership Conference.
- There are separate registration processes for advisors, students, and guests/chaperones. Select Register Advisors or Register Students. After completing registration for one attendee group, complete the process for the other group(s) before submitting the chapter's registration.
- Select the members attending the conference. Chapter members will appear on this list.
- Click the Continue button after checking each applicable member. For more than one member, you will complete the registration process for one member at a time.
- On the Verify screen, select the registration rate, badge title, and any other requested information. Complete the special accommodations section for anyone with a disability.
- On the Competitive Events screen, select the competition(s) in which the student can participate.
- On the Items screen, select any appropriate items:
Certification Labs: 1-day or 3-day passes to the Certiport and YouScience certification labs. A student whose competition has a certification alignment does not need a pass unless the student wants to take additional certification exams.
Merchandise: List of BPA products.
T-shirt: Pre-order the conference T-shirt for your participants or for members not attending NLC.
Special Olympics: Register for the Special Olympics Walk fundraiser.
- The Volunteer and APG screens list conference support positions. Advisors are required to select at least one conference support assignment from the Volunteer or APG sections. Guests/chaperones and students may voluntarily sign-up for a conference job, selecting from the options on the Volunteer or Internship screens.
- The Tour screen lists excursions available at an additional cost.
- The Confirmation screen lists selections for that individual before moving on to the next member.
- Select Finish after completing and verifying all member registrations.

Step 2: Hotel Reservation

You will not be able to submit the chapter registration without creating a housing reservation for attendees. Reservations must be submitted prior to leaving the registration system or they will be deleted. Before March 29, all reservation changes can be made in the Conference Registration System. After March 30, email jsmith@bpa.org with requested reservation changes. Do not contact the hotels to make reservation changes.

- Select the Housing button.
- Enter the chapter's arrival and departure dates. Arrival and departure dates can be changed on the housing screen by selecting Change Arrival and Departure Dates.
- Select the members who will be rooming together; then select the room number and room type for those members. Select the Add to Room button.
- Repeat these steps until all attendees are assigned to a room. If an attendee will be rooming with another chapter, that chapter must add your member to its housing reservation before your chapter can submit the housing reservation.
- Verify the accuracy of costs for each attendee. Report any issues to support@bpa.org.
- After every attendee has been assigned to a room, select the Submit Reservation button.

Rooms for Attendees from Multiple Chapters

Chapters are permitted to share rooms with other chapters. To complete a mixed reservation:

- Chapters must determine who will be responsible for making the reservation.
- The chapter booking the reservation will select the Housing button in the reservation system. Then select the Add Additional Individual button found on the reservation page. Locate the other attendee's name using the appropriate state and chapter.
- The chapter NOT booking the mixed reservation must wait until the other chapter completes the housing reservation before being able to complete its own registration and housing reservations. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the other chapter must make arrangements for payment.

- If all your chapter members are sharing rooms with members from other chapters and you are booking NO rooms, you must wait until the other chapter completes the housing reservations before you can complete your chapter's conference registration. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the other chapter must make arrangements for payment.

It is required that attendees of the National Leadership Conference stay a minimum of four (4) nights within a BPA-approved hotel guestroom block. Although the official stay dates for NLC 2024 is Friday, May 10 to Tuesday, May 14, any pre- or post-conference nights reserved within a BPA guestroom block can be counted towards the room night minimum. Note that pre- and post-conference nights are limited and subject to availability.

Available minimum stay dates include:

- Wednesday, May 8 to Sunday, May 12 (very limited availability)
- Thursday, May 9 to Monday, May 13 (limited availability)
- Friday, May 10 to Tuesday, May 14 (official stay)
- Saturday, May 11 to Wednesday, May 15 (extremely limited availability)

Attendees who do not adhere to this policy will result in disqualification from conference attendance and/or be subject to pay the cost of room and tax for each night the minimum is not met.

Participants are required to stay at an official conference hotel. The hotel reservation deadline is March 29. Non-compliance is cause for disqualification. Participants confirming a reservation with BPA but failing to arrive to fulfill the reservation without proper cancellation will be responsible for all no-show fees. BPA reserves the right to collect fees from schools directly if a no-show fee results in a direct expense to BPA. BPA room rates are not guaranteed after this date. Housing payments must be made directly with the hotel. For help with hotel reservations, email jsmith@bpa.org.

Step 3: Finalize Your Registration

- Select the Accept Disclaimers button. Carefully read all disclaimers and select the appropriate checkboxes before selecting Confirm.

- Select the Status checkbox next to each member record that you wish to be on the same invoice. To include all records on one invoice, use the Select All button.
- Click Submit Registration, which will generate an email confirmation to you, your state advisor, and the BPA National Center.
- Print a copy of the conference registration and hotel reservation invoices.
- Your state advisor will approve contest selections.
- Repeat the steps above until all registrations have been invoiced (only applicable when multiple invoices are needed).

Adding Attendees After Creating an Invoice

- Log on to <https://register.bpa.org> and complete steps 1-3 above.

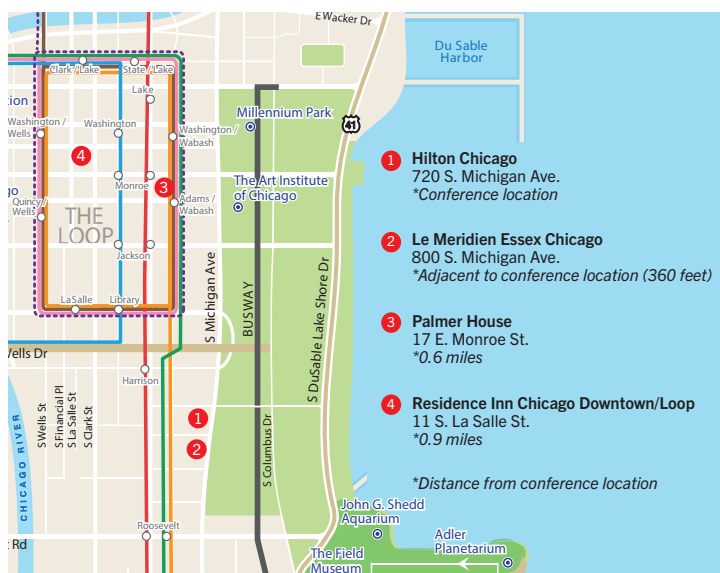
Adding Items to Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal.
- Locate the appropriate attendee record and select the + icon under the Add/Edit Items column.
- Follow steps listed above for adding items.
- Select Finish and Submit Registration to create a new invoice for the added items. While you will receive a new invoice, there are no charges for adding new contests.

Canceling/Substituting Items for Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the Conferences tab in the chapter portal.
- Select the Cancel/Substitute Request button.
- Locate the appropriate attendee record and select the + icon under the Expand Items column.
- Select the item(s) you wish to cancel or substitute, and then select the appropriate checkbox (Substitution or Cancel).
- Select the appropriate cancellation or substitution reason and/or leave any applicable comments.
- Click the Submit Cancel/Substitute Request button.

HOTELS



State associations have been assigned to four conference hotels. Rooms must be reserved in the conference registration system between February 28 and March 29. Reservations cannot be made directly with the hotels.

On or before April 8, confirmations will be emailed from the hotel to the advisor who submitted the housing reservations in the BPA conference registration system.

Invoices for reservations are paid directly to the hotels, and full payment is required. Reservations without full payment by April 19 are not guaranteed and are subject to cancellation.

Do not send payment to the hotel until after you receive confirmation directly from the hotel. If payment is sent before this, the hotel may not be able to properly apply the payment as the reservation is not yet in their system. School purchase orders are not considered payment.

A credit card to cover incidentals will be required at the time of check-in. The hotels' W-9 forms are available at the back of this guide.

All reservation changes must be made through BPA. On or before March 29, changes can be made directly in the Conference Registration System. After March 30, please email requested changes to jsmith@bpa.org.

Hilton Chicago

720 S. Michigan Avenue, Chicago, IL 60605

DELAWARE, FLORIDA, IDAHO, ILLINOIS, MASSACHUSETTS, MINNESOTA, OHIO, OKLAHOMA

Room	Occupancy	Rate*
King	1-2	\$269.00 \$315.81
Two Doubles	3-4	\$269.00 \$315.81
Two Doubles w/ Two Baths	3-4	\$289.00 \$339.29
One Bedroom Suite	3-4	\$538.00 \$631.61

*Top number is the nightly room rate. Bottom number includes taxes and fees.

FULL PAYMENT DUE: must be received by hotel on or before April 19

CREDIT CARD PAYMENTS: Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

Hilton Palmer House

17 E. Monroe Street, Chicago, IL 60603

INDIANA, KANSAS, MICHIGAN, MONTANA, NEW MEXICO, TEXAS

Room	Occupancy	Rate*
King	1-2	\$269.00 \$315.81
Two Doubles	3-4	\$269.00 \$315.81
Two Doubles w/ Two Baths	3-4	\$289.00 \$339.29
One Bedroom Suite	3-4	\$538.00 \$631.61

*Top number is the nightly room rate. Bottom number includes taxes and fees.

FULL PAYMENT DUE: must be received by hotel on or before April 19

CREDIT CARD PAYMENTS: Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

Le Méridien Essex Chicago

800 S. Michigan Avenue, Chicago, IL 60605

ALASKA AND WISCONSIN

Room	Occupancy	Rate*
King	1-2	\$229.00 \$268.85
Two Doubles	3-4	\$229.00 \$268.85

*Top number is the nightly room rate. Bottom number includes taxes and fees.

FULL PAYMENT DUE: must be received by hotel on or before April 19

CREDIT CARD PAYMENTS: Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

Residence Inn Chicago Downtown/Loop

11 S. La Salle Street, Chicago, IL 60603

IOWA AND SOUTH CAROLINA

Room	Occupancy	Rate*
Studio Suite	1-3	\$229.00 \$268.85
Superior Suite	2-4	\$229.00 \$268.85

*Top number is the nightly room rate. Bottom number includes taxes and fees.

FULL PAYMENT DUE: must be received by hotel on or before April 19

CREDIT CARD PAYMENTS: Upon receipt of reservation confirmation from hotel, detailed instructions will be shared to pay via credit card.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

PRE-ORDER WITH REGISTRATION

PICK UP AT THE CONFERENCE BPA MALL

A



A. Conference 2024 T-shirt • \$18

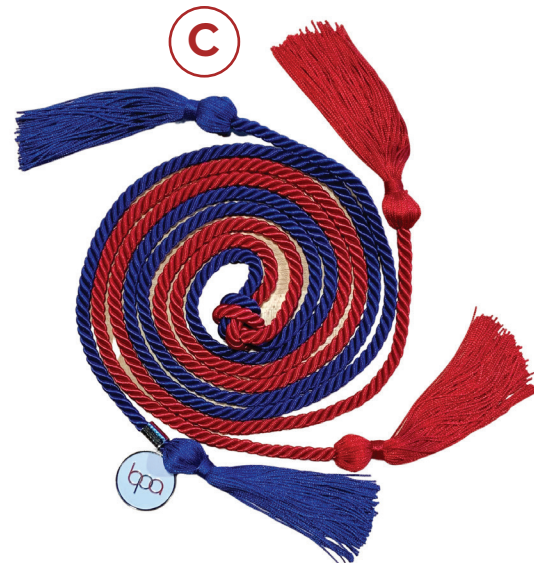
B. Graduation tassel with BPA medallion • \$10

C. Graduation cord with BPA medallion • \$15

B



C



TRANSPORTATION

Airports

Below is a list of airports around Chicago and their distances from the conference site.

Airport	Distance to Hotels
O'Hare International (ORD) www.flychicago.com/ohare	18 miles (40-75 minutes)
Chicago Midway (MDW) www.flychicago.com/midway	11 miles (25-60 minutes)

Airline Discounts

Delta Air Lines

Discount of 2-10% based on the fare class. Travel must occur between May 2 and May 21. Valid for O'Hare International Airport and Chicago Midway International Airport.

- ONLINE: Visit www.delta.com and enter your flight details. Select the "Advanced Search" drop down and enter **NM3N4** in the Meeting Code box.
- PHONE: Call (800) 328-1111 and provide meeting code **NM3N4**. There is no service fee (available Monday to Friday, 8 a.m.-6:30 p.m. ET).

United Airlines

Discount of 2-10% based on the fare class. Travel must occur between May 4 and May 19. Valid only for O'Hare International Airport.

- ONLINE: Visit www.united.com and enter your flight details. Select Advanced Search link. Enter **ZPHA274550** in the "Promotions and certificates" field located under the "Upgrades, certificates, and promotion codes" drop down. "Special offer" will display on discounted flight options.
- PHONE: Call (800) 426-1122 and refer to Z code **ZPHA274550** (available Monday to Friday, 7 a.m.-9 p.m. CT and Saturday to Sunday, 7 a.m.-5 p.m. CT). Booking fees are waived.



Car or Truck Rental

The Avis Worldwide Discount or AWD number J546105 is effective from seven days prior to the conference until seven days afterwards.

- ONLINE: Visit www.avis.com and provide the discount code.
- PHONE: Call (800) 525-7537 x33462 and provide the discount code.

Ground Transportation

Arranging transportation between the airport and hotel is your responsibility. In addition to taxis and ridesharing companies (Uber and Lyft), airport websites provide information about shuttle services, which typically require reservations prior to your arrival. If you are planning to use shuttle bus service, schedule transportation at least 24 hours in advance.

- O'Hare International Airport:
www.flychicago.com/ohare/tofrom
- Midway International Airport:
www.flychicago.com/midway/tofrom

BPA Airport Shuttle

An alternative airport transportation option is being offered by BPA on a first-come, first-served basis. 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:

Arrival Transportation

One-way price: \$45 per person

Buses will depart the airport every half hour between the hours listed below:

- Thursday, May 9 • 12-8 p.m.
- Friday, May 10 • 9 a.m.-8 p.m.

Departure Transportation

One-way price: \$45 per person

Buses will depart from the two main conference hotels every half hour between the hours listed below:

- Tuesday, May 14 – 5 a.m.-3 p.m.

Additional Information for the BPA Shuttle

- BPA airport shuttle transportation is not included in your conference registration. It is an add-on expense and thus is optional. Only those who book this option in advance will be permitted access to a shuttle bus. Other ground transportation options are available.
- To reserve a seat on a BPA airport shuttle, select the desired date and time from the “Items” section of the conference registration *for each attendee* using this method of transportation.
- Each transportation option is one-way; be sure to select an arrival option and departure option should roundtrip airport transportation be desired.

- For arrival day transportation, be sure to select an option *no earlier than one hour* after your anticipated flight arrival time. This will help to ensure you do not miss your scheduled shuttle should you experience a flight delay.
- Arrival day buses will stop at both the Hilton Chicago and Palmer House Hilton.
 - For those staying at the Le Méridien, you will disembark the bus at the Hilton Chicago and walk across the street to your hotel.
 - For those staying at the Residence Inn, you will disembark the bus at the Palmer House Hilton and walk three blocks to your hotel.
- For departure day transportation, be sure to select an option *no later than two and a half hours* prior to your scheduled flight departure time. This will help to ensure you have plenty of time to get to the airport on departure day.
- Departure day buses will depart from either the Hilton Chicago or Palmer House Hilton. Be sure to select the appropriate option based on where you are staying.
 - For those staying at the Le Méridien, select one of the Hilton Chicago departure bus options as you will cross the street and depart from that hotel.
 - For those staying at the Residence Inn, select one of the Palmer House Hilton departure bus options as you will walk to that hotel and depart from there.
- BPA is not responsible for individuals who miss their reserved shuttle. Alternative transportation may need to be secured at attendee’s expense.



Chicago Transit Authority (CTA)

The city of Chicago has abundant and reliable public transportation through the Chicago Transit Authority (CTA), including between city airports and the conference hotels. CTA/Ventra disposable single-trip and daily passes can be purchased at any Ventra Vending Machine located at all “L” rail stations. Information regarding CTA fares can be found at www.transitchicago.com/fares.

You can also use any contactless payment card or Pay app (e.g., Apple Pay, Google Pay, Samsung Pay, etc.) at all CTA faregates. You will pay the same fare as you would cash or via transit value on a Ventra card. Visit www.ventrachicago.com/how-to/mobile-wallet-apps/ to learn more about the contactless payment option.

CTA/Ventra passes are also available for purchase directly through BPA during the conference registration process under the “Items” section. CTA/Ventra passes purchased through BPA are more costly than purchasing directly from a Ventra Vending Machine, but the benefits include:

- Passes mailed to the chapter advisor via registered mail in advance of NLC so that they can be brought by the chapter to Chicago and used immediately upon arrival.
- Passes mailed to chapters in advance of NLC will include detailed instructions and maps outlining how to navigate CTA between the city airports and conference hotels.
- Ability to pay for ground transportation along with your conference registration.

Below are the available passes and associated costs:

CTA/Ventra Pass Type	Cost Through BPA	Duration	Value
1-day Pass	\$8 each	24 hours after first tap at a CTA faregate	Good – for use on arrival or departure day as ground transportation to/from airport, or for a planned excursion during NLC.
3-day Pass	\$18 each	72 hours after first tap at a CTA faregate	Better – for use on arrival or departure day as ground transportation to/from airport, and for planned excursions during NLC.
7-day Pass	\$25 each	168 hours after first tap at a CTA faregate	Best – for planned use as transportation between airport and conference hotel on both arrival and departure days, and for excursions throughout time at NLC.

Note: Tours offered through BPA that use CTA as the method of transportation will include a 1-day pass. No additional purchase required.

Parking

Parking for sedans, vans, and SUVs is available at each conference hotel. Below are the parking options and daily rates (subject to change):

Hilton Chicago

- Valet: Not currently available.
- Self-park: \$55.20+tax per night. Entrance to parking is available from both S. Wabash Avenue and E. Balbo Drive.

Palmer House Hilton

- Valet: \$75+tax per night. Valet is available at hotel entrance on E. Monroe Street.
- Self-park: \$52+tax per night. Parking garage is located across the street at 55 E. Monroe Garage.

Le Méridien Essex Chicago

- Valet: \$75+tax per night. Valet is available at hotel entrance on 8th Street.
- Self-park: \$39+tax per night. Parking garage is located on 8th Street adjacent to hotel.

Residence Inn Chicago Downtown/Loop

- Valet: Not currently available.
- Self-park: \$56.00+tax per night. Parking garage is located one block west of hotel at 172 W. Madison Street.

Parking for buses is not available at any conference hotel. Bus parking may be available at Lot B of McCormick Place Convention Center for a flat fee of \$38 per day with in-and-out privileges. For more information, directions, and to reserve parking, visit www.mccormickplace.com/getting-here/parking-rates/.



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GENERAL SESSIONS

You won't want to miss the conference general sessions, which include the inspiring conference opening, exciting entertainment, membership division business meetings, campaign rallies, and awards sessions.

Opening Session

Friday, May 10 • 8:30-10 p.m.

Conference information, parade of flags, introduction of executive council candidates, and evening entertainment.

Secondary Division Business Meeting

Saturday, May 11 • 4-5 p.m.

Division business meeting for secondary members

Secondary Division Campaign Rally

Saturday, May 11 • Following the business meeting

Meet the executive council officer candidates

Note: Campaign rally will only be held if a primary election is required.

Postsecondary Division Business Meeting

Saturday, May 11 • 6-7 p.m.

Division business meeting for postsecondary members

Postsecondary Division Campaign Rally

Saturday, May 11 • Following the business meeting

Meet the executive council officer candidates

Note: Campaign rally will only be held if a primary election is required.

National Honor Awards Ceremony

Sunday, May 12 • 12:30-2 p.m.

Presentation of BPA Cares Awards, Ambassador Torch Awards, service awards, scholarships, and more

Awards Finales

Monday, May 13 • 2-8 p.m.

Competitive events awards and introduction of 2024-2025 executive officers

**Note: The order of awards will be announced in April.*



Opening Session

The 2024 National Leadership Conference Opening Session is set to be a highlight of the weekend!

Introducing our first-ever NLC experience with three separate stages across three different rooms! Get ready for unexpected surprises and entertaining fun at every turn. You definitely won't want to miss it!

In addition to the evening entertainment during Opening Session, you'll also receive conference information, watch the parade of flags, witness the introduction of the 2024-25 executive council candidates, and experience the Miracle Minute for Special Olympics. This year's Opening Session is sure to deliver all the excitement and set the stage for the best NLC yet!

LIVESTREAM

The opening session and awards sessions will be streamed live at www.thinkcybis.com/bpa-live/.

GET INVOLVED



Officer for a Day

AN INCREDIBLE OPPORTUNITY FOR MIDDLE LEVEL MEMBERS. How would you like to get an up-close look at the work of an executive officer? Middle level members are invited to apply to be an “Officer for a Day” with the unique opportunity to shadow a member of the executive council during the conference. See firsthand what it is like to be a BPA student leader. Applications are due April 1, 2024. Apply at <https://bpa.org/nlc/ofad/>.



National Anthem Contest

OH SAY CAN YOU SING? Showcase your vocal talents by singing the national anthem at the conference opening session. Soloists and groups are invited to submit a video of their best a cappella performance of “The Star-Spangled Banner” for a chance to sing onstage. Contest entrants must be BPA members planning to attend the conference. Entries are due March 8. Apply at <https://bpa.org/nlc/national-anthem-competition/>.



Student Volunteer Program

The volunteer program provides students with opportunities to contribute to the conference success, gain valuable experience, and see the conference from a unique perspective. Volunteer assignments include assisting with registration, workshops, competitive events, service activities, exhibitor showcase, BPA Mall, and more. Chapter advisors should indicate students interested in volunteer opportunities while completing the online conference registration.



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COMPETITIVE EVENTS

Student members qualify to compete in national-level events based on BPA state association requirements and should register for the appropriate events during the registration process.

Deletions & Substitutions

Substitutions for events requiring pre-submissions of materials must be completed prior to Saturday, April 1 because students for these events must be registered to compete before their pre-submission is received. Event deletions and substitutions may be made after registration has closed by contacting Sheila Morris, director of education and professional learning, at smorris@bpa.org or (614) 407-7480. These changes must be requested by Friday, April 7. Changes after this date must be made on-site at the competitive events headquarters by the state advisor prior to 6 p.m. CT on Saturday, May 12, 2024.

Schedule Conflicts

Schedule conflicts can be resolved by chapter advisors in the competitive events headquarters at the Hilton Chicago prior to 6 p.m. CT on Saturday, May 12. 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 times.

Reminders

- Professional dress, conference name badge, and wristband must be worn to all competitive events.
- Only event competitors and authorized personnel will be allowed in event locations. Students may be disqualified if their advisor is in the event room and is not an administrator, proctor, or authorized competitive events official.
- A “contestant number” is required for many events. Students’ eight-digit membership numbers are found in the chapter member list in the BPA registration system at <https://register.bpa.org>. The member list can be obtained using “Membership Download” on the Students tab.
- Paper copies of test booklets for application and objective events will be provided, but competitors will electronically upload their project(s) on-site.
- Do not schedule tours or meals during students’ contest time. Students competing in a judged or hands-on event will need to keep their schedule free to potentially compete in the finals of that event. Tour refunds are not given due to conflicts with scheduled events or finals.
- Refer to the WSAP Guidelines for information on contestants’ use of their own computers.

Awards

For each division, the top ten scores in each event or all finalists (whichever is greater) will be recognized on stage with medals. The top three individuals or teams will receive plaques. **Awards must be claimed at the 2024 National Leadership Conference.** If you will not attend the Awards Finale, you must make arrangements with someone else to claim the award on your behalf. The last opportunity to claim awards is Tuesday, May 14, 7-11 a.m. CT in the Joliet room on the 3rd floor of the Hilton Chicago. **Awards will not be mailed after the conference.**





Computers and Software

PCs with Microsoft Windows will be used for all events. Check individual event guidelines for information on the use of a member's own computer.

Members 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.). 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.

JUDGED EVENT EQUIPMENT

Contestants must supply their own equipment (computer, projector, speakers, extension cords, etc.) for all presentation events.

IMPORTANT NOTES

All students who wish to use Adobe software for competitions MUST bring their own login. Adobe Licensing will NOT be provided by BPA.

Students MUST know their member IDs and passwords or they will be turned away from competitions in all computer lab based events.

This page lists software provided at the national-level competition. State-level software may vary. BPA assumes no responsibility for hardware or software provided by contestants. Contestants who experience 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 SOFTWARE

Administrative Support Team ⁹¹⁵

- MS Word 2021 MS Excel 2021, MS PowerPoint 2021, MS Access 2021, MS Publisher 2021

Introduction to Word Processing ⁹²⁵

- MS Word 2021

Spreadsheet Applications ⁹³⁰

- MS Excel 2021

SECONDARY/POSTSECONDARY SOFTWARE

Administrative Support Team ²⁵⁵

- MS Office 2021

Database Applications ²⁴⁰

- MS Access 2021

Desktop Publishing, Advanced ⁴¹⁵

- Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC

Desktop Publishing, Fundamental ⁴⁰⁰

- MS Office 2021, MS Publisher 2021, Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC

Health Administration Procedures ²⁵⁰

- MS Office 2021

Integrated Office Applications ²¹⁵

- MS Office 2021

Legal Office Procedures ²⁴⁵

- MS Office 2021

Office Systems & Procedures, Advanced ²²⁵

- MS Office 2021

Office Systems & Procedures, Basic ²²⁰

- MS Office 2021

Spreadsheet Applications, Advanced ²³⁵

- MS Excel 2021

Spreadsheet Applications, Fundamental ²³⁰

- MS Excel 2021

Web Design, Fundamentals of ⁴⁰⁵

- Notepad

Word Processing, Advanced ²¹⁰

- MS Office 2021

Word Processing, Intermediate ²⁰⁵

- MS Office 2021

Word Processing, Fundamental ²⁰⁰

- MS Office 2021

Pre-submitted Events

Events below require the advance submission of projects for technical scoring. Contestants must be registered and have contestant (member) numbers ready when uploading files. Materials for national-level competitions must be uploaded at <https://upload.bpa.org/> by April 1, 2024, at 5 p.m. ET.

MIDDLE LEVEL PRE-SUBMITTED EVENTS
Digital Game Design Team ⁹⁴⁰
Entrepreneurship Exploration ⁹⁷⁰
Graphic Design Promotion ⁹⁴⁵
Human Resource Exploration ⁹⁹⁰
Video Production Team ⁹⁵⁰
Visual Design Team - Pilot ⁹⁶⁰
Website Design Team ⁹⁵⁵
SECONDARY PRE-SUBMITTED EVENTS
Administrative Support Research Project ²⁶⁰
Broadcast News Production Team ⁴⁴⁵
Computer Animation Team ⁴⁴⁰
Computer Modeling ⁴²⁵
Digital Media Production ⁴²⁰
Economic Research Individual ¹⁵⁵
Economic Research Team ¹⁶⁰
Entrepreneurship ⁵⁰⁵
Global Marketing Team ⁵⁰⁰
Graphic Design Promotion ⁴¹⁰
Interview Skills ⁵¹⁵
Interview Skills, Advanced ⁵²⁰
Network Design Team ³²⁵
Podcast Production Team ⁴⁵⁰
User Experience Design Team ⁴⁵⁵
Video Production Team ⁴³⁰
Visual Design Team - Pilot ⁴⁶⁰
Website Design Team ⁴³⁵
POSTSECONDARY PRE-SUBMITTED EVENTS
Broadcast News Production Team ⁴⁴⁵
Digital Media Production ⁴²⁰
Entrepreneurship ⁵⁰⁵
Graphic Design Promotion ⁴¹⁰
Interview Skills ⁵¹⁵
Interview Skills, Advanced ⁵²⁰
Network Design Team ³²⁵
Podcast Production Team ⁴⁵⁰
User Experience Design Team ⁴⁵⁵
Video Production Team ⁴³⁰
Visual Design Team - Pilot ⁴⁶⁰
Website Design Team ⁴³⁵

Open Events

Open events are available to any member and consist of objective (multiple-choice) exams. Pre-qualification or pre-registration is not required. Members can compete in open events by visiting the Open Events Computer Lab during the hours below.

FRIDAY, MAY 10 • 12 – 5 p.m. CT
SATURDAY, MAY 11 • 7 a.m. – 12 p.m. CT
SUNDAY, MAY 12 • 7 a.m. – 12 p.m. CT

MIDDLE LEVEL OPEN EVENTS
Business Communication Skills Concepts ⁹⁹⁵
Business Fundamentals Concepts ⁹⁹⁶
Business Math Concepts ⁹⁹⁷
Computer Literacy Concepts ⁹⁹⁸
SECONDARY OPEN EVENTS
Administrative Support Concepts ²⁹⁰
Computer Programming Concepts ³⁹⁰
Digital Communications and Design Concepts ⁴⁹⁰
Digital Marketing Concepts ⁵⁹⁴
Financial Math and Analysis Concepts ¹⁹⁰
Health Administration Concepts ⁶⁹⁰
Information Technology Concepts ³⁹¹
Management, Marketing and Human Resources Concepts ⁵⁹¹
Meeting and Event Planning Concepts ⁵⁹⁰
Parliamentary Procedure Concepts ⁵⁹²
POSTSECONDARY OPEN EVENTS
Administrative Support Concepts ²⁹⁰
Computer Programming Concepts ³⁹⁰
Digital Communications and Design ⁴⁹⁰
Digital Marketing Concepts ⁵⁹⁴
Financial Math and Analysis Concepts ¹⁹⁰
Health Administration Concepts ⁶⁹⁰
Information Technology Concepts ³⁹¹
Management, Marketing and Human Resources Concepts ⁵⁹¹
Health Administration Concepts ⁶⁹⁰
Meeting and Event Planning Concepts ⁵⁹⁰
Parliamentary Procedure Concepts ⁵⁹²
Project Management Concepts ⁵⁹³
STUDENTS, ADVISORS, AND ALUMNI
BPA Merit Scholar—Not part of the WSAP events, this multiple-choice exam covers BPA’s history, traditions, and programs.



Competitive Events with Required Certification Exams

Certification exams are required and provided free of charge for competitors at the national level in the events listed below. The certification exam is worth 50 points in the final score for each aligned competitive event.

Middle Level Event	Certification Exam
Digital Citizenship 920	IC3 Global Standard 6 Level 1 (Certiport)
Secondary/Postsecondary Event	Certification Exam
Advanced Desktop Publishing 405	Desktop Publishing II (YouScience)
Advanced Spreadsheet Applications 235	Microsoft Office Specialist Excel 2019 Expert (Certiport)
Advanced Word Processing 210	Microsoft Office Specialist Word 2019 Expert (Certiport)
C# Programming* 330	IT Specialist - Software Development (Certiport)
Computer Network Technology* 300	IT Specialist - Networking (Certiport)
Computer Security* 320	IT Specialist - Network Security (Certiport)
Device Configuration & Troubleshooting* 305	IT Specialist - Device Configuration and Management (Certiport)
Database Applications 240	Microsoft Office Specialist Access 2019 Expert (Certiport)
Entrepreneurship*** 505	Entrepreneurship and Small Business (Certiport)
Fundamental Desktop Publishing 400	Desktop Publishing I (YouScience)
Fundamental Spreadsheet Application 230	Microsoft Office Specialist Excel 2019 Associate (Certiport)
Fundamental Word Processing 200	Word Processing (Precision Exams by YouScience)
Fundamentals of Web Design* 405	IT Specialist - HTML and CSS (Certiport)
Integrated Office Applications** 215	Microsoft Office Specialist PowerPoint 2019 Associate (Certiport)
Intermediate Word Processing 205	Microsoft Office Specialist Word 2019 Associate (Certiport)
Java Programming* 340	IT Specialist - Java (Certiport)
Linux Operation System Fundamentals**** 350	Linux Pro (TestOut)
Network Administration Using Cisco 315	Cisco Certified Support Technician Networking (Certiport)
Python Programming* 355	IT Specialist - Python (Certiport)
SQL Database Fundamentals* 345	IT Specialist - Databases (Certiport)

*Contestants who have previously certified in an aligned IT Specialist exam may choose from one of the following two options:

- (1) Take another certification exam within the event subject area. Members who pass the chosen exam will receive 50 points toward their event score. Members who fail the exam will receive 0 points toward the event score.
- (2) Members may share their passing test scores with the competition staff by logging into their Certiport account and sharing the previously earned score during their scheduled testing time at NLC.

**Contestants who have previously certified in Microsoft Office Specialist exams will be required to retake the exam.

***Contestants in Entrepreneurship must complete the Entrepreneurship and Small Business (ESB) certification in the Certiport Certification Lab on Saturday, May 11 between 2 p.m. and 6 p.m. CT.

****Contestants who have previously certified in the TestOut Linux Pro exam may share their passing test scores with the competition staff by logging into their TestOut account and sharing the previously earned score during their scheduled testing time at NLC.

Discounted Passes for Open Certification Labs

Student members and advisors have access to dozens of valuable industry certification exams during the conference. In partnership with Certiport and Precision Exams by YouScience, one- and three-day certification lab passes are available at discounted prices.

Passes, which can be used at either lab, are unlimited and seats are available on first-come, first-served basis.

OPEN CERTIFICATION LAB HOURS¹

- SATURDAY, MAY 11 • 2-6 p.m.
- SUNDAY, MAY 12 • 1-6 p.m.
- MONDAY, MAY 13 • 8 a.m.-12 p.m.

¹Last exam begins one hour before the lab closes.

CERTIFICATION LAB PASSES

Pass	Pre-purchased with registration	Purchased on-site in Chicago
1-Day	\$10	\$15
3-Day	\$20	\$25

Certiport Note: **All participants planning to take a Certiport exam (whether required as part of a competitive event or during open lab hours) must register at www.certiport.com before attending NLC.** Students must include their BPA member ID in their Certiport profile when they register online. Students must also complete the Parent/Legal Guardian Consent form found on page 51 of this guide.



National Showcase Business Panel

MONDAY, MAY 13
9 – 10 a.m.

You will not want to miss this interactive discussion involving business leaders from diverse industries. They will share wisdom gained from their education and career paths and provide insights into current business and workforce trends.

This is your chance to ask questions and get answers from distinguished business professionals. The event immediately precedes the Virtual Events National Showcase.

National Showcase presenters must attend this session.



National Showcase

MONDAY, MAY 13
10 a.m. – 12:30 p.m.

The National Showcase is the culmination of months of hard work for students who participated in the National Virtual Events. The top 10 competitors in each event will display their final projects. Those attending can vote for Best in Show honors, an award separate from the judged competition rankings.

Competitions include 2D animation, cybersecurity, esports, ethics, financial portfolio management, photography, social media marketing, software engineering, start-up enterprise, virtual multimedia and promotion, virtual branding, and web and mobile applications.

Competitive Events

Frequently Asked Questions

Q: Can students access the Internet during a non-judged event?

A: *For all non-judged events, students are prohibited from accessing the Internet unless specifically instructed to do so. Failure to comply with this rule may result in disqualification.*

Q: Can students access the Internet during a judged event?

A: *Internet access will not be allowed in any judged event preparation room. However, competitors can access the Internet during presentations if they bring and connect to their own hotspot.*

Q: Are orientation and wrap-up times included in the time allowed for competitions?

A: *No. The 10-minute setup and orientation time prior and the 10-minute wrap-up time after is excluded from the competition time listed in the WSAP guidelines.*

Q: For tests that have a required certification component, when should the students take it?

A: *All required certification tests are taken immediately after the BPA portion within the same time block that is scheduled. If a competitor leaves the computer lab without taking the certification component, they will not be allowed back in to complete it.*

Q: Do students have to pay to take a certification that is required as part of their event?

A: *Competitors in events with required industry certifications do not have to pay for the certification attempt.*

Q: Are certification tests available to conference attendees?

A: *If students would like to take a certification exam that is not a requirement of the event, YouScience and Certiport offer exams that can be purchased as a one-day or three-day pass at NLC. Passes can be purchased during NLC registration.*

Q: Can students use AI-generated images and graphics in their competitions?

A: *AI can be used in events; however, it must adhere to BPA's Academic Integrity Policy, and all usage must be documented in their works cited.*

Q: What reference materials are allowed in the competition room during an event?

A: *Students will need to refer to the specific event in the WSAP under the method of evaluation section to determine if reference materials are allowed. Reference materials may include published (textbooks, journals, etc.) or unpublished (handwritten notes and summary pages) materials, but do not include electronic mediums such as a source code, searchable text. The use of any previous BPA tests (including objective questions) will result in disqualification.*

Q: What type of software will be available for students to use for events such as desktop publishing and fundamentals of web design?

A: *The software will be supplied according to the specifications outlined in the WSAP guidelines, and Windows-based laptops will be furnished. Students are allowed to bring MAC computers if they prefer. **In the case of additional software requirements, such as Adobe, students must either bring their own device or utilize their pre-purchased Adobe license on their personal account.** Students are permitted to use printers only under specific direction.*

Competitive Events

Frequently Asked Questions (continued)

Q: What type of accommodation can be made for students with special circumstances?

A: *In the event of a student conflict with a test or competition, resolutions will be addressed in the competitive events headquarters. Students requiring extra testing time, accommodations for dietary needs, and similar considerations should specify those needs on the NLC registration form.*

Q: How many events can students participate in at NLC?

A: *Postsecondary student members can compete in a total of three events, including a single team event. Middle and Secondary student members may participate in a total of two events, only one of which may be a team event. Additionally, a student member from any division may compete in any of the open competitive events within the time constraints of the conference program.*

Q: If a team has a member who does not present in a preliminary event, does the team get docked 10 points?

A: *Per presentation the team would lose 10 points if at least two members of the team are not present. If a single member is absent, but two members are still present, no points will be lost. Special circumstances will be considered on a case-by-case basis.*

Q: My student has a potential conflict with another WSAP event. How will this be resolved?

A: *After registration closes on March 29, BPA will generate all competitive event schedules and resolve any conflicts that are created between the competitive events. Conflicts will be resolved only between two competitive events or for executive council candidate duties. Conflicts with tours, voting delegate duties, or other NLC events will not be resolved.*

Q: What events will be offered in full or partial fillable pdf?

A: *The following events will be offered via fillable pdf format:*

- | | |
|--|-------------------------------------|
| • 100 Fundamental Accounting | • 105 College Accounting |
| • 110 Advanced Accounting | • 115 Advanced College Accounting |
| • 125 Payroll Accounting | • 135 Managerial Accounting |
| • 145 Banking & Finance | • 165 Personal Financial Management |
| • 605 Health Insurance & Medical Billing | • 900 Financial Literacy |

NLC Orientation for Administrators, Proctors, and Graders

Join us for an exclusive session tailored for administrators, proctors and graders as we gear up for our National Leadership Conference. Get ahead by registering via Zoom to gain invaluable insights, tools, and strategies vital for orchestrating a seamless and successful conference experience. Whether you're a seasoned veteran or a new advisor, these sessions will equip you with the knowledge and resources necessary to elevate your role and enhance the conference's impact. Don't miss out—secure your spot today and be part of the driving force behind BPA's success!

LIVE ZOOM ORIENTATION REGISTRATION

Administrator Orientation

Tuesday, April 16 at 6 p.m. ET.

Register: <https://bit.ly/NLC-administrator-orientation>

Proctor Orientation

Wednesday, April 17 at 6 p.m. ET.

<https://bit.ly/NLC-proctor-orientation>

Grader Orientation

Thursday, April 18 at 6 p.m. ET.

<https://bit.ly/NLC-grader-orientation>

ACTS OF SERVICE

Commitment to service is a hallmark of engaged citizens and strong leaders. We encourage you to spend some time engaged in acts of service while at the conference. There are several opportunities to get involved.

Friday, May 10 • 8:30-10 p.m.

Miracle Minute for Special Olympics

During a fast-paced and exciting one minute at the Opening Session, the executive council and alumni will eagerly collect your donations to benefit the national service project, Special Olympics. **Be sure to bring cash to donate!**

Sunday, May 12 • 3-6 p.m.

“A Million Thanks” Letters to Veterans

Write letters of thanks and support to those who have served our country. The organization, A Million Thanks, will send the letters to active, reserve, and veteran members of the military.

“Make Someone’s Day” Thank You Cards

Write a card to an advisor, mentor, or friend thanking them for positively impacting your BPA experience or congratulating them for their commitment and accomplishments in BPA.

Friendship Bracelets for Special Olympics

Create colorful beaded-bracelets with words of affirmation that can be kept, given to a friend, or left with BPA to donate to children at a local hospital. Proceeds from this event will be donated to the national service project, Special Olympics. You can make double the impact while making new friends at this act of service! **Donate \$5 to create two (2) bracelets.**

Business Clothes Drive

Do you have professional or business casual attire that’s taking up space in your closet and not being used? Bring them to NLC! Clothing collected during this drive will be donated to Chicago Public Schools and other non-profits to support those in need. Through this act of service, you can help break down barriers for students who might otherwise be unable to participate in business-related activities. *Note: Please ensure the items donated are clean and ready-to-wear.





Steps for *Special Olympics* Chicago



**Friday, May 10 through
Sunday, May 12**

Since 2012 NLC attendees have raised tens of thousands of dollars for Special Olympics by participating in the annual benefit walk. Special Olympics provides year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities.

New this year, we're partnering with Heka Health to offer a fun, competitive spin on the traditional walk experience. Participants will download the Heka Health app and join the "BPA Steps for Special Olympics" challenge, which will link to your mobile phone's step counter. Keep track of your progress on the leader board at NLC and rack up steps during the conference all day on Friday, Saturday, and Sunday. All are encouraged to participate!

Participants who have registered for this event and donated to the Special Olympics through the online conference registration will be entered into a random drawing for prizes and BPA swag.

Detailed instructions on how to participate will be made available in the conference app.



PARTICIPANT DRAWING

20k-39,999 Steps	3 Winners
40,000-59,999 Steps	3 Winners
60,000+ Steps	4 Winners

By registering for the Steps for Special Olympics, participants acknowledge and accept all risks and liabilities in conjunction with the activity. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims and settlements for any injury, loss, or damages that may be incurred arising from participation.

OTHER HIGHLIGHTS



BPA Mall

While at NLC, make sure to visit the BPA Mall for some exciting shopping! You'll find several new items and exclusive NLC apparel that you won't want to miss out on. Additionally, you'll have the chance to purchase some of the apparel available on the BPA Mall online store. This is the perfect opportunity to check out sizes, explore color options, and more!

The BPA Mall will be open May 10-12, 9 a.m.-5 p.m. and May 13, 10 a.m.-9 p.m.



Exhibitor Showcase

The Exhibitor Showcase serves as a vibrant hub of excitement during the National Leadership Conference, where students and advisors eagerly seek inspiration and information to propel their programs to new heights. Conveniently located next to the WSAP computer lab for easy access, the Exhibitor Showcase will feature a diverse array of companies. Make sure to stop by and network with numerous BPA conference sponsors and other supporters throughout the day on May 11 and 12, from 9 a.m. until 5 p.m.



Leadership Passport

NLC will feature a variety of workshops tailored to help students and advisors enhance their professional growth, learn best practices, and explore new content areas. Past topics have covered aspects such as career readiness, personal branding, social media engagement, Internet safety, industry-aligned certifications, and trends in education. Students who participate in six workshops designated with the Leadership Passport label will earn a certificate of achievement. The complete list of Leadership Passport workshops will be released in the coming weeks and will also be accessible in the BPA app.

Workshops will be held throughout the day on May 11 and 12, in 50-minute increments. Stay tuned for more information!

TOURS

Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register in the online registration system, select the tours in which you and your students want to participate.
- Tour costs will be added to your invoice total.

Attending Tours

- Tour participants must arrive and depart as a group. Individual ticket admission is not eligible.
- If transportation is not provided, it will be indicated in the tour description. Participants must walk or find their own transportation to a specified location and check-in with the group tour guide/chaperone upon arrival for admission.
- When selecting tours for your Chicago arrival day, allow plenty of time for possible flight delays or delays in ground transportation to the hotel.
- Assembly times for scheduled tours is 15 minutes before scheduled departure times. Tours will depart at the scheduled time.
- Advisors/chaperones are required to accompany students on tours (does not apply to postsecondary members).
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour providers.
- BPA is not responsible for your return transportation if you are not on the bus at the departure time.

- Participants who delay the departure for the return trip more than 15 minutes will be charged \$25 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 participants. If the minimum number of people do not sign up for a tour, the tour may be canceled.
- Some tours can accommodate a maximum number of participants. These tours will be filled on a first-come, first-served basis.
- If a tour is filled or canceled, you may exchange the ticket for another of equal value or receive a refund.

Tour Desk

Hilton Chicago

8th Street South Registration Desk

FRIDAY, MAY 10 • 7 a.m. – 7 p.m.

SATURDAY, MAY 11 • 7 a.m. – 5 p.m.

SUNDAY, MAY 12 • 8 a.m. – 5 p.m.

MONDAY, MAY 13 • 8 a.m. – 12 p.m.

- 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.
- You can purchase tickets for tours with available space at the Tour Desk on-site.





Architectural River Boat Tour • \$75

From hidden treasures to the city's most well-known sites, view Chicago's world-famous architecture from all three branches of the Chicago River. Enjoy the spectacular views of over 40 landmarks as you learn how Chicago's buildings, architecture, and engineering made the city famous. A CTA 1-day pass and detailed instructions will be provided at ticket pick-up from the Tour Desk.

1. Friday, May 10 • 12:15-3 p.m. (Boat departs: 1 p.m.)
2. Saturday, May 11 • 9:15 a.m.-12 p.m. (Boat departs: 10 a.m.)
3. Saturday, May 11 • 1:15-4 p.m. (Boat departs: 2 p.m.)
4. Sunday, May 12 • 12:15-3 p.m. (Boat departs: 1 p.m.)
5. Sunday, May 12 • 6:15-9 p.m. (Boat departs: 7 p.m.)
6. Monday, May 13 • 9:15 a.m.-12 p.m. (Boat departs: 10 a.m.)



Best of Chicago Walking Tour • \$110

Learn about Chicago's past and present on this walking tour, the best way to see the city up-close and personal. You will see the city in a whole new way and have a deeper appreciation for the Windy City. Transportation is not provided; this is a walking tour that will depart from the Hilton Chicago. *This tour will involve extensive walking.*

1. Saturday, May 11 • 1-2:30 p.m.
2. Sunday, May 12 • 8-9:30 a.m.
3. Monday, May 13 • 9-10:30 a.m.



Big Bus Chicago Tour • \$125

See Chicago from a unique vantage point aboard an open-air, double decker bus. This tour offers the opportunity to see iconic landmarks such as Willis Tower, Millennium Park with "The Bean", Navy Pier, Magnificent Mile, and more. Along the way, the tour guide will also provide informative commentary, on the city's history, architecture, and culture. *Tour bus will depart from the Hilton Chicago.*

1. Friday, May 10 • 3-5 p.m.
2. Sunday, May 12 • 4-6 p.m.
3. Monday, May 13 • 8-10 a.m.



Chicago Theater Experience • \$65

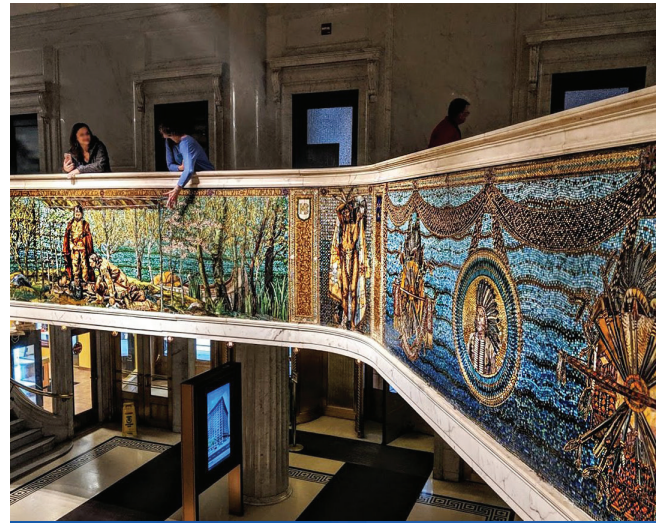
Explore the wondrously rich history of the Chicago Theater, delving deeper into the historical and architectural highlights of the building, including the grand lobby, sweeping staircase, and the majestic auditorium. You will also have the chance to stand on the same stage that hosted iconic performances and admire the signatures of legendary artists the adorn the dressing room walls. A CTA 1-day pass and detailed instructions will be provided at ticket pick-up from the Tour Desk.

1. Saturday, May 11 • 11:30 a.m.-2 p.m.
2. Sunday, May 12 • 1:30-4 p.m.

Inside Chicago Walking Tour • \$65

Experience Chicago from the inside out! You will be guided through the city's underground pedway where you explore several interior spaces within the Loop and near the Chicago river. Gaze at the dazzling interiors and the art deco glitz and glam of the 1920s, and be amazed by the history that many never know is right behind closed doors. Transportation is not provided; the tour will begin at a location within walking distance of conference hotels. Detailed tour instructions will be provided at ticket pick-up from the Tour Desk. *This tour will involve extensive walking.*

1. Sunday, May 12 • 2:30-5:30 p.m.
2. Monday, May 13 • 9:30 a.m.-12:30 p.m.



Lake Michigan Sail Tour • \$140

Experience a unique and memorable way to see Chicago! Step aboard a majestic 148-foot schooner at Navy Pier and be transported back in time to the golden age of sail. Explore the spacious decks, rigging, and cabins as you learn about the history of the ship and its role in the Great Lakes shipping industry. You will also have spectacular views of the Chicago skyline and beautiful Lake Michigan. A CTA 1-day pass and detailed instructions will be provided at ticket pick-up from the Tour Desk.

1. Friday, May 10 • 2-6 p.m. (Boat departs: 3 p.m.)
2. Saturday, May 11 • 2-6 p.m. (Boat departs: 3 p.m.)
3. Saturday, May 11 • 6-10 p.m. (Boat departs: 7 p.m.)
4. Sunday, May 12 • 6-10 p.m. (Boat departs: 7 p.m.)



Museum of Illusions • \$65

Enjoy this one-of-a-kind entertainment destination that will challenge you to see things differently and reveal a lot about how the brain interprets reality. You will experience more than 60 visual and educational exhibits, featuring holograms, stereograms, optical illusions, and immersive rooms designed to tease the senses and trick the mind. Detailed tour instructions will be provided at ticket pick-up from the Tour Desk. *Transportation is not provided; the museum is within walking distance of conference hotels.*

1. Friday, May 10 • Any time between 10 a.m.-8 p.m. (museum hours of operation)
2. Saturday, May 11 • Any time between 10 a.m.-8 p.m. (museum hours of operation)
3. Sunday, May 12 • Any time between 10 a.m.-8 p.m. (museum hours of operation)
4. Monday, May 13 • Any time between 10 a.m.-8 p.m. (museum hours of operation)





Noshing City Tour • \$170

This foodie tour will have your taste buds watering as you explore five authentic dishes and “must eats” in the Windy City, including the deep dish pizza, Chicago-style hot dog, Italian beef sandwich, Chicago-style popcorn, and the Chicago-invented brownie. This ultimate food experience offers exclusive access at each food destination, and throughout the walking tour the guide will share interesting facts and stories about the city’s history, culture, and food scene. Transportation is not provided. This is a walking tour that will depart from the Hilton Chicago. *This tour will involve extensive walking.*

1. Friday, May 10 • 12-3 p.m.
2. Sunday, May 12 • 12-3 p.m.
3. Monday, May 13 • 12-3 p.m.

Skydeck at Willis Tower • \$45

Experience Chicago from 1,353 feet in the air! The tour will start two levels below ground with an interactive experience that showcases Chicago highlights, as well as the rich history of the tallest building in Chicago, and third-tallest building in the Western Hemisphere. You will then travel 105 floors up to the Skydeck, where you will see 360-degree views of the city and up to four states! You will also have the opportunity to step out on The Ledge, a glass box that extends 4.3 feet from the side of the building. A CTA 1-day pass and detailed instructions will be provided at ticket pick-up from the Tour Desk.

1. Friday, May 10 • 2-4:30 p.m.
2. Saturday, May 11 • 8:30-11 a.m.
3. Saturday, May 11 • 7:30-10 p.m.
4. Sunday, May 12 • 8:30-11 a.m.
5. Sunday, May 13 • 7:30-10 p.m.
6. Monday, May 13 • 8:30-11 a.m.
7. Monday, May 13 • 10 a.m.-12:30 p.m.

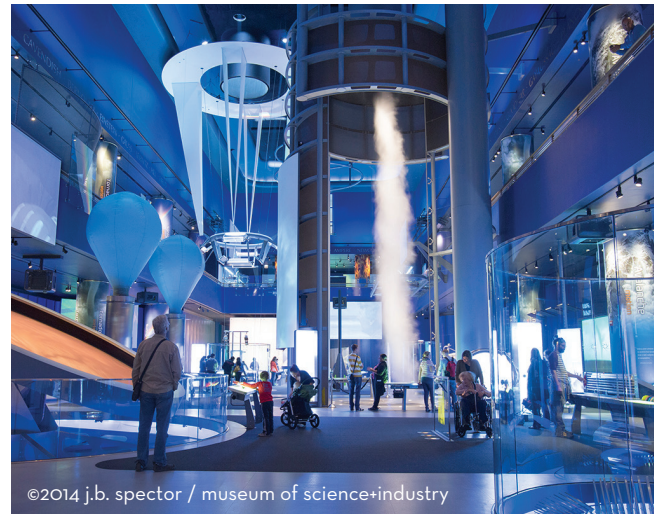
Soldier Field • \$75

Take in the rich history and modern-day marvel that is Soldier Field. Established in 1924, this stadium has been dedicated to the brave men and women of the armed forces and serves as the home of two beloved sports teams, the Chicago Bears and Chicago Fire. You will go behind the scenes and explore spaces such as the south courtyard, locker room, interview room, skyline suites, colonnades, and the stadium video control room. The best part? A 10-minute on-field experience sure to make you feel like a champion! A CTA 1-day pass and detailed instructions will be provided at ticket pick-up from the Tour Desk.

1. Friday, May 10 • 12:15-3:15 p.m.
2. Friday, May 10 • 2:15-5:15 p.m.
3. Monday, May 13 • 8:15-11:15 a.m.
4. Monday, May 13 • 10:15 a.m.-1:15 p.m.

Museum of Science and Industry

The Museum of Science and Industry, Chicago, one of the largest science museums in the world, is home to more than 400,000 square feet of hands-on exhibits designed to spark scientific inquiry and creativity. There is not an official tour set up through BPA, so tickets must be purchased on your own online. However, the museum is offering a special ticket discount for BPA members! Use code BPANLC2024 to receive \$5 off general admission. General admission tickets are \$25.95 each with the option to add on additional ticketed experiences. Learn more at www.msichicago.org. The museum is open daily from 9:30 a.m. to 4 p.m. *Transportation is not offered through BPA.*



Important Travel and Tour Information

Emergency Medical Authorization Form

Advisors/chaperones should collect emergency medical authorization forms for each student to be used in the event of an emergency. The advisor/chaperone should keep the forms private unless needed and destroy them after the NLC. You can use the form provided at the back of this guide or a form used by your school.

Accident Insurance

Accident insurance is provided for conference attendees. In the event of an accident, contact Ric Cowles, on-site at the BPA Finance Desk, or after the conference at (614) 895-7277. Accident insurance does not cover illness unrelated to an accident. Sunburn is not considered an accident. Information required when reporting a claim includes name of the insured, date and time of accident, location of accident, medical service company, description of the accident, and names of witnesses.

Tips for Safe Travel

- Leave copies of itineraries with someone at home.
- Travel as a group.
- Do not travel in areas of which you are not familiar.
- Remove your name badge when not on conference property; wear wristbands at all times.
- Be vigilant and be aware of your surroundings at all times. Take notice of those around you and remove yourself from uncomfortable or unsafe situations.
- Keep your cell phone, wallet, and valuables in a secure pocket when traveling, or left in the guestroom safe when at the hotel.
- Prepare for all types of weather; wear sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly. Keep locations and schedule details general or private.
- Review the risk management plan in the BPA app.
- Use tours and transportation arranged by BPA.

TENTATIVE SCHEDULE

Conference events will be held at the Hilton Chicago and the Palmer House Hilton hotels. Details will be available in the conference app closer to the event.

THURSDAY, MAY 9	
THURSDAY GENERAL EVENTS	
3:00 p.m.–8:00 p.m.	Conference Headquarters
3:00 p.m.–8:00 p.m.	Registration/Information Desk
3:00 p.m.–8:00 p.m.	Finance Desk
5:00 p.m.–6:00 p.m.	Student Volunteer Orientation
6:00 p.m.–7:00 p.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
FRIDAY, MAY 10	
FRIDAY GENERAL EVENTS	
7:00 a.m.–7:00 p.m.	Registration/Information Desk
7:00 a.m.–7:00 p.m.	Finance Desk
7:00 a.m.–7:00 p.m.	Tour Desk
9:00 a.m.–10:00 a.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–7:00 p.m.	Conference Headquarters
10:00 a.m.–5:00 p.m.	BPA Mall
10:00 a.m.–7:00 p.m.	Competitive Events Headquarters <i>Hilton Chicago</i>
1:00 p.m.–5:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up (<i>T-shirts, tassels, honor cords</i>)
3:00 p.m.–4:00 p.m.	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting <i>All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.</i>
4:00 p.m.–4:30 p.m.	Candidate Rehearsal
4:00 p.m.–5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Preliminary round APGs</i>
4:00 p.m.–5:00 p.m.	Student Volunteer Orientation
4:30 p.m.–5:30 p.m.	Parade of Flags Rehearsal <i>State representatives must attend</i>
4:30 p.m.–5:30 p.m.	SAAC Meeting
5:00 p.m.–6:00 p.m.	CEAC Meeting
6:00 p.m.–8:00 p.m.	Exhibitor Move In
6:30 p.m.–7:30 p.m.	State Meetings <i>Alaska, Delaware, Florida, Idaho, Indiana, Illinois, Iowa, Kansas, Massachusetts, Minnesota (PS), Minnesota (S), Montana, New Mexico, Ohio, Oklahoma, South Carolina, Texas, Wisconsin, Independent Chapters and National Virtual Chapter (No meeting scheduled for Michigan)</i>
8:30 p.m.–10:00 p.m.	Opening General Session
10:30 p.m.–11:59 p.m.	Executive Director's Afterglow (<i>Invite only</i>)
Midnight	Curfew (<i>Secondary & Middle Level</i>)

FRIDAY COMPETITIVE EVENTS	
12:00 p.m.–5:00 p.m. (Last exam administered at 4:30 p.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
SATURDAY, MAY 11	
SATURDAY GENERAL EVENTS	
6:30 a.m.–6:00 p.m.	Competitive Events Headquarters <i>Hilton Chicago</i>
6:30 a.m.–6:00 p.m.	Competitive Events Annex <i>Palmer House Hilton</i>
7:00 a.m.–8:00 a.m.	Competitive Event Judge's Orientation <i>Hilton Chicago - *Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
7:00 a.m.–8:00 a.m.	Competitive Event Judge's Orientation <i>Palmer House Hilton - *Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
7:00 a.m.–9:00 a.m.	Exhibitor Move In
7:00 a.m.–5:00 p.m.	Registration/Information Desk
7:00 a.m.–5:00 p.m.	Finance Desk
7:00 a.m.–5:00 p.m.	Tour Desk
8:00 a.m.–9:00 a.m.	Student Volunteer Orientation
8:00 a.m.–11:00 a.m.	Candidate Placement Committee Candidate Interviews (PS)
8:00 a.m.–4:00 p.m.	Advisor Professional Learning Workshops
8:00 a.m.–4:00 p.m.	Leadership Passport Workshops
8:00 a.m.–5:00 p.m.	Conference Headquarters
9:00 a.m.–4:00 p.m.	Student Volunteer Desk
9:00 a.m.–5:00 p.m.	BPA Mall
9:00 a.m.–5:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up (<i>T-shirts, tassels, honor cords</i>)
9:00 a.m.–5:00 p.m.	NLC Exhibitor Showcase
9:00 a.m.–6:00 p.m.	Grading Room
9:30 a.m.–10:30 a.m.	Administrator/Proctor/Grader Orientation <i>Hilton Chicago Preliminary and Final Rounds APGs</i>

9:30 a.m.-10:30 a.m.	Administrator/Proctor/Grader Orientation <i>Palmer House Hilton Preliminary Round APGs</i>
12:00 p.m.-1:00 p.m.	Competitive Event Judge's Orientation <i>Hilton Chicago - *Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
12:00 p.m.-1:00 p.m.	Competitive Event Judge's Orientation <i>Palmer House Hilton - *Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
2:00 p.m.-6:00 p.m. (Last exam at 5:00 p.m.)	Certiport Open Certification Lab
2:00 p.m.-6:00 p.m. (Last exam at 5:00 p.m.)	YouScience Open Certification Lab
2:30 p.m.-3:30 p.m.	Student Volunteer Orientation
3:00 p.m.-4:00 p.m.	Secondary Division Campaign Rally Set-Up <i>*If a primary election is necessary</i>
4:00 p.m.-5:00 p.m.	Administrator/Proctor/Grader Orientation <i>Finals Round APGs</i>
4:00 p.m.-5:00 p.m.	Secondary Division Business Meeting
After Business Mtg	Secondary Division Campaign Rally <i>*If a primary election is necessary</i>
5:00 p.m.-6:00 p.m.	Post-secondary Division Campaign Rally Set-Up <i>*If a primary election is necessary</i>
6:00 p.m.-7:00 p.m.	Postsecondary Division Business Meeting
After Business Mtg	Postsecondary Campaign Rally <i>*If a primary election is necessary</i>
7:00 p.m.-8:00 p.m.	Alumni Division Business Meeting
8:00 p.m.-10:30 p.m.	National Officer Tabulation Meeting
8:30 p.m.-10:30 p.m.	Secondary State Caucuses <i>Alaska, Delaware, Florida, Idaho, Illinois, Indiana, Iowa, Kansas, Massachusetts, Michigan, Minnesota, Montana, National Virtual Chapter, New Mexico, Ohio, Oklahoma, South Carolina, Texas</i>
11:00 p.m.-11:30 p.m.	Candidate Selection Committee Meeting
Midnight	Curfew (Secondary & Middle Level)
SATURDAY COMPETITIVE EVENTS	
7:00 a.m.-10:00 a.m.	Device Configuration & Troubleshooting (S/PS)
7:00 a.m.-10:00 a.m.	Fundamentals of Web Design (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)

7:30 a.m.-9:30 a.m.	Administrative Support Team (S)
8:00 a.m.-10:00 a.m.	Advanced College Accounting (PS)
	College Accounting (PS)
8:30 a.m.-12:30 p.m.	Administrative Support Research Project (S)
	Computer Modeling (S)
	Contemporary Issues (PS)
	Digital Media Production (PS)
	Digital Media Production (S)
	Economic Research Team (S)
	Ethics & Professionalism (S)
	Extemporaneous Speech (ML)
	Extemporaneous Speech (S)
	Financial Analyst Team (PS)
	Financial Analyst Team (S)
	Graphic Design Promotion (ML)
	Graphic Design Promotion (PS)
	Graphic Design Promotion (S)
	Human Resource Exploration (ML)
	Human Resource Management (PS)
	Human Resource Management (S)
	Parliamentary Procedure Team (S)
	Presentation Individual (PS)
	Presentation Individual (S)
	Presentation Team (ML)
	Presentation Team (PS)
	Presentation Team (S)
	Small Business Management Team (S)
	Video Production Team (ML)
	Video Production Team (PS)
	Video Production Team (S)
10:30 a.m.-12:30 p.m.	Advanced Accounting (S)
	C++ Programming (S/PS)
10:30 a.m.-1:30 p.m.	Advanced Word Processing (S/PS)
	Digital Citizenship (ML)
	Linux Operating System Fundamentals (S/PS)
	Server Administration Using Microsoft (S/PS)
11:30 a.m.-12:30 p.m.	Banking & Finance
12:00 p.m.-1:30 p.m.	Parliamentary Procedure Team-Objective Event (S)
1:30 p.m.-5:30 p.m.	Advanced Interview Skills (PS)
	Advanced Interview Skills (S)
	Broadcast News Production Team (PS)
	Broadcast News Production Team (S)
	Computer Animation Team (S)
	Digital Game Design Team (ML)
	Economic Research Individual (S)
	Entrepreneurship Exploration (ML)
	Entrepreneurship (PS)
	Entrepreneurship (S)
	Ethics & Professionalism (PS)

1:30 p.m.-5:30 p.m.	Global Marketing Team (S)
	Health Research Presentation (PS)
	Health Research Presentation (S)
	Interview Skills (PS)
	Interview Skills (S)
	Network Design Team (PS)
	Network Design Team (S)
	Prepared Speech (ML)
	Prepared Speech (PS)
	Prepared Speech (S)
	Podcast Production Team (PS)
	Podcast Production Team (S)
	Small Business Management Team (PS)
	User Experience Design Team Using Adobe XD (PS)
	User Experience Design Team Using Adobe XD (S)
	Visual Design Team - Pilot (ML)
	Visual Design Team - Pilot (PS)
	Visual Design Team - Pilot (S)
	Website Design Team (ML)
	Website Design Team (PS)
	Website Design Team (S)
2:00 p.m.-5:00 p.m.	Administrative Support Team (ML) - Section 1
	Computer Security (S/PS)
	C# Programming (S/PS)
	Integrated Office Applications (S/PS)
	Java Programming (S/PS)
3:00 p.m.-5:00 p.m.	Network Administration Using Cisco (S/PS)
5:30 p.m.-7:00 p.m.	Managerial Accounting (PS)
	Health Insurance & Medical Billing (S/PS)
	Administrative Support Team (PS) - Section 1
5:30 p.m.-8:30 p.m.	Advanced Spreadsheet Applications (S/PS)
	Computer Network Technology (S/PS)
	Database Applications (S/PS)
	Python Programming (S/PS)
SUNDAY, MAY 12	
SUNDAY GENERAL EVENTS	
7:30 a.m.-11:00 a.m.	Candidate Placement Committee & Candidate Interviews (S)
8:00 a.m.-9:00 a.m.	Student Volunteer Orientation
8:00 a.m.-4:00 p.m.	Advisor Professional Learning Workshops
8:00 a.m.-4:00 p.m.	Leadership Passport Workshops
8:00 a.m.-5:00 p.m.	Conference Headquarters
8:00 a.m.-5:00 p.m.	Finance Desk
8:00 a.m.-5:00 p.m.	Registration/Information Desk
8:00 a.m.-5:00 p.m.	Tour Desk
8:00 a.m.-7:00 p.m.	Competitive Events Headquarters <i>Hilton Chicago</i>

9:00 a.m.-10:00 a.m.	Competitive Event Judge's Orientation <i>Hilton Chicago - *Ticket Required (Judged Event Administrators are permitted to attend Orientation)</i>
9:00 a.m.-4:00 p.m.	Student Volunteer Desk
9:00 a.m.- 5:00 p.m.	BPA Mall
9:00 a.m.- 5:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up (<i>T-shirts, tassels, honor cords</i>)
9:00 a.m.- 5:00 p.m.	NLC Exhibitor Showcase
9:00 a.m.-9:00 p.m.	Grading Room
12:30 p.m.-2:00 p.m.	National Honor Awards Ceremony
1:00 p.m.-6:00 p.m. (Last exam at 5:30 p.m.)	Certiport Open Certification Lab
1:00 p.m.-6:00 p.m. (Last exam at 5:30 p.m.)	YouScience Open Certification Lab
3:00 p.m.-6:00 p.m.	BPA Acts of Service <i>"A Million Thanks" Letters to Veterans Business Clothes Drive Friendship Bracelets for Special Olympics "Make Someone's Day" Thank You Cards</i>
4:00 p.m.-5:30 p.m.	Post-Secondary State Caucuses <i>Florida, Idaho, Iowa, Kansas, Massachusetts, Michigan, Minnesota, Montana, National Virtual Chapter, Ohio, Oklahoma, Texas, Wisconsin</i>
6:00 p.m.-7:00 p.m.	Executive Council Reception (<i>By Invitation Only</i>)
7:30 p.m.-9:00 p.m.	State Officers' Dessert Reception
Midnight	Curfew (Secondary & Middle Level)
SUNDAY COMPETITIVE EVENTS	
7:00 a.m.-10:00 a.m.	Intermediate Word Processing (S/PS)
7:00 a.m.-10:00 a.m.	Fundamental Word Processing (S/PS)
7:00 a.m.-12:00 p.m. (Last exam at 11:30 a.m.)	WSAP Open Events Lab Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Health Administration Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)
7:30 a.m.-9:30 a.m.	Fundamental Accounting (S)
	Personal Financial Management (S/PS)
8:00 a.m.-9:30 a.m.	Health Administration Procedures (S/PS)
8:00 a.m.-5:00 p.m.	Event Conflicts <i>Must first be resolved by Competitive Events Headquarters</i>
10:00 a.m.-11:00 a.m.	Fundamental Desktop Publishing (S/PS)
10:00 a.m.-12:00 p.m.	Basic Office Systems & Procedures (S/PS)

10:00 a.m.-1:00 p.m.	Broadcast News Production Team Finals (S) <i>Students complete projects 10:00 a.m.-1:00 p.m.</i>
10:00 a.m.-1:00 p.m.	Video Production Team Finals (S/PS) <i>Students complete projects 10:00 a.m.-1:00 p.m.</i>
10:00 a.m.-3:30 p.m.	Extemporaneous Speech Finals (ML)
	Extemporaneous Speech Finals (S)
	Financial Analyst Team Finals (S)
	Human Resource Management Finals (S)
	Network Design Team Finals (S)
	Parliamentary Procedure Team Finals (S)
	Small Business Management Team Finals (S)
10:30 a.m.-12:00 p.m.	Legal Office Systems & Procedures (S/PS)
	Spreadsheet Applications (ML)
10:30 a.m.-3:30 p.m.	Administrative Support Research Project Finals (S)
	Advanced Interview Skills Finals (S)
	Computer Animation Team Finals (S)
	Computer Modeling Finals (S)
	Digital Game Design Team (ML)
	Digital Media Production Finals (S)
	Economic Research Individual Finals (S)
	Economic Research Team Finals (S)
	Entrepreneurship Finals (S)
	Ethics & Professionalism Finals (S)
	Global Marketing Team Finals (S)
	Graphic Design Promotion Finals (ML)
	Graphic Design Promotion Finals (S)
	Health Research Presentation Finals (S)
	Interview Skills Finals (S)
	Video Production Team Finals (ML)
	Visual Design Team - Pilot Finals (ML)
	Visual Design Team - Pilot Finals (S)
	Podcast Production Team Finals (S)
	Prepared Speech Finals (ML)
	Prepared Speech Finals (S)
	Presentation Individual Finals (S)
	Presentation Team Finals (S)
	Website Design Team Finals (ML)
12:30 p.m.-1:30 p.m.	Business Law & Ethics (S/PS)
12:30 p.m.-2:30 p.m.	Advanced Office Systems & Procedures (S/PS)
	Word Processing (ML)
12:30 p.m.-3:30 p.m.	Advanced Desktop Publishing (S/PS)
	Fundamental Spreadsheet Applications (S/PS)
3:00 p.m.-4:00 p.m.	Financial Literacy (ML)
	Medical Coding (S/PS)

3:00 p.m.-4:00 p.m.	MIS Event Finals - Section 1 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
3:00 p.m.-5:00 p.m.	Payroll Accounting (S/PS)
3:00 p.m.-5:00 p.m.	SQL Database Fundamentals (S/PS)
4:30 p.m.-5:30 p.m.	MIS Event Finals - Section 2 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>
6:00 p.m.-7:00 p.m.	MIS Event Finals - Section 3 <i>Computer Network Technology-Application Event (S/PS)</i> <i>Computer Security-Application Event (S/PS)</i> <i>Device Configuration & Troubleshooting-Application Event (S/PS)</i> <i>Linux Operating System Fundamentals-Application Event (S/PS)</i> <i>Network Administration Using Cisco-Application Event (S/PS)</i> <i>Server Administration Using Microsoft-Application Event (S/PS)</i>

MONDAY, MAY 13

MONDAY GENERAL EVENTS

6:00 a.m.-12:00 p.m.	Competitive Events Headquarters <i>Hilton Chicago</i>
7:30 a.m.-9:00 a.m.	BPA National Showcase Set-up
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	Certiport Open Certification Lab
8:00 a.m.-12:00 p.m. (Last exam at 11:00 a.m.)	YouScience Open Certification Lab
8:00 a.m.-12:00 p.m.	Conference Headquarters
8:00 a.m.-12:00 p.m.	Finance Desk
8:00 a.m.-12:00 p.m.	Tour Desk
8:00 a.m.-12:00 p.m.	Registration/Information Desk
8:00 a.m.-1:00 p.m.	Conference Pin & Prepaid Merchandise Pick-up (<i>T-shirts, tassels, honor cords</i>)
9:00 a.m.-10:00 a.m.	National Showcase Business Panel <i>All National Showcase participants are required to attend</i>
9:00 a.m.-12:00 p.m.	Leadership Passport Certificate Pick-up
10:00 a.m.-12:00 p.m.	Contest Review - <i>Drop in to review the event of your choice</i>

10:00 a.m.–12:00 p.m.	Ready to Launch: Chapter Leader Academy <i>Presented by Scott Mathie, BPA Leadership Development Specialist *Open to all current and aspiring student leaders*</i>
10:00 a.m.–12:30 p.m.	BPA National Showcase V01 Virtual Multimedia & Promotion Individual V02 Virtual Multimedia & Promotion Team V03 Software Engineering Team V04 Web Application Team V05 Mobile Applications V06 Promotional Photography V07 Cybersecurity - Digital Forensics V08 Start-up Enterprise Team V09 Financial Portfolio Management Team V10 Virtual Branding Team V11 2D Animation Team - Pilot V12 Social Media Marketing Campaign Team - Pilot V13 Esports Team - Pilot V14 Ethical Leadership & Decision Making Team - Pilot
10:00 a.m.–9:00 p.m.	BPA Mall
2:00 p.m.–8:00 p.m.	Awards Finales <i>Award order will be announced in April</i>
9:00 p.m.–10:00 p.m.	New Executive Council Orientation
Midnight	Curfew (Secondary & Middle Level)

TUESDAY, MAY 14

TUESDAY GENERAL EVENTS

7:00 a.m.–11:00 a.m.	NLC Award Pick-up (final opportunity)
7:30 a.m.–8:30 a.m.	Board of Trustees Meeting
9:00 a.m.–11:00 a.m.	Corporate Meeting
11:00 a.m.–12:00 p.m.	New Board of Trustees Meeting

Ready to Launch: Chapter Leader Academy Monday, May 13, 10 a.m.–12 p.m.

Calling all Chapter Leaders! Whether you are recently elected or want to pursue a student-leadership position at the chapter, regional, state, or executive level, learn what it takes to launch your personal leadership and chapters to greater heights! Chapter leaders will connect with their peers and build the foundation to their own personal leadership plan, articulate and understand their BPA story, and identify key strategies for building healthy chapters.

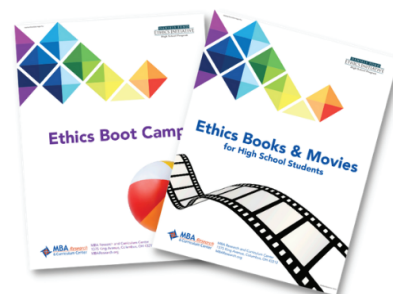


We are thrilled to offer materials for teaching ethics and ethical decision-making **at no cost**, thanks to the generous support of the Daniels Fund.



- Course guides
- Lesson modules
- A*S*K certification
- Books & Movies List
- Boot Camp
- Video series
- Digital badges
- Training

MBAResearch.org/Ethics



Online Learning Center: Everything you need to teach business

The MBA Research Learning Center is loaded with 300+ interactive instructional modules, plus ready-made and customizable course options, that are accessible anytime, anywhere. Deliver content, manage instruction, and give assessments—all in one place.

SAVE THE DATE

2024 STUDENT LEADERSHIP SUMMIT SEPTEMBER 26-29, 2024



September 26-29, 2024
Washington, DC
Le Meridien Arlington

This multi-day event, designed for chapter and state officers, will feature sessions on personal leadership styles, team development, goal setting, strategic communication, fundraising, advocacy, etiquette training, and other valuable leadership skills.

MORE INFORMATION TO COME!



DRESS CODE GUIDE

Student members, advisors, and chaperones must follow the conference dress code, which promotes a professional atmosphere. It is also recommended that conference guests follow the dress code policy. This guide provides acceptable and unacceptable dress examples that apply to BPA national events.

Business Professional Dress

Attire for all judged competitive events and to go on stage during any general sessions:

- Suit jackets, blazers, or dresses
- Tops: Dress shirts with ties or blouses
- Bottoms: Dress pants or skirts
- Shoes: Close-toed dress shoes, heels, or flats



Business Casual Dress

Attire for competitive events inside all computer labs (i.e., open events lab, certification labs, etc.), leadership development workshops, campaign rallies, caucuses, exhibit halls, and general sessions, if not going on stage:

- Tops: Polos, oxford shirts, sweaters, dresses or blouses
 - Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater
- Bottoms: Dress pants or skirts
- Shoes: Dress shoes, heels, or flats



Casual Dress

Attire for tours, special events, and service activities:

- Tops: T-shirts, sweatshirts, and other casual tops
- Bottoms: Jeans, shorts, or other casual bottoms
- Shoes: Any footwear, including sneakers or sandals



Additional Notes

- All attire must not include any offensive graphics or slogans.
- All shirts should cover the midriff.

Unacceptable Items

The following items are prohibited in all conference areas:

- Strapless, spaghetti straps, tube tops, halter tops, and midriff tops
- Spandex, lycra, or transparent clothing
- Cut-offs and clothing with rips or tears
- Clothing with inappropriate words and pictures
- Mini/short skirts or dresses more than 2" above the knee
- Swimwear

Members who are uncertain about unacceptable attire should ask their chapter advisor, state leader, or any of the BPA conference staff.

Dress Code Violations

- Members not dressed in required attire will not be allowed to participate in conference events.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate or 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 have the right to grieve the issue immediately after being refused entrance. Dress code grievances will not be accepted if not received in writing at competitive events headquarters within one hour of the infraction.
- Members not adhering to the dress code will not be allowed onstage.



SHARE YOUR CONFERENCE EXPERIENCE!

Follow and tag
@BPAconnect and
use #NLC2024 with
your social posts.



CODE OF CONDUCT

By voluntarily participating in any officially sanctioned Business Professionals of America (BPA) event, members (middle level, secondary, postsecondary, advisors, and alumni) agree to adhere to the following code of conduct and ethics or forfeit their right to participate.

- Members shall respect and abide by the authority delegated to the Board of Trustees, state advisors, presiding officers, committee chairs, and advisor or authorized representative of the aforementioned.
- Members shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Members shall agree to, and abide by, the Academic Integrity Policy adopted by BPA.
- Members shall wear acceptable attire to all program activities as specified in the conference program.
- Identification badges shall be worn at all official functions.
- Members shall not smoke in public while wearing the BPA official blazer.
- BPA shall, under no circumstances, approve or condone the possession or use of tobacco in any form (including electronic forms of cigarettes) by any student member during official conference functions. Possession is defined as having on one's person, in one's belongings such as in a purse or luggage, in one's hotel/motel room, or having knowledge that prohibited item(s) are in one's hotel/motel room or in another person's possession.
- BPA shall, under no circumstances, approve or condone the possession, use, or serving of alcoholic beverages by student members 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 they return home.
- BPA shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at a BPA national conference or any other state or national activity. This is in effect from the time the member leaves home until they return home.
- BPA shall, under no circumstances, approve or condone the possession of any firearms, dangerous weapons, explosive compounds, or objects that could reasonably be considered or used as a weapon.
- Spouses are allowed to attend events if they officially register as a guest. They shall not have membership privileges and shall abide by all event rules.
- Non-registered individuals will not be allowed at event activities.
- Whether at the event site or in public places, members shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.
- Members shall conduct themselves in a professional manner.
- Members shall stay at the approved hotel/motel during national conferences. Participants residing within a 50-mile radius of the conference site may be exempt from the policy at the discretion of the Director of Strategic Programs & Experiences.
- Student members shall keep their adult advisors informed of their activities and whereabouts at all times.
- Student members shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.
- Curfew each night shall be midnight, and all student members shall be in their rooms by curfew.
- It is the responsibility of the chapter advisor to assign in advance and manage chapter guestroom accommodations on-site according to their school and/or district travel policies.
- When alumni division members serve or participate with any of its sister divisions at any official function the alumni members shall abide by the code of conduct established by that division.

Local chapter and state advisors are responsible for the supervision of student member conduct. Any member who violates or ignores any Code of Conduct and Ethics policy or engages in any form of behavior deemed unacceptable may be brought before the grievance committee for an analysis of the violation. The grievance committee shall be empowered to take appropriate action in consideration of the penalties for breaking any Code of Conduct and Ethics policy listed above.

Disciplinary actions may include, but are not limited to, forfeiture of privileges to attend further events, removal from office, disqualification from the event and any associated competitions, relinquishment of awards and recognition, and expulsion from the event at the member's expense. Appropriate authority figures, including but not limited to parents, guardians, supervisors, and employers will be notified as to the infraction and penalty imposed. BPA also reserves the right to notify law enforcement.

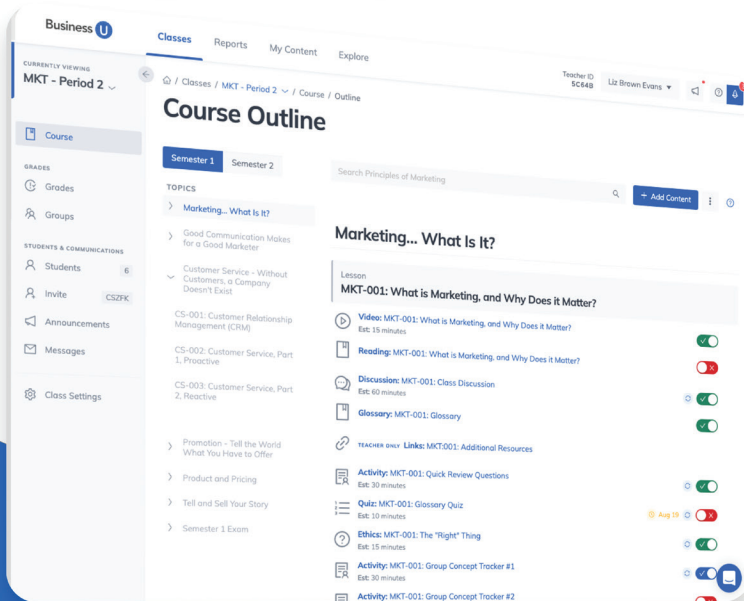


High School Business Courses

Standards-based | Turn-key | Customizable



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Principles of Marketing



Marketing Social Media

Finance



Accounting I



Principles of Finance



Personal Finance



Econ 101

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PRESS RELEASE TEMPLATE

Instructions for Advisors: Local news outlets such as newspapers, radio or television stations, and your school district's communications office like to receive information about noteworthy student achievements. Use the template below to announce your chapter's participation in the National Leadership Conference.

FOR IMMEDIATE RELEASE

Contact Person: [*Advisor or other school contact for questions from reporters or editors*]

Phone: [*Contact's phone number*]

Email: [*Contact's email*]

Address: [*School name and address*]

Date: [*Date the release will be distributed*]

[*School Name*] Students to Attend Business Professionals of America National Leadership Conference in Chicago

Students from [*School's*] Business Professionals of America (BPA) chapter will attend the 2024 BPA National Leadership Conference in Chicago, Illinois, May 10-14.

The conference will bring together an estimated six thousand delegates from across the country to vie for top honors in business and information technology skills competitions, attend leadership and professional development workshops, receive awards for community service activities and elect BPA's 2024-25 national student leadership team.

"For students and chapter advisors attending the National Leadership Conference, the event is the culmination of a year's work," said Steven J. Mitchell, BPA's executive director/CEO. "We can't wait to celebrate these students for the energy they have devoted to advancing to nationals in competitive events, sharpening their leadership and career skills, and contributing to community betterment through service initiatives."

The [*student/students*] from the [*School*] BPA chapter attending the conference [*is/are*]:

- [*List the student(s) attending the NLC and their competitive event(s), honors and awards or other activities that earned conference attendance.*]

[*Add a quote from the chapter advisor or a school administrator about the important role BPA plays in the school or the unique opportunities and benefits it provides for your students.*]

The 2024 National Leadership Conference is presented by Certiport, a Pearson VUE business, the leading provider of certification exam development, delivery, and program management services. Conference attendees can obtain valuable industry certifications during the during the event.

While in Chicago, participants will also have opportunities to network with other BPA members and business leaders, visit famous Chicago attractions and participate in community service activities.

The conference's opening session on May 10 and awards ceremonies on May 14 will be streamed live online at www.thinkcybis.com/bpa-live/.

About Business Professionals of America

Business Professionals of America (BPA) is the premier Career and Technical Student Organization (CTSO) for middle, high school, and college/university students preparing for careers in business and information technology. BPA provides opportunities for growth through education, competitive events, leadership development, and community service. The organization has more than 51,000 members in schools in the United States and China. Learn more at www.bpa.org.

guidebook

NATIONAL BPA HAS GONE MOBILE!

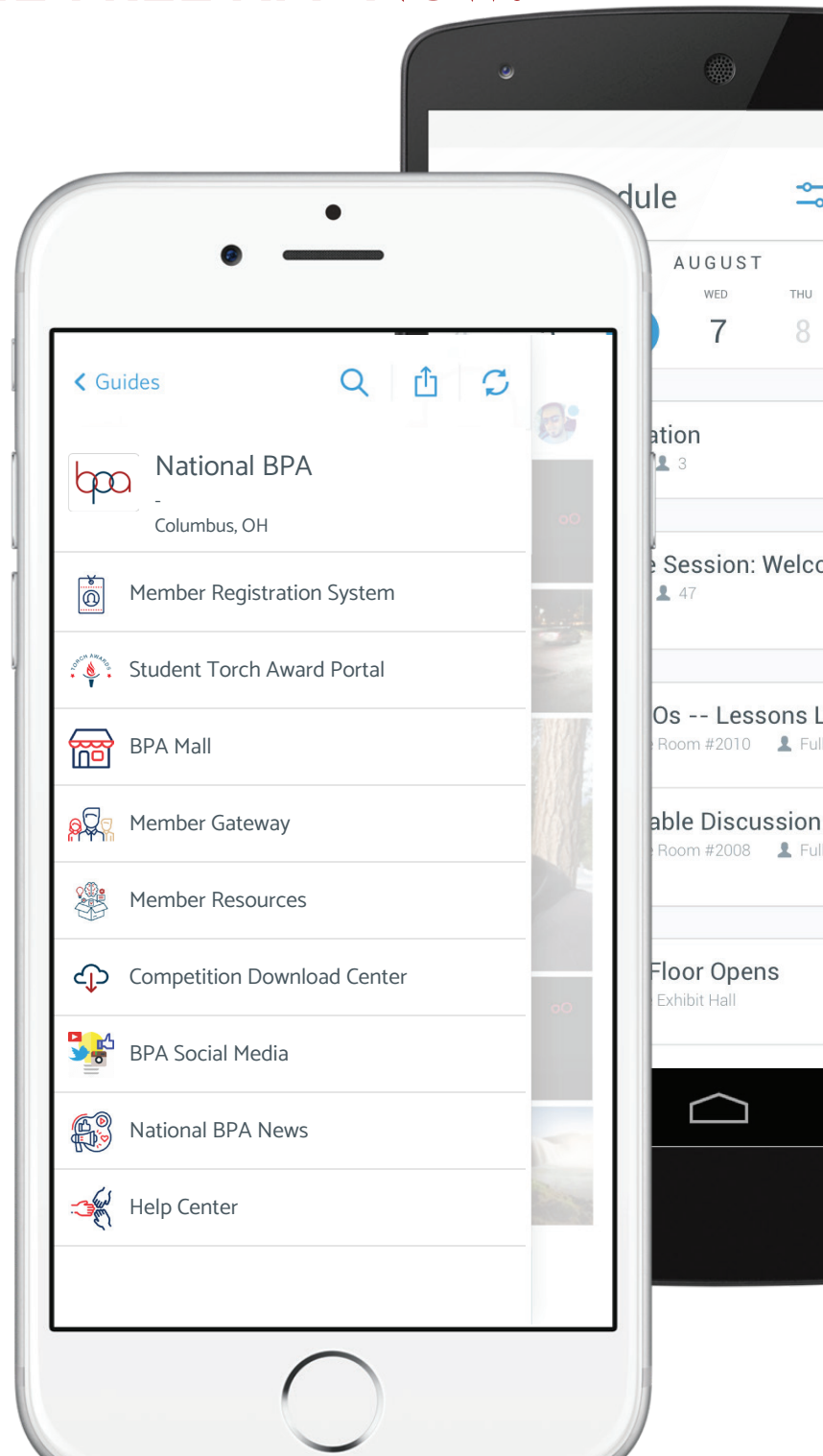
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iOS or Android device.

Prefer the web version?
Some content and
networking tools may
be available online at
nlc.bpa.org



Emergency Medical Authorization Form

PART I. 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.

Please print neatly and use black ink.

I, _____ of _____
Member member name Street, City, State, ZIP Code

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 reasonable accessible, and (3) consent to release the medical information provided.

Member signature

Date (month/day/year)

Parent or guardian signature (if member is under age 18)

Date (month/day/year)

Parent or guardian name (printed)

Parent or guardian phone (including area code)

Alternate contact name

Alternate contact phone (including area code)

The information below is needed by any hospital or practitioner not having access to the member's medical history. **If any item is marked "Yes", please explain in the right-hand column.** If taking medication, include the name, dosage amount, and the time it is taken.

Allergies Food Medications Other (insects, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Health problems or physical disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Respiratory problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Chronic disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emotional or psychological problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current medications	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Eyeglasses: <input type="checkbox"/> Yes <input type="checkbox"/> No Contact lenses: <input type="checkbox"/> Yes <input type="checkbox"/> No Hearing devices: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Required immunizations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last tetanus booster:		

Refusal of Consent

NOTE: Do not complete this form if you completed Part I.

PART II. *Please print neatly and use black ink.* 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 name (printed)

Street, City, State, ZIP Code

Member signature

Date (month/day/year)

Parent or guardian signature (if member is under age 18)

Date (month/day/year)

Parent or guardian name (printed)

Parent or guardian phone (including area code)

Request for Taxpayer Identification Number and Certification

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

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

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.

Business Professionals of America

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

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.

- ☐ Individual/sole proprietor or single-member LLC
- ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____
- 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.
- ☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

P O Box 729 MAILING ADDRESS

Requester's name and address (optional)

6 City, state, and ZIP code

Westerville, Ohio 43086

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

3 1 - 1 1 3 5 7 1 2

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 ►

[Signature] CFO

Date ► 02/02/2024

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.

► 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.

PARK US LESSEE HOLDINGS INC.

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

DBA HILTON CHICAGO

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.

☐ Individual/sole proprietor or single-member LLC

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

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.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

720 SOUTH MICHIGAN AVENUE

Requester's name and address (optional)

6 City, state, and ZIP code

CHICAGO, IL 60605

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

3 5 - 2 5 6 5 9 0 9

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 for Part II, later.

Sign
Here

Signature of
U.S. person

Date ►

1/23/20

General Instructions

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- 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)
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- 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

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

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

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.

Thor Palmer House Hilton, LLC

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

DBA Palmer House Hilton with HLT Palmer LLC as Managing Agent

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.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **C**

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.

☐ 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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

17 East Monroe Street

6 City, state, and ZIP code

Chicago, IL 60603

Requester's name and address (optional)

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

2 0 - 3 1 2 5 9 3 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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Paul A. Downing

Date ►

01/04/2024

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

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

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

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. Essex Hotel Owner, LLC	
	2 Business name/disregarded entity name, if different from above Le Meridien Essex Chicago	
	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 800 S Michigan Ave	Requester's name and address (optional)
	6 City, state, and ZIP code Chicago, IL 60605	
	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	7	-	1	8	6	1	6	9	8

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 for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 6/21/21
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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.	Name (as shown on your income tax return) Residence Inn By Marriott LLC	
	Business name/disregarded entity name, if different from above Residence Inn by Marriott Chicago Downtown Loop	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ C <input type="checkbox"/> Other (see instructions) ▶	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.) 10400 Fernwood Road City, state, and ZIP code Bethesda, MD 20817 List account number(s) here (optional)	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 the "Name" line to avoid backup withholding. For individuals, this is 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 <i>How to get a TIN</i> on page 3.	
<div> <div>Social security number</div> <div> <div></div><div></div><div></div> - <div></div><div></div> - <div></div><div></div><div></div><div></div><div></div><div></div> </div> </div> <div> <div>Employer identification number</div> <div> <div>5</div><div>2</div> - <div>1</div><div>5</div><div>1</div><div>9</div><div>6</div><div>4</div><div>6</div> </div> </div>	
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	

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>Michael P Croke</i> Date ▶ <i>2/2/2024</i>

General Instructions

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

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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 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

IMPORTANT NOTICES

Nondiscrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination of any program or activity for which is responsible.

Publication, Promotional Release, and Use of Images and Materials

You understand and acknowledge that, in conjunction with your participation in the NLC, BPA may capture photos, video, and other recordings of participants before, during, and after events at the NLC. You expressly authorize BPA and grant to BPA, without further consent, an irrevocable limited license to use, display, and reproduce any and all photos, video and/or other recordings of you captured before, during and after events at the NLC by BPA in any medium or format. You acknowledge and agree you have no right to review or approve such materials before they are used, displayed, or reproduced. BPA may, but is not required to, use, display, and reproduce such photos, video, and other recordings of you in future print materials, online materials (including the BPA website and its official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. By participating in the NLC, you waive and release BPA from any and all claims relating to the use, display, and reproduction of such photos, videos, and recordings.

Event Participation Assumption of Risk, Release and Waiver

An inherent risk of exposure to COVID-19 exists in any public place where people are present, even with the use of personal protective equipment and social distancing. COVID-19 is an extremely contagious virus that can lead to severe illness and death. Although Business Professionals of America ("BPA") has implemented necessary and appropriate safety and sanitation measures, attendance at the National Leadership Conference ("NLC") may be hazardous and involve an unavoidable risk of illness due to contact with or proximity to people or things exposed to the coronavirus. By attending the NLC with the express understanding of such potential hazards, you knowingly and voluntarily acknowledge and assume the risk of such hazards. You expressly waive and release, to the fullest extent permitted by the law, any and all claims and potential causes of action, of any nature, against BPA on account of any and all injury, illness, and/or death arising out of or attributable to attendance at the NLC, COVID-19 related or otherwise. You understand and acknowledge that BPA, its adult leaders and representatives may not be present at all times during NLC and cannot guarantee your safety or mitigate all risks involved in your participation in the NLC. Attendees should, at all times, follow BPA staffs' instructions and use their best judgment. BPA is not responsible for lost, stolen, or damaged property.

Social Media Use

BPA encourages members to use social media in productive and positive ways. Malicious use of social media will not be tolerated. Malicious use may include, but is not be limited to, photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (e.g., 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 (e.g., hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use). BPA will not tolerate any type of inappropriate behavior from any individual involved, engaged, or associated with BPA or participating in any BPA activities on the local, regional, state, and national level. 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.



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