



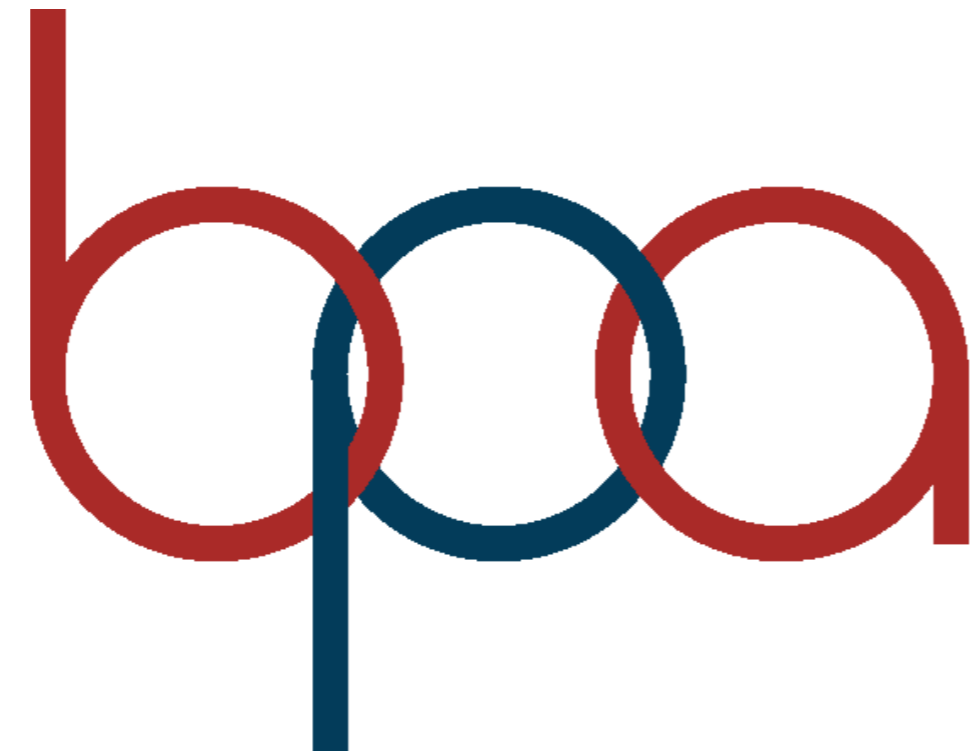
**BUSINESS  
PROFESSIONALS**  
*of* AMERICA

**GAYLORD NATIONAL**  
RESORT & CONVENTION CENTER  
*on the Potomac*

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**NLC Advisor Orientation**

**February 6, 2020**



## **Giving Purpose to Potential**

The purpose of this webinar is to educate and orient local chapter advisors regarding the 2020 National Leadership Conference

**Jonathan Smith**

Director of Strategic Programs & Experiences

# Preparing to Leave the Classroom

Approval  
Budget  
Fundraising  
Orientations  
Paperwork

# Approval

- **Meet with School Administration/Board of Education**
- **Obtain approval on travel dates and put on the calendar**
- **Gain early commitment from students**
- **Acquire pre-approval from parents**
- **Gain approval to host a fundraising event**

# Approval-Timeline

## Regular Registration

**Dates:** February 28-April 1, 2020

**Cost:** \$125.00

## Late Registration

**Dates:** April 2-April 8, 2020

**On-Site Registration Fee:** \$145.00

Visit <https://bpa.org/nlc/registration/deadlines-and-fees/> for a detailed list of fees and deadlines.

# NLC Travel Budget: Expenses

## Registration Fees

### **Full Attendee - \$125**

- Students
- Advisors

### **Guest Attendee - \$90**

- Chaperones
- Parents

## Lodging

### **Gaylord National**

\$285 + 18% Tax = \$336.30

### **Westin**

\$269 + 18% Tax = \$317.42

### **AC Hotel/Hampton Inn/Residence Inn**

\$264 + 18% Tax = \$311.52

## Miscellaneous

### • **Meals**

### • **Travel**

- Airfare
- Ground Transfers

### • **Tours, souvenirs, etc.**

# NLC Travel Budget: Income

- **Contributions**

- Business contributions, Kiwanis/Rotary Clubs, Community Foundations, Travel Grants

- **Fundraisers and Events**

- Bingo Night, 50/50 Raffle, Restaurant Nights
- Fundraising ideas: <https://bpa.org/learn/courses/bpa-shares/>

- **Out of Pocket**

# Sample Budget

## Per Person Cost

**Registration:** \$125.00

**Lodging:** 4 Nights x \$84.08 (quad occupancy) = \$336.30

**Meals:** 5 Days x \$40.00 = \$200.00

**Travel:** Flight-\$450.00 + Ground-\$40 = \$490.00

**Tour:** \$100

**Miscellaneous:** 10% = \$130

**Total: \$1,382**



# Orientations

## Host 2-3 Pre-Conference Orientations

- Students: Assume they have never traveled before
- Guardians: Inform them of what NLC entails
- Chaperones: Discuss responsibilities and travel plans

## Set Expectations

- Behavior
- Financial obligations
- Requirements for eligibility

## Set-Up Group Communication

- Remind <https://www.remind.com/>
- Group text

# “Paperwork”

## Keep a paper copy of all documents

- Permission forms
- Medical Authorization forms
- Signed Dress Code
- Signed Code of Conduct
- CTSO Homework forms
- Conference Registration invoice(s)
- Hotel invoice / confirmation emails
- Copy of all checks submitted (hotel payment and/or BPA)
- Airline confirmations / tickets
- Ground transportation confirmations / tickets

# “Paperwork”

## Keep a paper copy of electronic resources

- Style & Reference Manual
- Human Resources Manual
- Ethics & Professionalism Resources Manual
- Copy of each participant’s schedule
- Conference Program

# “Paperwork”

## Create an Information Table by Participant

- Parent / guardian contact information
- Student contact information
- Insurance information
- Reservation assignment (hotel room number and roommates)
- Competitive Event schedule
- General Events schedule (tours, certifications, BPA University sessions, etc.)

# **NLC Registration**

**Before You Begin**

**Using the Conference Registration System (CRS)**

**Hints & Tips**

# Before You Begin

**Download the Conference Preview Guide**

<https://bpa.org/nlc/>

*Available by February 21<sup>st</sup>*

**Review the NLC HQ website in detail**

Housing & Transportation

National Officer Elections

Professional Development

*and more!*

# Before You Begin

- **First and Last Name of all participants attending** (including guests)
- **Tour selections** (if applicable)
- **Sessions or Events for any participant attending**
  - General Sessions
  - National Leadership Academy
  - BPA University Workshops
  - Volunteer Program
- **Competitive Event eligibility for each student**
- **Advisor assignment preference**
  - Administrator / Proctor / Grader / Volunteer

# Before You Begin

- **T-shirt size for pre-order Conference T-shirts**
- **Walk for Special Olympics participation**
- **Certification Exams**
- **Day of Service Activities**
- **Rooming list for hotel reservations**
- **Method of payment**
  - Conference invoice payments due to National Center by **April 15<sup>th</sup>**
  - Hotel deposit payment due to assigned hotel by **April 15<sup>th</sup>**



# Using the Conference Registration System (CRS)

Review the Conference Registration instructions

<https://bpa.org/nlc/registration/>

*Also available in the Conference Preview Guide*


**Conference Registration opens February 28, 2020**

**Access the CRS online at:**

<http://registermychapter.com/bpamem/>

# Using the Conference Registration System

## Part 1: Conference Registration



The screenshot shows the BPA Registration System home page. At the top left is the BPA logo (three interlocking circles) and the text "BUSINESS PROFESSIONALS of AMERICA". Below the logo is the heading "Welcome to BPA Registration". On the left side, there is a vertical list of navigation links, each preceded by a red triangle icon. The link "Leadership Conference Login" is circled in black. To the right of the navigation list, the text "After submitting your registration, you will receive:" is followed by a bulleted list of three items: "Annual Membership Pin for each registered member", "Annual Membership Card will be available for download", and "The SOURCE: Online interactive community".

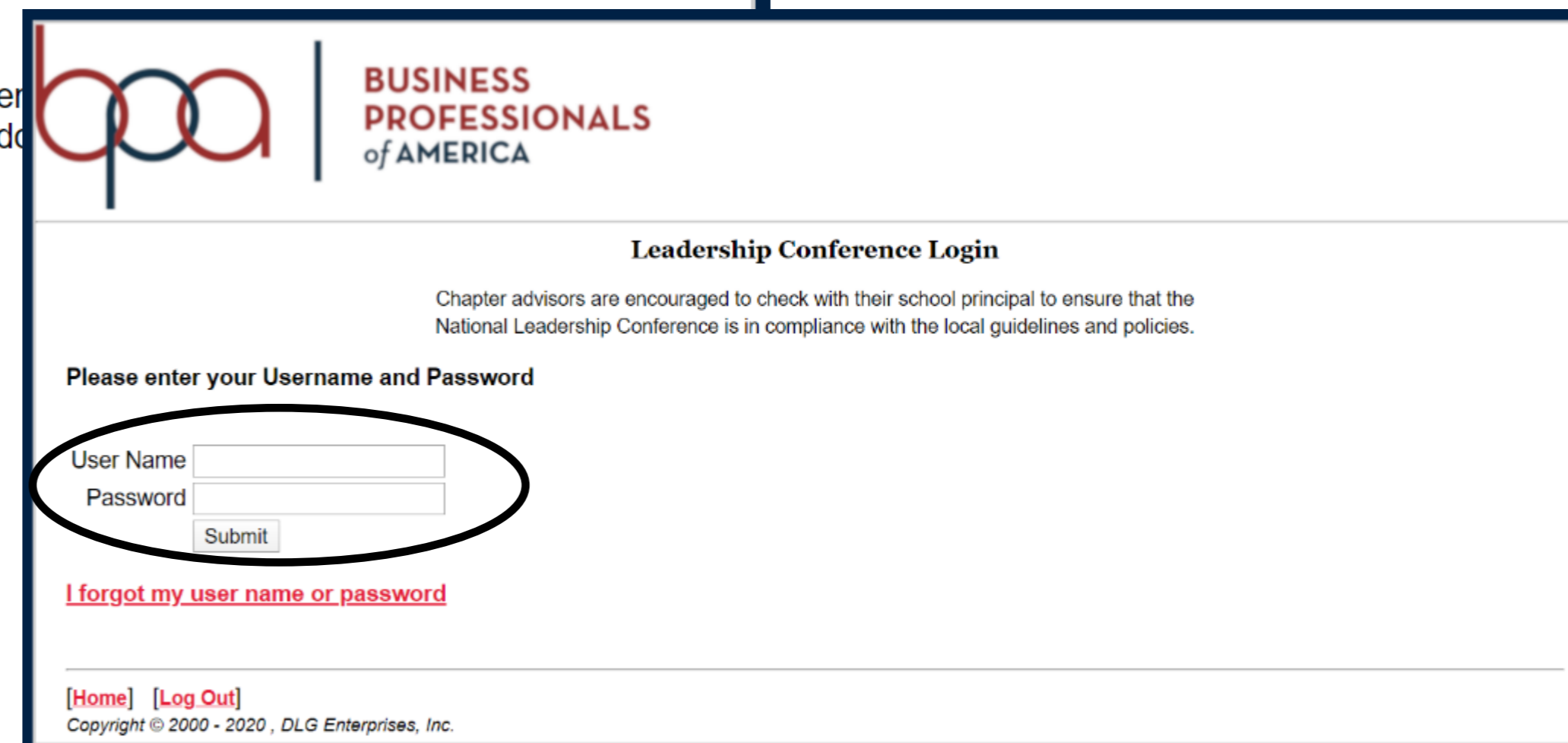
**BUSINESS PROFESSIONALS of AMERICA**

### Welcome to BPA Registration

- ▶ [Member Login](#)
- ▶ [Start a New Chapter](#)
- ▶ [Torch Awards](#)
- ▶ [BPA University](#)
- ▶ [Leadership Conference Login](#)
- ▶ [Leadership Conference Results](#)
- ▶ [Alumni Registration](#)
- ▶ [National Center and State Contact Information](#)
- ▶ [Recommendation Form](#)
- ▶ [F.A.Q.](#)
- ▶ [Forgot My Chapter ID](#)
- ▶ [Help](#)
- ▶ [Log Out](#)

After submitting your registration, you will receive:

- Annual Membership Pin for each registered member
- Annual Membership Card will be available for download
- The SOURCE: Online interactive community



The screenshot shows the "Leadership Conference Login" page. At the top left is the BPA logo and the text "BUSINESS PROFESSIONALS of AMERICA". Below the logo is the heading "Leadership Conference Login". Underneath the heading is a paragraph of text: "Chapter advisors are encouraged to check with their school principal to ensure that the National Leadership Conference is in compliance with the local guidelines and policies." Below this text is the instruction "Please enter your Username and Password". There are two input fields: "User Name" and "Password", both of which are circled in black. Below the "Password" field is a "Submit" button. Below the "Submit" button is a red link: "[I forgot my user name or password](#)". At the bottom of the page, there are two links: "[Home]" and "[Log Out]", followed by the copyright notice "Copyright © 2000 - 2020, DLG Enterprises, Inc.".

**BUSINESS PROFESSIONALS of AMERICA**

### Leadership Conference Login

Chapter advisors are encouraged to check with their school principal to ensure that the National Leadership Conference is in compliance with the local guidelines and policies.

Please enter your Username and Password

User Name

Password

[I forgot my user name or password](#)

[\[Home\]](#) [\[Log Out\]](#)

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# Using the Conference Registration System

## Part 1: Conference Registration

### 2020 National Leadership Conference Registration Invoice

School / Chapter	REMIT TO
<b>National Center</b> 700 Morse Road, Suite 201 Columbus, OH 43214 Chapter: National Center (99-0004) Mark Burch mburch@bpa.org Phone: 6148957277 x: 7482	<b>Business Professionals of America-National Center</b> P. O. Box 729 Westerville, OH 43086 Phone: (614)895-7277 Fax: (614)895-1165

Please select members that will be attending the conference

Participant ID / Participant Name	Select	Have you or are you currently serving in the United States Armed Forces?		Status
99-0004-0005 - Demo Account	<input type="checkbox"/>	<input type="checkbox"/>	Male ▼	Student (\$125.00) ▼
99-0004-0007 - Thomas Jefferson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Male ▼	Student (\$125.00) ▼
99-0004-0006 - Dolly Madison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Female ▼	Student (\$125.00) ▼
99-0004-0008 - James Monroe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Male ▼	Student (\$125.00) ▼
Mark Burch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> First Time?	Advisor (\$125.00) ▼
Jonathan Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> First Time?	Advisor (\$125.00) ▼
Guests/Alumni		Have you or are you currently serving in the United States Armed Forces?		Status
First Name: Martha Last Name: Washington		<input type="checkbox"/>		Select... ▼ Select...
First Name: <input type="text"/> Last Name: <input type="text"/>		<input type="checkbox"/>		Chaperone (\$90.00) Guest (\$90.00)
First Name: <input type="text"/> Last Name: <input type="text"/>		<input type="checkbox"/>		Select... ▼
<a href="#">Add Previously Registered Guest</a>				

Click to Continue

# Using the Conference Registration System

## Part 1: Conference Registration

Participant Name/Items	Add	Sub Total
<b>99-0004-0007 Thomas Jefferson (Student)</b> [Edit] [Delete] [Special Needs] Reg.: Conference Registration	Add Contest Leadership Academy Student Volunteer Items T-Shirt Tour Certification Special Olympics Special Event BPA University General Sessions	\$125.00
<b>Jonathan Smith (Advisor)</b> [Edit] [Delete] [Special Needs] Reg.: Conference Registration	NLC Assignment Items T-Shirt Tour Certification Special Olympics Special Event BPA University General Sessions	\$125.00
<b>Registration Subtotal</b>		\$250.00
<b>Grand Total</b>		\$250.00

[ Add Member ] [ Add Guest/Alumni ]

**PAYMENT INFORMATION**  
 If Paying By Credit Card, you cannot type your credit card into this form. Please print off the form and fax it to our office at 614-895-1165, Attn: Finance. You must press the Submit Invoice button to complete the transaction. No changes by National Center 5 business days after date of invoice. Payment due upon receipt.


Pay Type:

Check or P.O. #:

Credit Card # (fill in after printing):

Exp Date: \_\_\_\_ / \_\_\_\_ (MO/YR)

Signature: \_\_\_\_\_

1. Advisors, don't forget to register for your NLC job assignments.
2. Click [here](#) to view your schedule.
3. Click [here](#) to print a copy of your registration.
4.  **REMINDER: Don't forget to select contests for your students before submitting!!**
5. **NOTE: You must press the Submit Invoice button below to complete this transaction. Once this invoice is submitted, you are subject to the Business Professionals of America refund policy. Please see <http://www.bpa.org/nlc/refunds>**

**Step 2: [Hotel Reservations](#) - Cut Off Date is 4/1/2017 11:59:00 PM - Click here to make your hotel reservations**

I  acknowledge that I am the Responsible Party for the registered chapter submitted on this invoice and will be held responsible for the registered attendees listed, herein; as they attend the 2018 Business Professionals of America National Leadership Conference from the time of departure to the 2018 National Leadership Conference to the time of return to home. I certify that I have, in my possession, all applicable permission slips, appropriate liability waivers, medical release forms, and any other document as required/provided by the local school, local school district, state department of education, and/or Business Professionals of America for each person that I am responsible for as they attend the National Leadership Conference. I will retain in my possession copies of all applicable document(s)/form(s) for each attendee for the duration of the conference and for an appropriate amount of time, thereafter. I agree that I will provide, upon request, a copy of any specific document(s)/form(s) as needed, for any specific registrant, to the Business Professionals of America National Center staff. I understand that participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation will be responsible for all charges associated with a no show fee. BPA has the right to collect fees from schools directly should a no show fee result in a direct expense to BPA.

[Save & Finish Later](#)

# Using the Conference Registration System

## Part 2: Hotel Reservations



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### Hotel Room Reservation

Chapter Information	Remit To Hotel Listed Below
Jonathan Smith National Center (99-0004) 700 Morse Road, Suite 201 Columbus, OH 43214 Phone: 6148957277 E-Mail: jsmith@bpa.org Division: Secondary	<b>Gaylord National Resort &amp; Convention Center</b> 201 Waterfront street Attn: Guest Billing Department National Harbor, MD 20745 Phone: 301-965-4000

**Room # 1**

Please select the names for this room below.

Jonathan Smith - Inv # C204488	▼	Arrival (mm/dd/yyyy)	05/06/2020	📅	Time	4:00 PM	Departure (mm/dd/yyyy)	05/10/2020	📅
Select Name...	▼	Arrival (mm/dd/yyyy)		📅	Time		Departure (mm/dd/yyyy)		📅
Select Name...	▼	Arrival (mm/dd/yyyy)		📅	Time		Departure (mm/dd/yyyy)		📅
Select Name...	▼	Arrival (mm/dd/yyyy)		📅	Time		Departure (mm/dd/yyyy)		📅

Save & Return to Hotel Reservation | **Save & Add Another**

[Back to Hotel Reservation](#)

# Using the Conference Registration System

## Part 2: Hotel Reservations

Room #	Names	
1	Jonathan Smith Arrive 5/6/2020 16:00:00 Depart 5/10/2020 [Edit] [Delete]	<a href="#">Add to this room</a>
2	Thomas Jefferson Arrive 5/6/2020 16:00:00 Depart 5/10/2020 [Edit] [Delete]	<a href="#">Add to this room</a>

Add Room

[Add Additional Individual](#) - Click here to add students/advisors from other chapters you will be sharing with.

[Delete Reservation](#) - This will remove your reservation from the system. Click here if you are not making a reservation for your chapter at all. Use this feature if you are making a reservation for all of your participants through another chapter.

<b>Sub Total</b>	\$2,280.00	Calculate Total
<b>Guestroom Occupancy Tax</b>	\$410.40	
<b>Total Due</b>	\$2,690.40	
<b>Hotel Deposit</b>	\$2,690.40	
<b>Pay Type</b>	Please Select... ▼	(Required)
<b>Check #</b>		
	A deposit of one-night's accommodation is required for each room reserved and must be sent to your hotel. The deposit must be paid by check or credit card. If paying by check, the check should be made payable to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system. Mailing instructions are on the invoice. If paying by credit card, complete the Gaylord National Credit Card Authorization Form and send it directly to the hotel as inst	

View Split Out Details

Click [here](#) to print a copy of your reservation.

Please note that you **MUST** submit your hotel reservation before you may submit your conference registration

# Using the Conference Registration System

## Part 2: Hotel Reservations

Jonathan Smith National Center (99-0004) 700 Morse Road, Suite 201 Columbus, OH 43214 Phone: 6148957277 E-Mail: jsmith@bpa.org Division: Secondary	<b>Gaylord National Resort &amp; Convention Center</b> 201 Waterfront street Attn: Guest Billing Department National Harbor, MD 20745 Phone: 301-965-4000
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### Room Split Out Detail


Name	Room #	Date	# of People	Rate	Guestroom Occupancy Tax	City Tax	Room Tax	Resort Fee	Split Rate
Thomas Jefferson	1 Bed # 2	5/6/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Thomas Jefferson	1 Bed # 2	5/7/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Thomas Jefferson	1 Bed # 2	5/8/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Thomas Jefferson	1 Bed # 2	5/9/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
<b>Thomas Jefferson Subtotal</b>									<b>\$1,345.20</b>
Jonathan Smith	1 Bed # 1	5/6/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Jonathan Smith	1 Bed # 1	5/7/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Jonathan Smith	1 Bed # 1	5/8/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
Jonathan Smith	1 Bed # 1	5/9/2020	1	\$285.00	\$51.30	\$0.00	\$0.00	\$0.00	\$336.30
<b>Jonathan Smith Subtotal</b>									<b>\$1,345.20</b>
<b>Total</b>									<b>\$2,690.40</b>

Click [here](#) to print a copy of your reservation.

# Using the Conference Registration System

## Part 2: Hotel Reservations

Signature: \_\_\_\_\_

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**[Save & Finish Later](#)**

[ [View Previous Invoices](#) ] [ [View Your schedule](#) ]



# Hints & Tips

- Ensure that all registration invoices and hotel reservations have been submitted
- Make copies of all submitted documents
- Ensure all payments are submitted by the deadline, including hotel deposits
- Book early for tour/session availability
- Pay close attention to all deadlines, including refund eligibility
- Start planning your housing arrangements early



# 2020 NLC Highlights

- AICPA Advisor Reception
- AICPA Student Networking Event
- Bank On It Tournament
- Certiport and Precision Exams Certification Labs
- National Showcase and Business Panel
- NAP Certification Testing
- NLC Exhibitor Showcase
- BPA University sessions
- BPA Day of Service, Walk for Special Olympics, and Special Event

# What Does This Mean?

- **NLC** National Leadership Conference
- **APG** Administrator/Proctor/Grader
- **CRS** Conference Registration System
- **NLC Pin Pick-Up** Conference token for all participants
- **Judge** Competitive Events
- **General Session** Opening, Honors, Business Meeting, Awards Finale
- **State Meeting** NLC Updates and state-specific information

# What Does This Mean?

- **Voting Delegate Briefing Meeting**
- **Campaign Rally**
- **Caucus**
- **Trading Pin**
- **Exhibitors Showcase**
- **CEAC / SAAC**

Head Voting Delegates to attend

All participants / Meet Candidates /  
Primary Voting

Voting Delegates / Candidates

State-provided pins to swap

Meet with partners and vendors

Stakeholder update meetings

# Contacts



**JONATHAN SMITH**  
DIRECTOR OF STRATEGIC  
PROGRAMS & EXPERIENCES

**Conference Registration, Events, and  
Hotel Accommodations**

jsmith@bpa.org  
614-895-7277 ext. 7483



**AMBER McNEW**  
DIRECTOR OF EDUCATION

**Competitive Events and Certifications**

amcnew@bpa.org  
614-895-7277 ext. 7480

**More contacts at:**

<https://bpa.org/about-us/our-people/our-staff/>



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**THANK YOU!**