

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Get Ready for the 2024 National Leadership Conference!

We cannot wait to see you in Orlando! This packet contains everything you need to know to register for the 2024 National Leadership Conference.

Registration Guide Content

NLC Overview	2
Important Resources	2
NLC Registration Timeline	2
NLC Registration	4
Overview	4
Registration Instructions	4
Add-On Options	5
Pre-Registration for Special Programming	7
NLC Scholarship Application.....	7
Hotel Reservations	8
Housing Policy	8
Housing Overview	8
Instructions for Making Housing Reservations	9
State Hotel Overview	9
Travel Logistics.....	12
Airline Discounts	12
Bus Reservations	12
Bus Parking.....	13
Visit Orlando Discounts	13
Experience NLC	13
Schedule at a Glance	13
General Sessions	14
Future Leaders Expo Hall.....	15
Student Opportunities	15
Elections Information	16
National Officer Candidates	16
Voting Procedures	17
Competitive Events Information	18

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Guidelines	18
Registration Process	18
<i>Tentative</i> Competitive Events Schedule at National Leadership Conference.....	19
Competitive Events Volunteers at National Leadership Conference	19
Policies	19
FBLA Code of Conduct.....	19
Honor Code	20
Housing Policy	21
FBLA Dress Code.....	22

NLC Overview

FBLA members have the competitive edge, as the best and brightest of FBLA convene to compete in leadership events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA experience, especially for those running for national office.

Conference Location

Orange County Convention Center (West Concourse)

9800 International Dr
Orlando, FL 32819

Important Resources

- [NLC Website](#) – The NLC Website will continue to be populated with more information leading up to NLC. Please check it regularly.
- [NLC Helpdesk](#) – Do you have a question? The NLC Helpdesk has answers to frequently asked questions. If you cannot find the answer to your question in the helpdesk, submit a ticket and a member of the conference planning team will get back to you as soon as possible.

NLC Registration Timeline

Below are key events and deadlines to keep in mind as you prepare for the 2024 National Leadership Conference!

Date	Event/Deadline
March 1	✓ NLC Registration Opens in Blue Panda
March 22	✓ NLC Housing Opens on WV Housing Block <ul style="list-style-type: none"> • WV FBLA has a Block of Rooms • Chapters make their own room reservations • Chapters pay the hotel directly
April 15	✓ NLC Housing Opens ✓ NLC Scholarship Application Due

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



April 26	<ul style="list-style-type: none"> ✓ WV FBLA Registration Travel Charter Bus Deadline Click Here to complete the WV FBLA Registration
May 1	<ul style="list-style-type: none"> ✓ Housing Deadline
May 3	<ul style="list-style-type: none"> ✓ BAA Capstone Competitive Review Deadline <ul style="list-style-type: none"> • Advisers will need to register students for this in Blue Panda. More information can be found here.
May 7	<ul style="list-style-type: none"> ✓ NLC Registration Deadline for Competitors ✓ WV FBLA Payment Deadline for Charter Bus Travel ✓ Competitive Event Prejudged Assets Submission Deadline by Local Advisers (Uploaded into Blue Panda) <ul style="list-style-type: none"> ○ (Uploaded into Blue Panda: American Enterprise Project Business Plan Community Service Project Digital Animation Digital Video Production Future Business Educator Future Business Leader Job Interview Local Chapter Annual Business Report Partnership with Business Report) ✓ Competitive Events Assignments – Sign up for your preferred position here ✓ Approval request to run for a National Officer Candidate Request due to State Adviser or State Chair
May 11	<ul style="list-style-type: none"> ✓ 1st Round of NLC Late Fees <i>Opening</i> – Any conference registration and/or competitive event changes <i>between May 11-June 4</i> will be subject to the following late fees: <ul style="list-style-type: none"> • Conference Registration: \$195 + \$15 late fee • Competitive Event Change Fee, pending State Leader approval: \$25 per change
May 14	<ul style="list-style-type: none"> ✓ (HS) Production Test Asset Submission Deadline by Local Advisers (Uploaded into Blue Panda)
May 15	<ul style="list-style-type: none"> ✓ (HS) National Officer Candidate Application Deadline
June 1	<ul style="list-style-type: none"> ✓ (ALL) Deadline for LEAD & BAA Recognition at NLC
June 4	<ul style="list-style-type: none"> ✓ 1st Round of NLC Late Fees <i>Closing</i> – Any conference registration and/or competitive event changes <i>between May 11-June 4</i> will be subject to the following late fees: <ul style="list-style-type: none"> • Conference Registration: \$195 + \$15 late fee • Competitive Event Change Fee, pending State Leader approval: \$25 per change
June 5	<ul style="list-style-type: none"> ✓ 2nd Round of NLC Late Fees <i>Opening</i> – Any conference registration and/or competitive event changes <i>between June 5-22</i> will be subject to the following late fees: <ul style="list-style-type: none"> • Conference Registration: \$195 + \$25 late fee • Competitive Event Change Fee, pending State Leader approval: \$75 per change
June 11	<ul style="list-style-type: none"> ✓ MS & HS NLC Chaperone Onboarding from 12:00 PM to 1:00 PM ET <i>*All advisers/chaperones must attend an onboarding.</i>
June 12	<ul style="list-style-type: none"> ✓ MS & HS NLC Chaperone Onboarding from 6:00 PM to 7:00 PM ET <i>*All advisers/chaperones must attend an onboarding.</i> ✓ Refund/cancellation request deadline for 50% refund (no refunds after this date)
June 13	<ul style="list-style-type: none"> ✓ NLC Payment Deadline - <i>paid to National FBLA</i>
June 22	<ul style="list-style-type: none"> ✓ 2nd Round of NLC Late Fees <i>Closing</i> – Any conference registration and/or competitive event changes <i>between June 5-22</i> will be subject to the following late fees: <ul style="list-style-type: none"> • Conference Registration: \$195 + \$25 late fee • Competitive Event Change Fee, pending State Leader approval: \$75 per change
Prior to NLC	<ul style="list-style-type: none"> ✓ <i>Final</i> Round of NLC Late Fees – Any conference registration and/or competitive event changes <i>after June 22</i> will be subject to the following late fees: <ul style="list-style-type: none"> • Conference Registration: \$195 + \$50 late fee • Competitive Event Change Fee, pending State Leader approval: \$200 per change

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



NLC Registration

Conference registration fees include access to the Future Leaders Expo Hall, three days of workshops, general sessions, access to the conference app, networking opportunities, and costs associated with competition.

Overview

Conference Registration Fees – *Conference Registration, Universal Tickets, and other NLC Items will be done on Blue Panda and paid to National FBLA*

- Member Fee: \$195.00 *paid to National FBLA*
- Adviser & Chaperone Fee: \$100.00 *paid to National FBLA*
- WV FBLA Prices [Click Here to complete the WV FBLA Registration](#) for Travel *paid to WV FBLA*
 - Travel
 - 1st Place WV FBLA Winner Bus Ticket: \$0.00
 - 2nd – 4th Place WV FBLA Winner Bus Ticket (if seats remain): \$275.00
 - Main Advisers - \$200
 - Other Attendees (if seats remain): \$300.00

***WV FBLA Trading Pins will be available for purchase while supplies last on-site at NLC: \$10/package (quantity 5)*

Registration Deadlines

- **April 26, 2024** All attendees needing a seat on the WV FBLA Charter Bus must be registered via the WV FBLA Registration Form.
- **May 7, 2024:** All payments must be received by WV FBLA before or on May 7, 2024 otherwise seats may be cancelled. *paid to WV FBLA*
- **May 7, 2024:** All competitors must be registered no later than May 7, 2024. This is also the last date for regular rate registration.
- **After May 7, 2024:** Late fees will apply for both competitors and conference attendees. Competitive event changes must be made by your state leader.

Date Range	Late Fee
May 11 – June 4	✓ Conference Registration + \$15 ✓ \$25 per Competitive Event change
June 4 – 22	✓ Conference Registration + \$25 ✓ \$75 per Competitive Event change
After June 22	✓ Conference Registration + \$50 ✓ \$200 per Competitive Event change

Registration Instructions

Registration for the 2024 National Leadership Conference will be done through [Blue Panda](#).

- Only local advisers and/or state leaders can register members for NLC.
- Detailed registration instructions can be [found here](#) – please review as you register to ensure you do not miss any steps.

Payment Instructions



WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024

National Payment Options: Credit Card, Check, or Purchase Order.

WV FBLA Payment Options: Check and/or Purchase Order

WV FBLA Payment Deadline: May 7, 2024

**If a Purchase Order is used, payment for that PO must be received prior to June 15, 2024*

NLC Payment Deadline: June 13, 2024

**If a Purchase Order is used, payment for that PO must be received prior to the conference start date.*

Payment by Check

If paying by check, you must include both the check and the invoice in your envelope.

NLC Payment

All checks (with invoice) should be made payable to FBLA and mailed to the address below:

Future Business Leaders of America, Inc.

PO Box 79063

Baltimore, MD 21279

WV FBLA Payment

All checks (with invoice) should be made payable to FBLA and mailed to the address below:

West Virginia Future Business Leaders of America, Inc.

PO Box 6224

Charleston, WV 25362

Cancellation Policy

NLC Payment

Please email conferences@fbla.org with all refund and/or cancellation requests by June 12, 2024. A **50% penalty** will be applied if you cancel before **June 12, 2024**. There will be **no refunds after June 12, 2024**.

WV FBLA Payment – Non-Refundable after April 26, 2024 for WV FBLA Travel.

Change Fees

Attendee substitutions can be made in Blue Panda until May 7th without penalty. Substitutions after May 7th will incur a \$15 change fee.

Add-On Options

Additional add-ons can be purchased during registration. All add-on options can be purchased during registration. Some add-on options will also be available in an NLC online store accessible to members, advisers, and parents in mid-March. Instructions will be posted on the NLC homepage.

Accident Insurance

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Accident Insurance (\$2.00 per attendee)

Accident insurance is available for purchase from the Federal Insurance Company. Those who purchase this insurance will be covered while in attendance at the NLC, including travel directly to and from the conference. Coverage begins at the actual start of the trip to the NLC and continues on a 24-hour basis during the trip. It ends when attendees return to their permanent residence. Benefits include up to \$25,000 for accidental death or dismemberment and up to \$2,500 for accidental excess medical expenses. The maximum limit of insurance is \$500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. To enroll, select the insurance option and include the \$2 fee per person with your conference registration payment. Refunds are not available.

Please note: This is accident insurance; it does not cover illnesses not related to an accident. Sunburn is not classified as an accident. For a claim against this policy, notify the FBLA National Center in writing for verification of coverage and claim information.

***Accident insurance is non-refundable.**

Conference Guest Passes

**Guest passes are non-refundable and available on a first-come, first-serve basis.*

General Session Guest Pass (\$25 per session) – Pass provides access for guests to attend the Opening Session or Closing Session. Passes are specific to an individual session and cannot be changed once purchased.

Guest Day Pass for Open Competitive Event Finals (\$25) – Pass gives guests access to view open competitive events on July 2nd.

Guest Pass Bundle (\$60) – Pass provides access to both general sessions and open competitive event finals on July 2nd.

Pre-Order the Official NLC T-shirt

Make sure you show your FBLA spirit while you are in Orlando with the official NLC T-shirt! You can pre-order your shirt during registration for \$20. The FBLA Shop will have a limited number of official NLC T-shirts available on-site for \$25. T-shirts purchased through the registration process may be exchanged for size only depending on availability.

Social Events & Discounted Excursions

**Social events & excursions are non-refundable and available on a first-come, first-served basis.*

FBLA Night at Universal Studios (\$125) – July 1, 2024 from 5:00 pm to 11:00 pm

Join us for an unforgettable evening of fun and networking at Universal Studios Florida!

- Entrance into the park from 5:00 pm to 11:00 pm (park exclusive to FBLA from 9:00 pm to 11:00 pm)
- Shuttle to and from Universal Studios (Shuttles will depart from the OCCC and return to hotels)
- \$25 Meal Card

**NOTE: Universal Day Passes will not be eligible for exclusive park access, shuttle, or meal card. Attendees for FBLA Night must purchase the FBLA Night pass.*

How to Purchase: Attendees can purchase tickets during the NLC registration process in Blue Panda. An external site will also be available on the NLC website in March. Tickets are limited and first come, first serve.

Universal Park to Park Day Passes

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



FBLA has secured discounted park to park passes at Universal Studios. These passes allow holders to jump between Universal Studios Florida & Universal Islands of Adventure.

- **1-Day Park to Park - \$130 (\$222.59 Online)**
- **3-Day Park to Park - \$195 (\$411.08 Online)**

Dave & Buster's Power Cards

Looking for a fun activity one night during the conference? Dave & Buster's is located on I-Drive less than 1 mile from the OCCC and is a great option for an easy outing before competitions. FBLA has discounted power cards for sale in \$30 increments.

- \$45 Power Cards – \$30 for FBLA Members

Pre-Registration for Special Programming

Some programming may require pre-registration. Additional information on new programming opportunities will be made available on the [NLC website here](#). Below are examples of programming that will require pre-registration through the NLC registration system.

- Officer Training
- Certification Lab
- Student Enterprise Application
- BAA Capstone Competitive Review
- And more!

NLC Scholarship Application

Applications for the 2024 National Leadership Conference Scholarship are available! The NLC Scholarship provides \$500 and complimentary registration (\$195) for up to 50 students. The deadline to apply is **April 15**.

For more information, visit your division's Awards & Recognition page: [Middle School](#), [High School](#)

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Hotel Reservations

Housing Policy

Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

Extenuating Circumstances

If there are extenuating circumstances, a written request for a waiver may be submitted through your state adviser to the FBLA conference registrar.

Housing Overview

Key Dates:

- March 22, 2024 – Housing Opens in WV FBLA Block
- April 15, 2024 – NLC Housing Opens
- May 1, 2024 – Housing Deadline

Hotel Coordinator: HPN Global

- FBLA@hpnglobal.com
- 480-998-9770 Ext: 2
- Hours: 8:00 a.m.-8:00 p.m. ET

Room Blocks Available

- June 27 - July 3
- *Attendees can work with HPN if needing dates earlier/later than listed above. Note: Rooms are based on hotel availability and are limited on July 3 as it is a holiday.*

Housing Reservation Requirement: All reservations ***must*** have all guest names listed – this includes student names – by May 15, 2024. Guest names must match names in the conference registration system. Failure to add names to hotel reservations by this deadline will result in ineligibility to attend the conference.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Instructions for Making Housing Reservations

Reservations can be made online using the instructions below – please review all instructions before making your housing reservations.

1. Review these Important Resources

- [NLC Housing Policy](#)
- *Booking Instructions*: Specific instructions for booking rooms can be [found here](#).

2. Important Notes:

- *Booking Multiple Rooms* - You can book a maximum of 15 rooms at one time within your block. All rooms must have the same arrival and departure dates, or you must book rooms one at a time.
 - If you need more than 15 rooms, you may submit a rooming list. Contact FBLA Housing for hotel availability and to submit your rooming list. Please have the rooming list ready at the time of booking. Housing will hold the rooming list request for 48 hours.
- *Reservation Confirmation* – You will automatically receive a reservation acknowledgement number when you complete your reservation. You will also receive an email acknowledgement within 15 minutes of submitting your reservations online from FBLA@hpnglobal.com.
 - If you do not receive a confirmation letter, please check your spam folder, or reach out to HPN.
- *Multiple Schools in One Reservation* – Have one adviser make reservations on behalf of the group. You will need to indicate each guest's school name within a room.

3. Changes & Cancellations:

- *Before May 15, 2024* - Changes and/or cancellations can be made until May 15, 2024 without a fee.
- *After May 15, 2024* - Reservations cancelled after May 15, 2024 will be subject to a \$25 cancellation fee. If a cancellation occurs within 24 to 72 hours (depending on the hotel) of arrival date, the hotel will charge one night's room and tax. Please refer to your hotel's individual cancellation policy found on your acknowledgment letter.
 - Reservations for rooms without individual names assigned will be canceled.
- *All changes and cancellations must go through HPN – attendees should not contact the hotel directly.*
- *Ways to Change or Cancel Reservations:*
 - Clicking the link located in the right column of your email confirmation.
 - Phone: 480-998-9770 Ext: 2 (Hours: 8:00 AM-8:00 PM EST)
 - Email: FBLA@hpnglobal.com

State Hotel Overview

State Hotel Information

Housing Bureau: HPN Global

- FBLA@hpnglobal.com
- 480-998-9770 Ext: 2
- Hours: 8:00 a.m.-8:00 p.m. ET

(more information on next page)

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Hotel Overview

Hotel Assignment:	Fairfield Inn and Suites I-Drive (8214 Universal Blvd, Orlando, FL, 32819)		
Rate per Night:	\$168	Rate Per Night + Taxes & Fees:	\$189
Notes on Taxes & Fees:	12.5% Sales & Occupancy Tax		
Reservation Link:	https://book.passkey.com/go/515e0c44		
Housing Opening Date:	April 15 th <i>*Unless earlier date requested from HPN</i>	Housing Deadline:	May 1, 2024

Payment Instructions

Payment Methods Accepted by Hotel: Pre-Payment by Credit Card

Payment by Credit Card

On-Site Payment by Credit Card Instructions:

Credit Card must be with you on site - hotel cannot charge credit card at time of booking. A credit card will be required at check in with a hold for incidentals.

Pre-Payment by Credit Card Instructions:

Contact accounting department for Setifi payment link.

Invoice Requests

Contact Lori Switzer

Cancellation Policy

72 hours

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Additional Hotel Information

Check-In Instructions

Check-In Time:	3:00:00 PM	Check-Out Time:	12:00:00 PM
Check-In Instructions:	A credit card will be required at check in with a hold for incidentals. Must be 21 to check in without an adult.		
Amount Held on Credit Cards:	One night room and tax	Credit Card Hold Flexibility	None

Hotel Amenities

Complimentary Breakfast? Included

FBLA Shuttle? Yes

Parking & Transportation Options:

- Self-Parking (\$14 per night)
- Bus Parking (\$16 per night)
- Valet Parking (\$16 per night)

Additional Information

Hotel Contacts

Contact Type	Contact Name	Contact E-Mail	Contact Phone #
Convention Services	Lori Switzer	Lori.Swtizer@marriott.com	(407) 581-9001
Accounting	Leon Lai	Leon.lai@marriott.com	(407) 581-9001
Group Housing	Lori Switzer	Lori.switzer@marriott.com	(407) 581-9001

Shipping Instructions

Contact Lori Switzer to coordinate.

Pre-Keyed Rooms

Available. Contact Lori Switzer to coordinate.

Additional Resources

- [Hotel's W-9](#)

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Florida Tax Exemption

You can apply for the Florida Tax Exemption by completing the application and following the instructions [found here](#). You will need to complete this process early. Once you have received your confirmed tax-exempt status, work directly with your hotel to confirm that your tax exemption has been accepted and applied. Requirements vary by hotel.

Instructions from hotel for applying for tax exemption:

Florida credit card with company name

Travel Logistics

Additional travel information and discounts will be available on the [NLC website](#) as it becomes available.

Airline Discounts

A few of the major airline companies have discounted tickets for groups. Please see below for more information. *All questions regarding these discounted tickets should be directed to the airline and not FBLA.*

American Airlines

American Airlines does not offer conference-specific meeting codes; however, groups can request discounted pricing by completing this [request form](#).

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Future Business Leaders of America. Please [click here](#) to book your flights. All flights must be in/out of Orlando International Airport – MCO or Tampa International Airport-TPA

You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 8:00 a.m. – 6:30 p.m. (EST) and refer to Meeting Event Code **NY2FU**

**Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.*

United Airlines

We are pleased to partner with United Airlines for air travel for our upcoming event.

- All flights must be in/out of Orlando International Airport – MCO or Tampa International Airport-TPA
- Discount Code: ZPBN412302
- *Booking Options*
 - Make Reservations Online: [Discount Code - ZPBN412302](#)
 - [Step by step instructions can be found here.](#)
 - You may also call the United Meetings Reservation Desk Monday – Friday at (800) 426-1122 for booking assistance.

Bus Reservations

Does your group plan to use a private bus for transportation to/from the Orange County Convention Center? Any groups that plan to have a private bus drop-off or pick up students during the conference must [submit a request using this form](#). This is NOT for bus parking.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Bus Parking

Does your group require bus parking? Some conference hotels have limited bus parking available. Please reach out to your hotel to inquire about reserving spots and cost.

If your hotel does not have bus parking or if their spots are already reserved, here are a few additional options for bus parking:

- Wyndham Garden Orlando Universal I-Drive – contact Jocelyn Leon jocelyn.leon@hdghotels.com (407) 669-8891 *(Please note this is not an FBLA conference hotel)*
- Acme Truck Stop - [Truck Trailer Parking Orlando - Acme Truck Stop](#)

Visit Orlando Discounts

Once your conference day or week is done, fill your itinerary with all the “Unbelievably Real” experiences Orlando has to offer including legendary attractions, award-winning dining, and world-class accommodations. [Additional information can be found here.](#)

Experience NLC

Below are some of the programming highlights of the NLC.

Schedule at a Glance

Friday, June 28, 2024

2:00 PM - 5:00 PM	Early Conference Check-In & Info Desk Open
TBD	State Meetings (Optional)
12:00 AM	Curfew

Saturday, June 29, 2024 (Day 1)

8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
9:00 AM – 5:00 PM	Objective Testing
10:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Expo Hall Open
12:00 PM – 4:30 PM	MS Preliminary Presentation Events
6:00 PM – 7:00 PM	Pre-Show for Opening Session
7:00 PM – 9:00 PM	Opening Session
TBD	State Meetings (Optional)
12:00 AM	Curfew



WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024

Sunday, June 30, 2024 (Day 2)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events
8:00 AM - 5:30 PM	Objective Testing
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Expo Hall Open
TBD	State Meetings (Optional)
12:00 AM	Curfew

Monday, July 1, 2024 (Day 3)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	MS & HS Final Presentation Events
9:00 AM – 1:30 PM	Expo Hall
9:00 AM - 2:00 PM	Workshops
5:00 PM – 11:00 PM	FBLA Night at Universal Studios <i>*Tickets must be purchased through FBLA.</i>
12:00 AM	Curfew

Tuesday, July 2, 2024 (Day 4)

8:00 AM - 4:00 PM	Enjoy Orlando!
5:00 PM – 6:00 PM	Pre-Show for Awards of Excellence Ceremony
6:00 PM – 10:00 PM	Awards of Excellence Ceremony
12:00 AM	Curfew

General Sessions

Opening Session

Join us for a fantastic, fast-paced opening session to kick off the NLC! Along with favorites like the Parade of States & Territories and the Adviser Wall of Fame recognition, we will hear from our National Officer Team, our featured speaker, and meet the candidates running for national office.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Awards of Excellence Ceremony

At our closing session, it is time to celebrate our competitive winners with awards! Our official conference program, which will be available to all attendees, will be your guide as we recognize members' accomplishments. Plus, you will meet the new National Officer Team who will be the student voice of FBLA in the 2024-25 program year.

Future Leaders Expo Hall

Attendees of the National Leadership Conference can interact directly with colleges, universities, and potential employers, connect with thousands of other members from across the U.S., and learn about the latest product innovations.

In addition to exhibits, the Future Leaders Expo Hall will include Regional Student Lounges, where students can connect and trade lapel pins with other FBLA members from across the country; an Innovation Theater offering hands-on, interactive experiences for attendees to learn about new products and resources; a Student Enterprise Section, Candidate Booths, and several food stations; pin trading, an Adviser-Only Lounge; the FBLA Member Center; and the FBLA Merch Shop.

Student Opportunities

NLC is about more than competitions! There is something for everyone, but many engagement opportunities require pre-registration.

Applications for the opportunities below will open on March 1st. Additional information on the opportunities below will be posted to the [NLC website](#) if it is available.

Internships

Looking for experience to boost your resume? Want hands-on real-world experience? Simply interested in seeing the behind of the scenes of the NLC? Apply to be an NLC intern!

NEW in 2024: The NLC Internship Experience has been revamped to include two levels of interns.

Lead NLC Interns (Rising Seniors & Graduates Only): Students commit to 10 hours of prep-work prior to the NLC and working full-time at the conference. NLC registration fee waived but students must be chaperoned. Students eligible for letters of recommendation from National Center Staff.

NLC Interns: Students commit to one full day of volunteering at NLC. Must complete onboarding webinar prior to NLC. Interns must be paid attendees of the conference and must be chaperoned.

Student Enterprise Expo

Do you own your own business? Ever dreamed of showcasing your business to thousands of people? This is your chance! Twelve outstanding student businesses will be selected to exhibit in the prestigious Future Leaders Expo Hall, providing a platform to sell products and boost brand awareness.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Certification Lab (Powered by MBA Research)

Certifications will be offered again through our partnership with MBA Research. Students can register to take a certification test during the NLC registration process.

Sharing with a Purpose

Join us for Sharing With a Purpose (SWAP) - an interactive session by leaders, for leaders! This summer's National Leadership Conference will feature the best ideas from around the country and across every division. **Interested in presenting?** Apply to become a presenter and showcase your innovative ideas to members and advisers from all corners of the country.

Additional Opportunities

Additional programming and opportunities may become available later this Spring. Keep an eye out on the [NLC website](#) for more information.

Elections Information

National Officer Candidates

Elections Committee

The candidate guidelines and elections process are overseen by an Elections Committee that is appointed by the Board of Directors. The committee consists of Board members, state advisers, local advisers, alumni, and the current high school and collegiate national parliamentarians.

The role of the Elections Committee is to establish and provide oversight on policies and procedures that support the annual election of National Officers by division. In addition, committee members support the National Center staff in conducting the elections by reviewing applications, establishing guidelines for campaign materials, and ensuring compliance with all policies and procedures by candidates, local chapters, and state affiliates.

Qualifications for National Office

Only active members are eligible to hold national office. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination. To be considered for an office in FBLA, a candidate shall:

- Have at least one full year remaining in their business program.
- Hold or have held an office in their local or state chapter.
- Have a grade point average (GPA) of at least 2.5 on a 4.0 scale.
- Be recommended by the chapter advisers and endorsed by their local and state chapters.
- File an official application with the association president and chief executive officer.

In reference to bylaws statements on the eligibility item of a candidate holding or having held an elective office at the state, regional, or local level, the official interpretation is that an appointed officer position such as an appointed parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of applicants during the election period, etc.) to a position that is an “elective” one would meet the eligibility

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



standard. Also, the elective office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

Voting Procedures

National Officer elections will take place over a 24-hour period from 12:00 PM ET on the third day of the NLC to 12:00 PM ET on the last day of the conference. All voting will be conducted online.

Candidates are elected using ranked voting. * A majority vote is required for election. Candidates for national office are not disqualified from assuming the roles of state or local voting delegates. No two National Officers may be elected from the same state chapter.

The Office of National Parliamentarian is an appointed position. According to the national bylaws, the candidate earning the highest score on the Parliamentary Procedures written exam at the NLC will be appointed to the Office of National Parliamentarian. Although not elected, this candidate must have filed a National Officer Application and participated in the interview process. Each state may submit one (1) candidate for National Parliamentarian.

[Here](#) is the candidate guide.

Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2024-25 program year.

High School Elected Offices:

State Voting Delegates

- President
- Secretary
- Treasurer

Local Voting Delegates

- Eastern Region Vice President
- Mountain Plains Region Vice President
- North Central Region Vice President
- Southern Region Vice President
- Western Region Vice President

Delegates Are Determined as Follows

State Voting Delegates

Each state chapter in good standing shall be entitled to send two (2) voting delegates and one (1) alternate from its active membership to the NLC. These state voting delegates cast ballots for the election of the national president, national secretary, national treasurer, and any bylaw amendments. State leaders will determine their two (2) state voting delegates by 11:59 PM ET on May 14.

Local Voting Delegates

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each delegate, to the NLC in accordance with the following:

- Up to 50 members: Two (2) voting delegates
- 50–100 members: Three (3) voting delegates
- More than 100 members: Four (4) voting delegates

These delegates vote for the region vice president who corresponds to their geographic region. Voting delegates are selected by local advisers as part of the NLC registration process. A report will determine the total number of votes to be cast based on registration received by 11:59 PM ET on June 1.

Candidates for elected offices will be elected by ranked voting*. For elected offices, candidates must receive a majority vote.

Competitive Events Information

Guidelines

The National FBLA guidelines will be used for national level competitive events. Please review the guidelines and rating sheets, along with event preparation resources, on your division's competitive events page:

[High School](#) | [Middle School](#)

Registration Process

Local advisers will register students for their competitive events through the online registration process by May 7, 2024. Any additions after May 7 will need to be communicated through the State Leader.

Submission Deadlines

Several competitive events have pre-judged items (called Assets) to be uploaded in the conference registration system by the following deadlines:

High School Event	Asset Needed	Submission Deadline
American Enterprise Project	Report (PDF)	May 7
Business Ethics	One-page Executive Summary (PDF)	May 7
Business Plan	Report (PDF)	May 7
Community Service Project	Report (PDF)	May 7
Digital Animation	Video (URL)	May 7
Digital Video Production	Video (URL)	May 7
Future Business Educator	Lesson Plan (PDF)	May 7
Future Business Leader	Cover Letter & Resume (PDF)	May 7

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Job Interview	Cover Letter & Resume (PDF)	May 7
Local Chapter Annual Business Report	Report (PDF)	May 7
Partnership with Business Report	Report (PDF)	May 7
Computer Applications	Production Test (URL)	May 14
Database Design & Applications	Production Test (URL)	May 14
Spreadsheet Applications	Production Test (URL)	May 14
Word Processing	Production Test (URL)	May 14

Reach out to your State Leader for more information about how to receive the production tests.

Tentative Competitive Events Schedule at National Leadership Conference

Please note that these competitive events schedules are **TENTATIVE**. FBLA may need to update this schedule after May 10. Individual competitive events schedules will be available on the national website by mid-June and through the conference app once it is available for download.

[High School](#) | [Middle School](#)

Competitive Events Volunteers at National Leadership Conference

Advisers and other chaperones are encouraged to sign up to volunteer for competitive event roles such as a timer and section leader.

Competition Assigned: American Enterprise Project

Date: 6/30/2024 and 7/1/24

Time: 8:00am -12:30pm

Roles Needed: 2 Administrators, 2 Judge Managers, 6 Section Leaders, 6 Timers, 2 Event Check-Ins

How to Sign Up: [Click Here](#)

Policies

FBLA Code of Conduct

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.

At all times, FBLA members, advisers, and representatives are expected to:

1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Obey all local, state, and federal laws.

While participating in an FBLA event, attendees are expected to:

1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.
2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with nonconference individuals, and activities that endanger self or others.
3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.
4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.
5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.
6. Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.
7. Not possess or use weapons of any kind at an FBLA-related event.
8. Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.

Code of Conduct Violations

Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).

- Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.
- Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.
- Attendees may be remanded in the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.
- If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.

Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Every member, local adviser, and state leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree and certify to comply with the following guidelines:

- **Compliance:** Competitors are required to read and adhere to the FBLA Competitive Event Guidelines relevant to their event.
- **Original Work:** Competitors must ensure that all content submitted for FBLA competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- **Use of Materials:** Only materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- **Independence:** No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- **Cell Phones and Smart Watches:** Cell phones and smart watches are prohibited in the objective testing area unless pre-approved accommodations require their use. Any visibility or report of these devices will be considered a violation of the Honor Code.
- **Data Storage:** Competitors are prohibited from saving any FBLA competitive event or test materials provided by the FBLA National Center or a state organization to any storage device or cloud storage.
- **Originality:** Competitive entries must be entirely original and not previously entered in FBLA national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- **Honest Participation:** Competitors must engage in all FBLA competitive events with honesty and integrity.

In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

By registering for the 2024 National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.

Housing Policy

Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Extenuating Circumstances

If there are extenuating circumstances, a written request for a waiver may be submitted through the state adviser to the FBLA conference registrar.

FBLA Dress Code

All conference attendees are expected to follow the FBLA Dress Code for all official conference activities. Attendees do not need to be in dress code for evening social activities at FBLA Night at Universal.

FBLA DRESS CODE

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for conference attendees—students, advisers, and guests. Professional business attire is required at all general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated in conference materials.

Conference name badges are considered part of the dress code and must be worn at all conference functions. For safety reasons, do not wear conference badges outside of the conference area. The dress code is gender neutral.

ACCEPTABLE ITEMS

BUSINESS PROFESSIONAL

Business Suit

- Suit pants and jacket
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Blazer

- Dress pants, including khakis, (or) dress (or) skirt
- Blazer
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

Dress

- A business dress
- Dress shoes (or) dress boots

Other Professional

- Dress pants, including khakis, (or) skirt
- Blouse (or) collared dress shirt
- Neckwear such as tie or scarf
- Dress shoes (or) dress boots

BUSINESS CASUAL

- Dress pants, skirt, (or) khakis/chino-style pants
- Blouse, collared dress shirt, (or) polo shirt
- Dress shoes (or) dress boots

NOTE: Business Casual is only permitted during sessions specifically noted in conference materials.

UNACCEPTABLE ITEMS

The following items are prohibited in all conference areas, including competitive events.

- Denim or flannel clothing
- Shorts
- Athletic clothing
- Leggings or graphically designed hosiery/tights
- Skintight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- Swimwear
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots
- Hats
- Graphically printed clothing

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser, state leader, or conference staff.

FBLA recognizes that exceptions may need to be made and will work with advisers on a case-by-case basis to accommodate requests. Advisers should indicate the need for exceptions on the special accommodation portion of the registration form. Requests made after registration closes must be made in writing.

June 2023

WV FBLA 2024 NLC REGISTRATION GUIDE

Orlando, Florida: June 29 – July 2, 2024



Justification Letter Template

Download and edit the justification letter template below. Update the areas that are specific to your chapter's needs to share with your administration.

Dear [SUPERVISOR NAME],

I am interested in bringing student members from [CHAPTER NAME] to Future Business Leaders of America, Inc.'s National Leadership Conference. I would like to get your approval to attend this event in Orlando, FL from [June 24-27, 2024 or June 29-July 2, 2024]. Registration is open from March 1-May 7, 2024.

FBLA's National Leadership Conference is the culminating experience for students who have spent their membership year immersed in leadership development, academic competitions, educational programs, and chapter engagement.

This conference is an opportunity for students to participate in motivational general sessions, train with professional leaders to further their business skills, expand their career plans through workshops, network with individuals from across the globe, explore the Expo Hall full of college admissions and military recruiters, and prove that they are the best in the nation amongst states and territories in their competitive event.

I am also excited to attend the professional development opportunities designed for CTE teachers to explore new trends in the field and share best practices. I believe that attending this event will allow both myself and the students that accompany me to grow both personally and professionally, develop leadership skills, and gain new perspectives.

For your convenience, I have included a breakdown of how much it will cost for me and my students to attend.

[*Remove if parents covering costs.]

- **Registration Fee:** [\$195 per member or \$100 per adviser/chaperone x # of attendees]
- **Airfare/Travel:** [INSERT COST]
- **Hotel:** [INSERT COST]
- **Additional Expenses:** [INSERT COSTS]
- **Approximate Total:** [CALCULATE TOTAL COST]

To ensure this experience benefits the entire chapter, the students in attendance will deliver a presentation for those unable to attend sharing what they learned. They will also create an action plan that incorporates the tools, resources, and strategies they have discovered so the chapter can start using them right away.

To learn more about the conference, visit <https://www.fbla.org/national-leadership-conference/>

Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,
[YOUR NAME]