

2019 National Leadership Conference

Steps to Follow for National Leadership Conference Participation

(All forms may be found at www.scfbla.org.)

- _____ All 1st – 4th place FBLA (High School) SLC event winners may **compete** at the National Leadership Conference (NLC). Middle Level 1st place winners in national events (9) will compete this year at the NLC. All state officers should attend the NLC. (Any FBLA member may attend the NLC. Only those indicated may compete.)

- _____ Review the NLC conference Guide. Check our website regularly for new information.

- _____ **Complete the Intent to Participate form ASAP. Every officer, qualifying individual winner or team member must return the Intent to Participate form even if you do not plan to participate.** Registration to compete is completed by the State Adviser. The Intent to Participate forms are used to register students for competition at the NLC.

- _____ Make your travel arrangements. The State Chapter will not sponsor a trip.

- _____ Make your hotel reservations. The hotel reservation link is posted on our website. We must stay at our assigned hotel. This is a policy put in place by the FBLA Board of Directors. This year we have been placed in the primary hotel, the Grand Hyatt.

- _____ Revise/update event submissions based on feedback from SLC judges. All submissions must be **in my hands** no later than May 1. Submissions must be prepared as outlined in the Chapter Management Handbook. All materials for the NLC must come from the State Adviser. Complete new Statement of Assurance forms as needed (form online).

- _____ Register for the conference. Registration is done online (link has been posted). Directions are in the NLC conference brochure. Registration to compete is done by the State Adviser. The registration you complete for National is just to attend the conference. Please send me a copy of your conference registration.

Early bird registration is \$120 until May 17, Regular registration is \$130 May 18 until June 10; Onsite registration is \$180 June 11 until onsite.

- _____ Advisers attending the NLC should complete and return the summer contact form by May 5.

- _____ Complete emergency forms for all attendees (including advisers) by May 26. **Do not mail** emergency forms, send the forms as one PDF file to pitter@scfbla.org.

- _____ Advisers will be needed to help coordinate our assigned event. I have not as yet received our assignment.

- _____ Additional updates will follow.