California FBLA

National Leadership Conference 2022

Attending the FBLA National Leadership Conference (NLC) is an experience that less than 4% of all members in the world get a chance to experience. It’s unbelievable. It’s exciting. It’s where the best of the best in FBLA assemble. We are excited to have you joining us!

General Information

Dates:  
- June 28/29, 2022: Arrive in Chicago
- June 29 – July 2, 2022: National Leadership Conference  
  General Sessions, Workshops, Competitive Events, Open Events, activities, and touring  
  (On June 29, competitive events start as early as 9 a.m. and the California State Meeting is June 29th at 3:00 p.m.)
- July 3, 2022: Return home

Conference Schedule:
Visit the official website for more information: [https://fbla-nlc.org/](https://fbla-nlc.org/)

Who can attend?

Competitors -- California can submit four entries in all competitive events. The top 4 winners in each event at SLC are eligible to compete at Nationals, except Creed which is a California only event. National FBLA allows each competitor to compete in one individual/team event and one chapter event. No middle level (grades 6-8) can compete in FBLA high school events at the National level (Please see the NLC website for more information on programming for Middle Level members if your chapter is interested in attending NLC). The California FBLA registration process will help identify who will attend, and in the case an eligible competitor decides not to attend, the next winner in line has the opportunity to become eligible.

Participants -- In addition to competition, National FBLA offers leadership programming at the conference. Even if a student did not quality for NLC, they can attend as a conference participant to engage in other exciting conference experiences.

Competitive Event Guidelines:
In preparation for NLC, be sure to review and know the National Competitive Event Guidelines, available at this link: [https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/](https://www.fbla-pbl.org/divisions/fbla/fbla-competitive-events/)

Questions?
Please contact nlc@cafbla.org.
**California FBLA NLC Travel Package Overview**

On-Site NLC Coordination for the 2022 National Leadership Conference in Chicago will be managed by California FBLA.

**Important Note:** NLC Registration must be completed through California FBLA’s process. The only way California FBLA Members and Advisers can participate in NLC competitions and stay in the assigned hotel is by choosing a housing package listed below.

**Registration & Spirit Package:**
This California package is offered to maximize the NLC experience as a united, state delegation. All members and advisers attending NLC this year from California will be required to register through California FBLA.

- NLC Conference Registration Fee ($195 for members; $100 for advisers)
- California FBLA Spirit Pack ($25)

**Registration & Spirit Package Total Cost:** $220 per member $125 per adviser

**NLC Housing Package:**
- California FBLA NLC Hotel:
  - Marriott Marquis Chicago – 2121 South Praire Avenue Chicago, IL 60616
- NLC Attendees from California are required to stay at our assigned hotel. Competitors will not be able to register for NLC without booking one of the below options.
- 4 or 5 nights lodging at the Marriott Marquis Chicago (chapters will not be able to choose less room nights; if your chapter needs more than a 5-night block, please contact nlc@cafbla.org).

*California is fortunate to be assigned to one of the closest hotels to the Convention Center where all conference activities are taking place this year!*

**5-night package**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Room with 1 bed</td>
<td>$1,815</td>
</tr>
<tr>
<td>Room with 2 beds</td>
<td>$1,920</td>
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</tbody>
</table>

**4-night package**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room with 1 bed</td>
<td>$1,452</td>
</tr>
<tr>
<td>Room with 2 beds</td>
<td>$1,536</td>
</tr>
</tbody>
</table>
California NLC Registration & Competitive Events Info

So how does our chapter work in collaboration with California FBLA to get registered for NLC?

<table>
<thead>
<tr>
<th>It is your responsibility to:</th>
<th>It’s California FBLA’s responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Inform California FBLA who’s interested in competing.</td>
<td>• Help manage move ups in eligibility</td>
</tr>
<tr>
<td>• Register students for the conference and housing in Blue Panda.</td>
<td>• Register students for competitive events and housing with National FBLA.</td>
</tr>
<tr>
<td>• Coordinate and manage transportation.</td>
<td>• Make final payment for California FBLA to National FBLA.</td>
</tr>
<tr>
<td>• Make payment for NLC package to California FBLA.</td>
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</tr>
</tbody>
</table>

Important Information

- National Leadership Conference will be an in-person only experience. There is no virtual option available.
- Students who place top-4 in multiple events will have some quick decisions to make. (Competitors can only compete in one (1) individual event and (1) chapter event at Nationals)
- All registration processes and lodging will be completed online in Blue Panda.
- All California competitors are required to register through the state. The only way to stay at the conference hotel is to travel with the state delegation. The only way to compete is to stay at the conference hotel. There are no exceptions.
- California FBLA will make payment to National FBLA. DO NOT register on your own online as you will be responsible for payment of any additional fees that result in duplicate registrations.
- Advisers will be assigned NLC duties by National FBLA. These could be on June 29, 30, or July 1.
- Substitute advisers are allowed by California FBLA, contingent upon local school/district approval.
- You MUST meet all deadlines. All deadlines align with national deadlines and there is no flexibility.

Registration Process

1. **Day After Awards Session:** You will receive the following --
   a. Scores, rankings and rating sheets for each student from your school
   b. A spreadsheet with all your top 10 SLC winners, as announced at awards (except Middle level chapters)

2. **April 22 by 5:00 p.m.** Spreadsheet indicating your students’ intent to compete are due. To complete this spreadsheet, please do the following.
   a. Look for the tab with your chapter name.
   b. Fill out the “NLC Yes or No” column for all of your top-10 SLC winners. CA FBLA will first look at the top 4 in each event, then check 5th-10th place if we still have open slots.
c. List any acceptable substitutions as “REMOVE Firstname Lastname, ADD Firstname Lastname

d. Submit spreadsheets by Friday, April 22 at 5:00 p.m. to nlc@cafbla.org. Spreadsheets MUST come from advisers.
e. Note: If this spreadsheet is not submitted by deadline, then the competitor eligibility may be released.

3. **April 25:** This is the corrections date. Follow the following steps on this date.
   a. Check your email for your NLC competitive event registration
   b. Verify everything is correct

4. **April 29 by 5:00 p.m.**: Last day to submit corrections to nlc@cafbla.org

5. **May 3 by 5:00 p.m.**: Deadline to submit pre-judged materials in Blue Panda
   a. **Do not wait until the last minute.** We do not have the ability to provide extensions and no refunds if items are not submitted on-time. All pre-judge materials will be submitted to California FBLA via Blue Panda, just like they were for SLC.

6. **May 6, 2022 by 5:00 p.m.**; Conference registration deadline in Blue Panda

7. **May 6, 2022**: Production Event tests must be sent directly to the national center via online upload by May 6, 2022.

8. **May 12, 2022**: E-invoices will be sent

9. **June 1, 2022**: Final Payment Receipt Deadline (Payment only, Purchase Orders will not be accepted), Payment should be sent to California FBLA, PO BOX 1440, Owasso, OK 74055. (Do not send payment to National FBLA)
Substitutions for NLC

Substitutions are only allowed for specific team and/or chapter events when advancing to the next round of competition (either section to state or state to nationals). Substitutions must be made before the conference registration deadline. If a member cannot compete in the next round of competition, then you may make a substitution for a team/chapter event under the following guidelines:

- **Individual/Team Events**: If competing as a team in an event that does not have a prejudged component in the next round of competition, you may substitute one (1) member of a team originally composed of 2 or 3 members. If competing as an individual, no substitutions are allowed and their spot is forfeited to the next eligible competitor.
  - **Eligible for section to state OR state to nationals substitutions**: Broadcast Journalism, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Marketing, Sales Presentation, Sports & Entertainment Management

- **Individual Events**: Substitutions are not allowed for individual events. If an individual cannot participate in the next level of competition, their spot is forfeited to the next eligible competitor.

- **Parliamentary Procedure**: You may make substitutions as long as two (2) members of a team of four (4) or three (3) members from a team of five (5) remain on the team that advance to the next level of competition. Maximum number of substitutions allowed is two (2).

- **Chapter Events**: Substitutions are allowed for chapter events if the chapter participates in the next level of competition (state to national).

- **Prejudged Events**: Substitutions are not allowed for prejudged events. However, a team may drop a member if allowed in the event guidelines. If an individual/team cannot participate in the next level of competition, their spot is forfeited to the next eligible individual/team.
Online Registration Instructions (Advisers Only)

Each school chapter has a single username and password to Blue Panda. Make sure all advisers at your school know the password.

Log in at [https://app.gobluepanda.com](https://app.gobluepanda.com). If you have login issues, please email nlc@cafbla.org.

Click “Register” for the 2022 National Leadership Conference.

Next, prepare your list of advisers and chaperones.
Advisers and Chaperones

Move to the ATTENDEES screen.

Click the “ADD” button, and first register yourself as adviser. On the drop-down list, select the “Adviser” option. **Blue Panda does not sync adviser information from the national database, so please manually enter your information.**

Select your hotel option. Make sure you select the correct number of nights and beds for your room (1 bed = up to two (2) people; 2 beds = up to four (4) people). **If you need custom check-in/check-out dates, please email nlc@cafbla.org.**

<table>
<thead>
<tr>
<th>Travel Option:</th>
<th>[Please select an option]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details:</td>
<td>[Please select an option]</td>
</tr>
<tr>
<td></td>
<td>4 Night Package (1 Bed) (6/29/2022 - 7/3/2022)</td>
</tr>
<tr>
<td>Special Needs</td>
<td>5 Night Package (1 Bed) (6/28/2022 - 7/3/2022)</td>
</tr>
</tbody>
</table>

If you have special needs or dietary restrictions, please provide a clear explanation of your needs under Special Needs and/or Dietary. These will be shared with the National Center.

Follow the same process to register any other adults as either “Advisers” or “Chaperones.”

If you have chaperones who would like to judge at the National Leadership Conference, please register them under the “Chaperone Judge” option.

- Chaperone Judges will pay a $25 fee (instead of $125, as Nationals will provide complimentary conference registration to thank chaperones for judging). Chaperone Judges must still choose one of the housing packages.
- Chaperone Judges’ conference name tags will be given when they check in for judge orientation. They will not be with the rest of your chapter’s name tags when you arrive at Chicago.
- Chaperone Judges must provide their judging experience level, preferred date/time to judge and preferred event. These will be shared with the National Center to make judge assignments.

**Next, prepare your list of students.**
Students
Once advisers and chaperones are registered, you can begin registering students by switching the drop-down to the “Student” option. Only members listed as part of an affiliated chapter may register — and only those names will appear in Blue Panda.

Be sure to carefully check student names and grade levels. If you have issues with your membership list (names not appearing, names misspelled or grade level incorrect), please email nlc@cafbla.org.

Select the hotel option for each student. Make sure you select the correct number of nights and beds for each student (1 bed = up to two (2) people; 2 beds = up to four (4) people). If you need custom check-in/check-out dates, please email nlc@cafbla.org.

Please add each student’s home address. This is required for any competitive events prizes or scholarship checks from the National Center.

If someone has special needs or dietary restrictions, please provide a clear explanation of their needs under Special Needs and/or Dietary. These will be shared with the National Center.

Next, prepare your hotel room assignments.
Hotel Room Assignments

Move to the HOUSING screen.

Create the first hotel room you want to book by dragging an attendee from “Waiting for Rooms” into “New Room.” Assign all attendees to a room, by dragging to an existing room or creating a new room.

Please check for these things when making hotel room assignments:

- Please make sure everyone in the same room is staying the same number of nights. Otherwise, Blue Panda will show an error similar to the one on the right.

- Please make sure you do not exceed capacity in a 1-bed hotel room (1 bed = up to two (2) people; 2 beds = up to four (4) people).
  - Blue Panda does not have an automatic error to detect when a chapter exceeds capacity in a 1-bed hotel room. As a workaround, if a chapter adds three (3) or four (4) people to a 1-bed hotel room, Blue Panda will charge $99,999 for that room — a sign you’ve exceeded capacity. See example below.
Hotel Room Assignments (continued)
Please also check for these things when making hotel room assignments:

- Student rooms must include only attendees of the same gender.
- Students cannot be assigned to a room alone.
- Students and adults cannot be placed in the same room together. To allow this as an exception, please contact nlc@cafbla.org.

Next, prepare your adviser information, lead on-site adviser information and voting delegates.

Final Questions
In FINAL QUESTIONS, please designate:

- the local chapter adviser and their email (for invoice purposes)
- the lead on-site adviser, their contact info and their flight arrival date/time (so we know when you’ll pick up your chapter’s NLC registration materials)
- your 2-4 local chapter voting delegates, based on your total membership this year:
  - Under 50 members: Two (2) voting delegates
  - 50–100 members: Three (3) voting delegates
  - 101+ members: Four (4) voting delegates

Submit
Hit “submit” when you’re done. Make sure to hit SUBMIT by 5 p.m. Pacific on May 6, 2022. Invoices will be sent via email to the local chapter adviser, even if they aren’t attending NLC.

Finally, please submit any prejudged materials.
Prejudged Materials
Chapters will submit prejudged materials via Blue Panda’s "Additional Items Due" submission tool.

Prejudged materials are due May 3 at 5 p.m. Pacific. (Note: This is before the May 6 registration deadline.)

Upload prejudged materials only if you have someone competing in the events listed below at NLC.
- If you do not have a competitor in any of the events listed below, then you do not need to upload any prejudged materials.
- If a student’s event is not listed below, then there are no prejudged materials that you need to submit as part of NLC registration.

<table>
<thead>
<tr>
<th>Event</th>
<th>What to submit in Blue Panda and how to name files</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-D Animation</td>
<td>• Project URL</td>
</tr>
<tr>
<td>Digital Video Production</td>
<td></td>
</tr>
<tr>
<td>American Enterprise Project (AEP)</td>
<td>• Report PDF FBLA_eventcode (see left)_CA_SchoolName.pdf</td>
</tr>
<tr>
<td>Business Financial Plan (BFP)</td>
<td></td>
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<tr>
<td>Business Plan (BP)</td>
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<tr>
<td>Community Service Project (CSP)</td>
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<tr>
<td>Local Chapter Annual Business Report (LCABR)</td>
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<tr>
<td>Partnership with Business Project (PwB)</td>
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<tr>
<td>Future Business Leader</td>
<td>• Resume PDF CA_SchoolName_LastName_FirstName_Resume.pdf</td>
</tr>
<tr>
<td>Job Interview</td>
<td>• Cover Letter PDF CA_SchoolName_LastName_FirstName_CoverLetter.pdf</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>• Case Study Summary PDF CA_SchoolName_LastName_FirstName_CaseStudySummary.pdf</td>
</tr>
</tbody>
</table>
Clicking the “Additional Items Due” button will take the adviser to the first screenshot below.

Depending on the event, clicking the Upload button on the right will open a box to either input a URL or browse the computer for the item to upload. Make sure files follow the NLC naming conventions listed on the previous page.

Blue Panda Questions
Please email nlc@cafbla.org, so Melanie Dias, Manuel Rapada and Danielle Tolentino-Tuason can assist.