

# Business Professionals of America-Michigan State Leadership Conference Registration Booklet



*(Cover designed by Danielle Unrein from Swan Valley High School)*

Business Professionals of America, Michigan association is a non-profit organization operated at Eastern Michigan University through a State of Michigan Office of Career & Technical Education grant.

It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age or disability.

**Business Professionals of America  
Michigan Association  
State Leadership Conference Registration Booklet**

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**Forms**

Conduct/Permission/Medical Treatment Authorization Form .....	<a href="http://www.michiganbpa.org/documents/">http://www.michiganbpa.org/documents/</a>
Delegate Addendum Form .....	<a href="http://www.michiganbpa.org/documents/">http://www.michiganbpa.org/documents/</a>
Emergency Information Form .....	<a href="http://www.michiganbpa.org/documents/">http://www.michiganbpa.org/documents/</a>
Housing Change Form.....	<a href="http://www.michiganbpa.org/slc-housing-change">http://www.michiganbpa.org/slc-housing-change</a>
Registration Accuracy Checklist.....	<a href="http://www.michiganbpa.org/documents/">http://www.michiganbpa.org/documents/</a>
Registration Refund Request Form .....	<a href="http://www.michiganbpa.org/slc-registration-refund-request">http://www.michiganbpa.org/slc-registration-refund-request</a>
Special Needs Request Form.....	<a href="http://www.michiganbpa.org/slc-special-needs-request">http://www.michiganbpa.org/slc-special-needs-request</a>

**Maps**

Grand Rapids Downtown Dining Guide .....	<a href="http://www.michiganbpa.org/state-leadership-conference/">http://www.michiganbpa.org/state-leadership-conference/</a>
Grand Rapids Downtown Parking Guide .....	<a href="http://www.michiganbpa.org/state-leadership-conference/">http://www.michiganbpa.org/state-leadership-conference/</a>

# 2012 State Leadership Conference

Each year, the Michigan Association of Business Professionals of America holds an annual state leadership conference. This function provides the wonderful opportunity for students from various parts of Michigan to demonstrate their skills in assessment events, leadership seminars, state executive council campaigns/elections, and much more.

Inside this booklet, you will find the necessary information to plan an outstanding experience for you and your delegates. Please enjoy the excitement as you begin planning your 2012 state leadership conference.

## IMPORTANT INFORMATION

Please read all the information contained in this booklet. Although there is a lot to read, it is information you need in order to have an enjoyable conference. Below are key facts that will help you prepare for the conference.

- \* First, read this booklet from cover to cover.
- \* Make sure you have paid state and national dues. Membership dues must have been postmarked by **December 1, 2011** in order to compete at the state leadership conference.
- \* Inform members that they will be referred to as “delegates.”
- \* Schedule a meeting with members who are likely to attend and discuss the conference. You may consider inviting parents to attend this meeting.
- \* During the meeting mentioned above, review the delegate code of conduct and dress code with your delegates. Discuss hotel guidelines, proper clothing, behavior, activity guidelines, packing techniques, and safety awareness regarding health, accident, and fire.
- \* Review the conference schedule and plan your activities.
- \* Plan for delegates to attend new and exciting legacy launchers. Legacy launcher descriptions will be posted on our Web site in mid-February.
- \* Make copies of all conference forms.
- \* Complete and send conference registration forms and fees to Business Professionals of America. **Incomplete forms or material will be assessed late fees.**
- \* Complete and send hotel reservations and housing forms to the Amway Grand Plaza Hotel.

- \* Study the *WSAP Guidelines 2012 Handbook*. Discuss required procedures with event participants.

- \* Pay close attention to the following deadlines:

**December 1:** To be eligible to compete at the state leadership conference, state and national dues must have been postmarked.

**January 18:** Barbara Chambers outstanding advisor award, chapter of the year award, scholarship application, state executive council candidate application, statesman torch award, and state service project award deadlines.

**February 1:** Materials for Administrative Support Research Project-Individual, Advanced Interview Skills application/résumé/cover letter only (do not send portfolio), Desktop Publishing materials, Economic Research Project Team and Individual, Entrepreneurship business plans, Global Marketing Team business plans, Graphic Design Promotion materials\*, Interview Skills application/résumé/cover letter, Web Application Team materials, and Web Site Design Team materials must be postmarked.

- \* Visit [www.michiganbpa.org/state-leadership-conference](http://www.michiganbpa.org/state-leadership-conference) for submission instructions for Graphic Design Promotion.

**February 1:** State conference registration and hotel reservation must be postmarked.

**February 16:** Team member substitution deadline.

**February 24:** Additional housing reservation deadline. Housing change forms must be received in order to prepare changes before conference. Any increase or decrease to the number of beds needed for your chapter’s room block must be indicated by this date. Name changes can be made up until your conference arrival date.

**February 24:** Refund request forms must be postmarked/faxed in order to qualify for registration refund.

**February 24:** Do not mail addendum conference registrations to the state office after this date as they will not be received in time for processing. Please register additional late delegates on-site.

**March 7:** Report any appointment event schedule conflicts to the state office.

## ATTENDANCE ELIGIBILITY

Many members are eligible to attend the state leadership conference with approval from their chapter advisor, school administrator, and parent or guardian. Each student attending must be an active dues-paid member of Business Professionals of America. Each member must also meet one of the following criteria:

- \* A regional assessment event winner
- \* A statesman torch award recipient
- \* A state executive council candidate
- \* A member selected by the local chapter advisor (maximum of two members per chapter)
- \* Voting delegates, campaign managers, parade representatives, etc. must meet at least one of the above qualifications
- \* Students officially registered to participate in national virtual competitions sponsored by National BPA, with a clear plan of activities to attend and participate in during the state conference.

## NAME BADGE, WRISTBANDS, AND PROGRAM BOOKS

Name badges, wristbands, and program books for each conference registrant will be in the registration packets distributed to the advisors during registration pick-up at the conference. Name badges must be worn at all conference events and activities. A charge of \$3.00 will be assessed for a replacement badge, which will be available at the registration desk.

A charge of \$5.00 will be made for a replacement or additional program book, which will be available at the registration desk.

All conference attendees are required to wear conference wristbands at all times during the conference. Replacement wristbands are \$15.00 each.

We will have alumni and volunteers monitoring the doors to all main events. For security purposes, we take this policy quite seriously and it is strictly enforced.

Furthermore, in order to allow students or test administrators/proctors that need to travel to Davenport University at specific times of the day, we will be identifying which students and advisors are eligible to

ride on Davenport University buses at our peak times. Inside your registration packet, there will be paper, color-coded wristbands which must be worn to gain access to ride a bus traveling to Davenport University. If your student does not have the proper color-coded wristband, he/she will not be allowed on the bus.

For safety precautions, delegates should not have name badges on display when walking on the streets and in public areas outside of the hotels or convention center facilities.

## REGISTRATION INFORMATION

The registration fee includes:

- \* One meal function
- \* Entertainment
- \* Guest speakers
- \* Leadership development seminars
- \* Awards
- \* Conference souvenirs
- \* Assessment event personnel
- \* Shuttle buses
- \* Hotel security
- \* Facilities rental
- \* Conference materials and printing

Local advisors are responsible for completing all registration forms. Housing questions should be directed to the Amway Grand Plaza Hotel. Refer to the next section entitled "Hotel Information and Reservations" for contact information.

Questions regarding conference registrations should be directed to BPA State Office at 734.487.1700 or via email at [info@michiganbpa.org](mailto:info@michiganbpa.org).

**Incomplete registrations will be assessed late fees. Registrations which are submitted online for which hard copies are not postmarked by the deadline will be assessed late fees. NO EXCEPTIONS!**

A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereafter. During the conference, one chaperone must be designated to remain on the hotel guest room floor at all times when students are present from your school. Please do not register an excessive number of chaperones.

**All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.**

**Advisor/Delegate Advance Registration:** Must be submitted online and postmarked on or before **February 1**-\$80.00 per attendee (advisors and delegates).

**Special Guest/Chaperone Registration:** Must be submitted online and postmarked on or before **February 1**-\$65.00 per attendee (chaperones, parents, etc).

**Late Registration:** Postmarked on or after **February 2**-\$95.00 per attendee (advisors, delegates, chaperones, parents, etc.).

**Onsite Registration:** Michigan BPA does NOT have onsite registration for the state conference. All participants must be registered in advance.

**Thursday Registration Pick-up:** Chapters arriving on Wednesday or Thursday can register Thursday evening. Registration will begin on Thursday, March 22, at 5:00-9:00 p.m. in the Center Concourse of the Amway Grand Plaza Hotel. On Thursday evening only, chapters staying at an off-site hotel will pick up their registration packets at their respective hotels.

**VIP Chapter:** Chapters that submit their registration materials postmarked by the registration deadline with 100% accuracy will be eligible to be recognized as our VIP chapter. A random drawing among all eligible chapters will be conducted. VIP chapters will receive immediate conference registration packet pick-up, front row seating at all general sessions, and the chapter president or designee will be invited to cut the ribbon during our opening session. The winning school will be notified prior to the conference.

**Submit the following to complete the conference registration and make a copy of all forms for your records:**

1. Submit the SLC Registration Payment Summary/Student Listing via the BPA Scheduler Web site.

2. Submit the Hotel Reservation Listing via the BPA Scheduler Web site. Make sure the form is filled out completely.

3. Submit payment for registration fees via one (1) check through the U.S. mail or credit card payment via Web site at [www.michiganbpa.org/credit](http://www.michiganbpa.org/credit).

Checks are **made payable to Business Professionals of America** and mailed to:

Attn: SLC

Business Professionals of America

Eastern Michigan University

208 King Hall

Ypsilanti, MI 48197

**IMPORTANT: If any of the above items are incomplete or missing, your registration will be subject to late fees. In addition, if the information is submitted online but paperwork and payment are not postmarked by the deadline, late fees will be charged. NO EXCEPTIONS!**

#### **HOTEL INFORMATION AND RESERVATION**

**Room Reservations:** Must be submitted online and postmarked on or before **February 1**. Telephone reservations are NOT accepted. Questions regarding hotel accommodations should be directed to the Group Rooms Coordinator **Samantha Blackburn** at [sblackburn@amwaygrand.com](mailto:sblackburn@amwaygrand.com) or 616.776.6411.

The Amway Grand Plaza Hotel will process all reservations. Schools will be contacted in late February with their hotel assignment and any balance due invoices. The fax number for the Amway Grand Plaza Hotel reservations department, which can be used for emergencies only, is 616.458.6641. Faxed copies without payment will not be accepted.

**A deposit of \$100 per room is due when your school's hotel reservations are submitted.**

**Housing Changes/Additional Rooms:** Any increase or decrease to the number of beds needed for your chapter's room block must be indicated by February 25. Name changes can be made up until your conference arrival date. The housing change form must be received by February 25. Completing the housing change form will help facilitate a smooth check-in process. This form must be filled out completely and sent directly to the Amway Grand Plaza Hotel. You

may fax this form to the attention of Samantha Blackburn at fax number 616.458.6641.

### Hotel/Rate Information:

**Rooms with one or two guests may be placed into a room with one king-sized bed. Triple or quad guest room accommodations may be assigned to a guest room with two queen beds or one king bed with a complimentary roll-a-way bed.**

Amway Grand Plaza Hotel  
187 Monroe Ave. NW  
Grand Rapids, MI 49503  
Phone: 800.253.3590 or 616.776.6411  
BPA Contact: Samantha Blackburn, 616.776.6411

Reservations Department Fax: 616.458.6641  
Single-\$112                  Triple-\$132  
Double-\$122                 Quad-\$142  
Suites range in price. Call Tammy Dankenbring at 616.776.6413 to make arrangements.

Courtyard Marriott at Plaza Towers  
11 Monroe Ave. NW  
Grand Rapids, MI 49503  
Phone: 616.242.6000  
BPA Contact: Aimee Misiewicz

Reservations Department Fax: 616.242.6605  
Single-\$111                  Triple-\$131  
Double-\$121                 Quad-\$141  
Suites range in price. Call hotel for details.

The 6% state tax and mandatory 8% county tax is charged at the hotel. Your school may claim exemption from **state tax only** by completing the tax exempt form online and submitting the 8% county tax only.

**Roll-a-way beds** are limited and only used in unique situations in rooms with a queen or king bed. Roll-a-way beds are NOT allowed in rooms with two beds under any circumstances at any hotel. Also, the hotel may be unable to put all of your students on the same floor. The hotel will provide us with a rooming list by school and advisor, which will be used to help control student behavior.

**Submit the following to complete the hotel reservations and make a copy of all forms for your records:**

1. **Submit the Hotel Reservation Listing via the BPA Scheduler Web site.** NOTE: If students and/or advisors from different schools are sharing a room, only one advisor should submit that particular reservation for both schools. **DO NOT DUPLICATE THE RESERVATION.**
2. One (1) check only, for hotel fees, payable to: Amway Grand Plaza Hotel

**If you are assigned to stay at the Courtyard Marriott, you will be contacted to complete and submit an additional Michigan Sales and Use Tax Certificate of Exemption Form.**

**Mail to:** Attn: BPA Reservations  
Amway Grand Plaza  
187 Monroe Ave. NW  
Grand Rapids, MI 49503

Check-in and check-out procedures:

- \* All advisors should go directly to the hotel check-in registration area upon arrival. All students and their luggage must go to the luggage holding area that will be identified by signs near the hotel entrance and check-in registration area. While students wait with the luggage, advisors will be able to get the room keys and conference registration materials. It is extremely important to follow this procedure so that we do not have total confusion that creates an unsafe environment.
- \* Hotel registration is officially at 4 p.m. each day. Access to hotel rooms for early arrivals is not guaranteed.
- \* Check-out time on Sunday is 12:00 noon. Therefore, please plan to load your vehicles prior to the start of the awards session or check your luggage with guest services. After the awards session, you can simply be on your way. Otherwise, if everyone attempts to go back to his or her room and pick up luggage, the elevator crowds will cause extreme delays.

### HOTEL COURTESIES AND SUGGESTIONS

- \* Be sure you are properly registered in the hotel.
- \* Local telephone calls from guest rooms are charged to your rooms at rates published in hotel materials in each guest room.
- \* Pay-per-view movies viewed in the guest rooms will be charged to the hotel bills and can only be

turned on with a credit card guarantee or cash deposit. Only advisors are allowed to have this feature turned on by going to the hotel front desk.

- \* Window curtains should be drawn when lights are on in your rooms. Be completely dressed when outside your room according to the dress code included in this booklet.
- \* Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night-lock is on.
- \* Be courteous to all other hotel guests while using the elevators and escalators.
- \* Dress neatly and appropriately for the occasion. Please refer to the dress code. We are guests of the Amway Grand Plaza Hotel, Courtyard Marriott, Davenport University, and DeVos Place Convention Center and we should respect their facilities. Delegates represent the image of our organization as well.

### **PARKING**

Parking for school and charter buses is free and information is included on the map in terms of where the buses should park. School and charter buses that are staying overnight must request information from the hotel upon arrival in order to be directed to the appropriate parking lot.

At the Amway Grand Plaza Hotel, self parking rates are available by calling the hotel at 800.253.3590.

At the Courtyard Marriott Hotel, self-parking rates are available by calling the hotel at 616.242.6000.

### **GRAND RAPIDS VISITORS INFORMATION**

Make your trip to Grand Rapids an exciting one. The Grand Rapids/Kent County Convention & Visitors Bureau is standing by to assist your chapter with tour destinations, eating locations, and much more. Please contact the bureau directly for more information or visit their Web site at [www.GrandRapidsAttendee.com](http://www.GrandRapidsAttendee.com). The visitors' bureau is located one block from the Amway Grand Plaza Hotel.

Grand Rapids/Kent Co. Convention & Visitors Bureau  
171 Monroe Ave. NW, Suite 700  
Grand Rapids, MI 49503  
800.678.9859

### **REFUND POLICY**

All refund requests will be processed after the state leadership conference. Refunds will be paid to the chapter requesting the refund by the required deadline. All requests for registration refunds must be submitted online via the registration refund request form at <http://www.michiganbpa.org/slc-registration-refund-request>. **If this form is not used, a refund will not be granted.** All requests submitted online on or before February 24 will receive a \$40.00 refund. No requests for refunds will be honored after this date.

**All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.**

### **STATE EXECUTIVE COUNCIL CANDIDATES**

Business Professionals of America is looking for students with leadership skills, excellent communication skills and high ideals. If you have a student interested in campaigning for state executive council, please download the state executive council candidate application from our Web site at [www.michiganbpa.org](http://www.michiganbpa.org). State executive council candidate applications must be postmarked on or before January 18.

### **ADVISOR RESPONSIBILITIES**

Please remind yourselves of the advisor code of ethics that you signed earlier this school year. Advisors are responsible for setting a positive example for the student members; this includes following the dress code as well. All chapter advisors are responsible for the well-being of their students throughout the entire weekend. This means not leaving the hotel after curfew hours.

Please keep in mind that all advisors also have other responsibilities to ensure a successful conference. These responsibilities include serving as administrators, proctors, graders, etc. It is important that your students know how to contact you at all

times. We must work together to make sure all students have a pleasant experience. Treating everyone fairly and assisting whenever and wherever needed will guarantee a comfortable atmosphere.

Please make sure your students have your cell phone or pager number(s) where they can reach you at all times. When you arrive for registration, we will also request that you leave these phone numbers with our staff so we may reach you in emergency situations.

### **CONFERENCE HIGHLIGHTS**

- \* The opening session, dinner session, awards session, and open event testing will be held in the DeVos Place Convention Center. The DeVos Place Convention Center is located on Monroe Avenue directly next to the Amway Grand Plaza Hotel.
- \* The **parade of presidents** will be held on Friday evening. Your chapter president or representative should be prepared to participate. Instructions for the parade will be given at the **annual business meeting (voting delegates/president's meeting)**. A chapter representative may attend if the chapter president is involved in another event or not attending the SLC. Chapter presidents or representatives should carry a picket-type sign with the school colors and name on both sides. A mascot may be used on the sign. The sign should be no longer than 22" by 28". Presidents must bring the signs to the voting delegates/president's meeting (annual business meeting).
- \* The **opening session** is one of the main highlights of the conference. This event is designed to officially start the conference activities. It includes the parade of presidents and the presentation of various chapter awards. In addition, candidates for state executive council will give their campaign speeches at this session. Students who have excelled in the torch awards program will receive their statesman award pin during this session. Statesman award certificates will be placed in your chapter's registration packet.
- \* The **annual business meeting** will be conducted prior to the opening session. All official business will be transacted by the voting delegates during this meeting. **Chapter voting delegates and chapter presidents** must attend this meeting. They should be seated no less than 15 minutes prior to the start of the session. Each chapter is allowed to have a maximum of two (2) voting delegates. If your voting delegate(s) are not in attendance upon the call of your school, you lose a vote for each voting delegate not in attendance. Voting delegates must also attend the entire opening session—no excuses nor exceptions! If voting delegates leave any time before the annual business meeting or opening session is adjourned, their votes will be lost. Voting delegates should be knowledgeable about Business Professionals of America, possess strong leadership skills, and be responsible enough to guarantee their attendance at all required functions.
- \* **Legacy Launchers** have been planned for all members on Friday and Saturday. Attendance is expected of all members unless they are involved in another event at the time of these dynamic leadership development seminars. Participation for each seminar will be limited to the first 200 people that arrive. Any delegate who attends four or more legacy launchers will receive a certificate of achievement.
- \* The **meet the candidates campaign rally** will give members an opportunity to meet and talk to the state executive council candidates. Voting will take place throughout this rally on Saturday between 2:45-4:15 p.m. Only voting delegates will be allowed for the first 30 minutes.
- \* An **advisor open forum** will be held to give advisors an opportunity to share information regarding what had taken place during the SLC. This forum will be held on Saturday from 9:00-9:30 p.m. Your input can help improve future conferences and our workplace skills assessment program.
- \* Most regions hold **advisors meetings** for their specific region during the state leadership conference. Check the conference schedule, and confirm with your regional advisor to make sure you don't miss a meeting that might be scheduled for your region.

- \* The **awards session** will commence on Sunday morning. Workplace skills assessment program awards will be given out and the torch ceremony will be held during this session. During the torch ceremony, we ask that you refrain from talking, clapping, and taking photographs. Students will not be allowed on stage to receive their awards if they are not properly dressed according to the dress code.

### DINNER SESSION AND DANCE

- \* All conference participants-students, advisors, chaperones, spouses, and administrators-are expected to attend the dinner session on Saturday evening. Banquet tables will be preassigned. Schools receiving special recognition on Saturday will be seated in front to eliminate lengthy walks to the stage. Table assignments will be posted at the registration desk on Friday afternoon.
- \* Professional attire is required for the dinner session. In past years, many individuals have donned their formal attire, which is also appropriate, to make the evening much more elegant.
- \* Appropriate behavior at the dinner session is extremely important. Please make sure your students know these simple basic dinner etiquette items:
  - 1) remain seated at all times;
  - 2) do not begin eating until the invocation has been given;
  - 3) refrain from talking during parts of the program where people are speaking at the lectern;
  - 4) focus attention to the head table during the program;
  - 5) do not leave the ballroom unless it is an emergency; and,
  - 6) treat the servers/banquet staff with respect.
 Your cooperation in making sure your students are well behaved during this session is appreciated. Important dignitaries will be in attendance and student behavior is extremely important. You may consider reviewing other detailed dining etiquette materials.

- \* Various special recognition awards will be presented during the dinner session. Also the state executive council will bid farewell.
- \* Installation of the new state executive council will take place during the dinner session. This is a very meaningful ceremony; therefore, we ask that each chapter remain seated and as quiet as possible.
- \* A dance with upbeat music will take place following the dinner session. Professional or formal attire must be worn to the dance. **Be prepared to purchase souvenirs to go along with the theme during the dance.**

### SPECIAL NEEDS

Please complete a special needs request form for any delegate who has a physical handicap, special dietary restrictions, or needs personalized assistance. This is extremely important for both Business Professionals of America and all hotel sites. Business Professionals of America is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. If you have any individuals with disabilities or needing special accommodations please complete the special needs request form to secure special assistance. This includes ESL, mobility, hearing, visual, dietary, special seating during general sessions, assistance getting onto stages, special hotel accommodations, etc.

Special needs request forms must be submitted online at the same time as the chapter registration. Business Professionals of America will not be responsible for fulfilling requests that are not submitted by **February 1**. The special needs request form is located at <http://www.michiganbpa.org/slc-special-needs-request>.

Chapters that plan to make their own arrangements for their students requiring special needs must also complete the form. Keep in mind that people that assist students with their assessment events should not be completing the tests; their role is to only assist the student with getting to and from the event.

### DELEGATE CODE OF CONDUCT PENALTIES

A conduct agreement form, which is included in this registration packet, must be completed for each

delegate. Please review the delegate code of conduct with chapter members. Remember that the hotel properties provide excellent opportunities to help your students become familiar with and be comfortable in a business atmosphere. Your assistance in teaching such things as elevator courtesy, proper conduct among other hotel guests, dining etiquette, and proper business attire can be very beneficial for the students as they prepare for employment.

The following are penalties for violating the delegate code of conduct:

A. **Expulsion from the conference and disqualification from competition:** any use or possession of illegal drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.

B. **Elimination of recognition at awards ceremony, disqualification of the individual or entire school delegation from all activities, probation, contest disqualification, or other appropriate action:** violation of any portion of the delegate code of conduct not specially mentioned in item A above.

Violations of the delegate code of conduct will be reported to school administrators and parents immediately after the conference has concluded.

### **TRAVELER SAFETY TIPS**

- \* Wear your name badge and wristbands at all times in the hotels and convention center for security reasons; otherwise, you may be asked to leave the premises.
- \* Don't wear your name badge around town.
- \* Don't answer the door in a hotel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- \* Close the door securely whenever you are in your room and use all of the locking devices provided.
- \* When returning to your hotel late in the evening, use the main entrance to the hotel. Be observant and look around before entering parking lots.
- \* Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, at the

swimming pool, or other places where they can be easily stolen.

- \* Don't draw attention to yourself by displaying large amounts of cash or expensive jewelry.
- \* Don't invite strangers into your room.
- \* Place all valuables in the hotel's safe deposit box.
- \* Carry a belt pack or a small purse that falls under your upper arm. Long straps are easy targets. Also, do not leave unattended purses on or under tables or hang them on the back of your chair in restaurants. They are easy targets.
- \* Do not leave valuables in your vehicle.
- \* Walk on the side on the street where parking is not allowed.
- \* Check to see that all sliding glass doors or windows and any connecting doors are locked.
- \* If you see any suspicious activity, please report your observations to the hotel management.

### **NONDISCRIMINATION POLICY**

It is the policy of Business Professionals of America, Michigan Association, that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

# Delegate Code of Conduct

Business Professionals of America—Michigan Association has established the following practices and procedures regarding delegate conduct. Please refer to “Delegates Code of Conduct Penalties” section of this registration booklet for penalties for violating this code of conduct.

## **The following applies to everyone attending the conference:**

1. The term “delegate” shall mean any Business Professionals of America member, including advisors and alumni.
2. Business Professionals of America, Michigan Association will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes discrimination, sexual harassment, bullying, inappropriate photography, any illegal action, etc. Anyone found violating this policy will be expelled from the event or conference and his or her membership will be terminated. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify consequences, as appropriate.
3. Delegates shall stay at the approved hotel during the conference in order to participate in conference activities including competitive events.
4. Any damages done to property or furnishings in the hotel or theft of hotel property must be paid by the delegate or chapter responsible.
5. Smoking and use of tobacco products is not allowed during any conference (PA 140 of 1993)
6. No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by any delegate at any time, under any circumstances. This is in effect from the time members leave home until they return home.
7. Delegates shall attend all general sessions, competitions, and activities assigned. This includes competitive events, committee meetings, leadership workshops, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
8. Identification name badges must be worn at all times.
9. Delegates shall keep their adult advisors informed of their activities and whereabouts at ALL times. All delegates will not leave the conference facilities without permission of their advisor.
10. Delegates shall stay in their assigned rooms.
11. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
12. Delegates shall be in their rooms and quiet by curfew each night.
13. Advisors are responsible for room check. No group or chapter activities are to be scheduled, by advisors, after curfew.
14. The chapter advisor shall be responsible for their chapter delegates’ conduct.
15. Delegates shall adhere to the dress code.
16. Use of private automobiles shall not be permitted, after arrival at the conference. Car doors shall be locked upon arrival and the keys turned over to the chapter advisor.
17. Hand carried stereos or radios are not permitted at any conference. Pocket-size Walkman and CD players, and MP3 players with earphones are permitted in the room or in travel.
18. All cellular telephones, pagers, PDAs, and other electronic communications devices must be turned off during all meetings, sessions, and assessment event testing. Any student who disrupts a testing session with a mobile telecommunications device will be disqualified from their event. In addition, the picture or video recording feature available with some models of cell phones or other electronic devices cannot be used in any public restroom or locker room.
19. Unregistered individuals shall not be permitted at any conference.
20. Delegates shall conduct themselves in a professional manner.
21. Delegates shall abide by all conference rules.
22. Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.
23. Delegates violating any of the code of conduct rules may subject themselves and/or their entire delegation to be sent home at the individual and/or chapter’s expense. Infractions of this code may also result in disqualification of the individual or school delegation from all other activities, probation, contest disqualification, elimination of recognition at the awards ceremony, expulsion from membership, or other appropriate action. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify the consequences, as appropriate.

# Business Professionals of America Michigan Association

## DRESS CODE

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Advisors must teach members about professional dress and should expect members to adhere to the following: *Business Professionals of America approved attire must be worn by all conference attendees—advisors, members, and guests—at all BPA sessions unless otherwise stated. Name badges are part of the dress code and must be worn at all times.* The following items constitute approved attire.

☆☆☆ **Professional Dress** for the assessment events, opening session/parade of presidents, annual business meeting, legacy launchers, campaign rally, dinner session, dance, and awards session. **Professional Dress** must also be worn for all events at the regional leadership conferences.

**Gentlemen** are required to wear dress shoes and dress socks with the following:

- \* Suit, dress shirt, and tie
- \* Sport coat, coordinated dress slacks, dress shirt, and tie
- \* Dress slacks, dress shirt, and tie
- \* Shirt and/or sweater and slacks (tie preferred but not required)

**Ladies** are required to wear dress shoes and dress socks or hose with the following:

- \* Business suit or business dress
- \* Skirt with coordinated blouse and/or sweater
- \* Dress slacks with coordinated blouse and/or sweater
- \* Coordinated slack outfit
- \* Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

☆☆ **Business Casual** for shopping, eating, and free time.

**Ladies And Gentlemen** may not wear items listed under **Unapproved Attire** at any time; however, they may choose to wear the following for shopping, eating, and free time:

- \* Business casual slacks including khakis or chinos
- \* Business casual shirts including golf shirts or polo shirts
- \* Business casual shoes (with socks) including loafers and oxfords

☆ **Formal Attire** for the dinner session and dance (optional).

**Gentlemen** may choose to wear tuxedos.

**Ladies** may choose to wear formal gowns with formal dress shoes.

**Unapproved Attire** at all times.

**NO!**

- |                 |                |                  |                  |
|-----------------|----------------|------------------|------------------|
| ✓ blue jeans    | ✓ coats        | ✓ tank tops      | ✓ sandals        |
| ✓ colored jeans | ✓ cutoffs      | ✓ halter tops    | ✓ athletic shoes |
| ✓ corduroys     | ✓ lycra        | ✓ tube tops      | ✓ hiking boots   |
| ✓ cargo pants   | ✓ spandex      | ✓ ragged clothes | ✓ thong shoes    |
| ✓ overalls      | ✓ t-shirts     | ✓ athletic wear  | ✓ slippers       |
| ✓ shorts/skort  | ✓ midriff tops | ✓ hats/caps      | ✓ bare feet      |

Low cut and tight blouses, shirts, or sweaters, and bare midriffs are not acceptable attire.

Clothing with sayings depicting violence, obscenities, drugs, alcohol, and tobacco is prohibited.

Visible body piercing, other than ears, and tattoos that show are prohibited. Traditional ear piercing is approved for ladies (no more than two earrings per ear) and gentlemen (no more than one earring per ear). No piercing of eyebrows, lips, tongues, noses, chins, etc., is allowed.

New fashion trends may be in style but may not be appropriate. The best choice is to avoid walking the line. If there is a doubt, select something else to wear. Be a business professional.

During the state leadership conference, students must be fully clothed when going to and from the pool. Sports attire with appropriate shoes (no thong shoes or flip-flops or bare feet) and absolutely NO towels being worn around one's body. Students may wear their bathing suits underneath their clothes and leave their clothes poolside by their towel.

During the state leadership conference, students will be allowed to wear casual Business Professionals of America shirts with business casual pants (including khakis and chinos) on Thursday only. Jeans are not allowed.

## **RECOMMENDED ATTIRE FOR JUDGED EVENTS**

The following attire is recommended for judged events. Students may choose to follow these recommendations or they may choose to wear professional dress as identified in the dress code. Students must not be penalized if they choose to wear professional dress for judged events.

### **Gentlemen**

- \* Dress shoes with coordinated dress socks
- \* Suit, dress shirt, and tie
- \* Dress slacks, dress shirt, and tie
- \* Sport coat, coordinated dress slacks, dress shirt, and tie
- \* Reasonable conservative jewelry and earrings (no more than 1 earring per ear)
- \* No piercing of eyebrows, lips, tongues, noses, chins, etc.
- \* No tattoos that show

### **Ladies**

- \* Dress shoes with coordinated dress socks or hose
- \* Sling backs, boots, clogs, and open-toed shoes are not recommended
- \* Colored hose that coordinate with the outfit can be worn
- \* Business suit or business dress (no side slits and no shorts)
- \* Skirt (no side slits) with coordinated blouse and/or sweater
- \* Skirts and dresses should be no shorter than 1 inch above the knee
- \* Reasonable conservative jewelry and earrings (no more than 2 earrings per ear)
- \* No piercing of eyebrows, lips, tongues, noses, chins, etc.
- \* No tattoos that show

**THE KEY IS CONSERVATIVE DRESS FOR GENTLEMEN AND LADIES.**

## State Leadership Conference Deadlines

Item	Deadline	Mailing address
<ul style="list-style-type: none"> <li>• Barbara Chambers Outstanding Advisor of the Year Award</li> <li>• Chapter of the Year Award</li> <li>• State Service Project Recognition Award</li> </ul>	Postmarked on or before January 18, 2012	Attn: Special Awards Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> <li>• State Executive Council Candidate Application</li> </ul>	Postmarked on or before January 18, 2012	Attn: SEC Application Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> <li>• Torch Award (Statesman)</li> </ul>	Submitted online on or before January 18, 2012	Visit <a href="https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx">https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx</a> to submit torch awards résumé
<ul style="list-style-type: none"> <li>• Administrative Support Research Project-Individual</li> <li>• Advanced Interview Skills résumé/cover letter/job application only (do not send portfolio)</li> <li>• Desktop Publishing materials</li> <li>• Economic Research Project Team and Individual</li> <li>• Entrepreneurship business plans</li> <li>• Global Marketing Team business plans</li> <li>• Graphic Design Promotion materials*</li> <li>• Interview Skills résumé/cover letter/job application</li> <li>• Web Application Team materials</li> <li>• Web Site Design Team materials</li> </ul>	Submitted online on or before February 1, 2012  <b>Keep backup copies as needed.</b>	Visit <a href="http://www.bpascheduler.com">www.bpascheduler.com</a> for submission instructions  * Visit <a href="http://www.michiganbpa.org">www.michiganbpa.org</a> (SLC section) for submission instructions for Graphic Design Promotion.
<ul style="list-style-type: none"> <li>• SLC Registration</li> <li>• Special Needs Request Form</li> </ul>	Submitted online on or before February 1, 2012	Submitted online via <a href="http://www.bpascheduler.com">www.bpascheduler.com</a> <b>and payment</b> mailed to: Attn: SLC Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> <li>• SLC Hotel Reservations</li> </ul>	Submitted online or before February 1, 2012	Submitted online via <a href="http://www.bpascheduler.com">www.bpascheduler.com</a> <b>and deposit payment</b> mailed to: Attn: BPA Reservations Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503

*(continued on next page)*

<b>Item</b>	<b>Deadline</b>	<b>Mailing address</b>
<ul style="list-style-type: none"> <li>• Team Member Substitution</li> <li>• RLC Alternate Substitution for Pre-submitted events</li> </ul>	Contact state office by February 16, 2012	E-mail state director
<ul style="list-style-type: none"> <li>• Registration Refund Requests</li> </ul>	Postmarked on or before February 24, 2012	Submitted online via <a href="http://www.michiganbpa.org/slc-registration-refund-request">http://www.michiganbpa.org/slc-registration-refund-request</a>
<ul style="list-style-type: none"> <li>• Housing Changes (additional rooms)</li> </ul>	Received on or before February 24, 2012	<a href="http://www.michiganbpa.org/slc-housing-change">http://www.michiganbpa.org/slc-housing-change</a>
<ul style="list-style-type: none"> <li>• Appointment Event Schedule Conflict Notification (valid/legitimate scheduling conflicts only; see page 18 for more details)</li> </ul>	Contact state office by March 7, 2012	E-mail state director

## Assessment Event Information

Be sure to follow the guidelines outlined below in addition to the *WSAP Guidelines 2012 Handbook*.

### Event Registration

- \* Regional advisors will verify final event qualification. Each event in which a conference delegate is participating should be indicated on the BPA Scheduler Web site.
- \* All event registration changes must be made by the regional advisor to the state office by **February 16**.
- \* **Administrative Support Research Project-Individual, Advanced Interview Skills** (application/résumé/cover letter only; do not send portfolio), **Desktop Publishing** materials, **Economic Research Project Team and Individual, Entrepreneurship** business plans, **Global Marketing Team** business plans, **Graphic Design Promotion** materials, **Interview Skills** application/résumé/cover letter, **Web Application Team** materials, and **Web Site Design Team** materials must be submitted online or mailed to the state office with a postmark deadline of **February 1**.

### Computer Events

- \* Tests using computers will be held Friday, March 23, at Davenport University—Grand Rapids. Buses to Davenport University will depart from the Amway Grand Plaza Hotel.
- \* Buses will depart at the :15 and :45 mark of each hour. Any student missing a bus will need to provide their own method of getting to Davenport University and will only be given the time remaining if the test has already started. Otherwise, students missing the bus will not be allowed to make up the test(s). The one-way travel time to Davenport University is 30 minutes. Please plan accordingly based upon the start time of your student's competition times.

### Schedule Conflicts

- \* Appointment times for all judged events will be preassigned. Appointment times will be included in a chapter pre-conference mailing. Any scheduling conflicts should be reported to the state office by the chapter advisor by **March 7**.
- \* Students who qualify for multiple events conflicting times will be allowed to take only one of their events. The next regional qualifier will be permitted to take their spot in the contest they decide to drop. This does not apply to the following events: **Saturday's judged appointment events** or **Parliamentary Procedure Concepts** (for Parliamentary Procedure Team members only).

### Student Contest Rescheduling

BPA will not reschedule any student's competitive events in order to accommodate any non-BPA activities or events. Any competitive event scheduling conflicts for both judged and non-judged events must be reported to the state office by the appropriate deadline. Rescheduling for approved events only (see "Schedule Conflicts" above) will be completed prior to the conference. Absolutely no rescheduling will be done on site at the SLC.

### Team Member Substitution

A team that qualifies to attend the SLC may change its team members as long as at least one of the original team members still remains on the team. Team member changes must be given to the state director on or before **February 16**. After that date, substitutions will be made only if the alternate is available for the time slot the team has been assigned.

### Miscellaneous

- \* Review the *WSAP Guidelines 2012 Handbook*. If you have not obtained a copy, do so immediately. The *WSAP Guidelines 2012 Handbook* can be downloaded from [www.bpa.org](http://www.bpa.org).
- \* Open event testing will be held on Saturday at the DeVos Place Convention Center.
- \* Only event participants and authorized personnel will be allowed at the various testing sites.
- \* You must wear your conference name badge to all conference events.
- \* Appropriate attire must be worn to all assessment events. (See dress code.) Violations will result in a 10% deduction of the contestant's total score.
- \* **Merit Scholar** tests will be available to all members and advisors during the conference. This objective test will cover facts about Business Professionals of America. Sources for study include *News & Notes*, and the National and Michigan BPA Web sites. All contestants who pass the test with a 90% proficiency will be recognized at the awards session. Members and advisors who enter this contest will be well prepared to take the national merit scholar test at the NLC. Once a Merit Scholar—always a Merit Scholar!

## 2012 Computer Software Listing

All contests will be held on Windows-based computers. **Any changes in software options will be communicated to each chapter. In some cases, only the chapters affected by the change will be notified.**

<u>Event</u>	<u>Software (all applications are Windows-based)</u>
Administrative Support Team	Microsoft Office 2010
Advanced Office Systems & Procedures	Microsoft Office 2010
Advanced Spreadsheet Applications	Microsoft Excel 2010
Advanced Word Processing Skills	Microsoft Office 2010
Basic Office Systems & Procedures	Microsoft Office 2010
C++ Programming	Students must provide their own equipment per the event guidelines
Computerized Accounting	South-Western Automated Accounting v. 8.0 South-Western Integrated Accounting 4 <sup>th</sup> edition
Database Applications	Microsoft Access 2010
Desktop Publishing	<b><i>**Prepared at home or school—whatever is available at your school** Students will take an objective test on site at the SLC. Students must provide their own equipment per event guidelines. Tests will be available to all qualifying schools for download from our Web site on January 12, 2012. Student work must be mailed to the state office with a postmark deadline of February 1 and the student must be registered to attend the state conference.</i></b>
Financial Analyst Team	Students must provide their own equipment per the event guidelines
Fundamental Spreadsheet Applications	Microsoft Excel 2010
Fundamental Word Processing Skills	Microsoft Office 2010
Fundamentals of Web Design	Microsoft Notepad
Integrated Office Applications	Microsoft Office 2010
Java Programming	Students must provide their own equipment per the event guidelines
Keyboarding Production	Microsoft Office 2010
Legal Office Procedures	Microsoft Office 2010
Medical Office Procedures	Microsoft Office 2010
Visual Basic Programming	Students must provide their own equipment per the event guidelines

# Schedule of Events

(Please note that times and locations are subject to change.)

A: Amway Grand Plaza Hotel    DU: Davenport University    CC: DeVos Place Convention Center

## Special Information for Judged Events

**Student arriving late for scheduled contest:** If a student is late due to the fact that he/she was completing in another contest, they should receive an assessment event pass from the contest administrator of the contest they were involved in. Once the assessment event pass is submitted to the contest administrator of the contest for which the student arrives late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of that contest. If a student arrives late due to oversleeping or any other type of carelessness, that student will not be allowed to compete. Administrators will submit any assessment events passes received during their contest to the CEAC Representative at the end of the competition. (Scheduled contest are contests which involve appointment times.)

**Judged Event Finals Postings:** On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:00 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. Results from Friday preliminary events will be posted at the Assessment Events Headquarters.

## Business Professionals of America-Michigan Association 2012 State Leadership Conference Tentative Schedule

DAY/DATE/TIME	EVENT	SITE	ROOM
<b><u>Wednesday, March 21</u></b>			
4:00pm-10:00pm	State Executive Council Meeting	A	Diamond
<b><u>Thursday, March 22</u></b>			
8:00am-10:00pm	State Executive Council Meeting	A	Pinnacle
11:00am-12:00pm	BPA/Grand Rapids Staff Meeting	A	Imperial Ballroom
12:00pm-8:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A	Center Concourse
7:00pm-9:00pm	Exhibitor Display Setup	A	Crown Foyer
7:00pm-9:00pm	Assessment Events Headquarters	A	Pearl
8:00pm-10:00pm	Special Event: To be determined Sponsored by Davenport University (Open to all delegates)	A	Ambassador Ballroom
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A	Grand View
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A	Grand View

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>	<b>ROOM</b>
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	
<b><u>Friday, March 23</u></b>			
7:00am-4:00pm	Assessment Events Headquarters	A	Pearl
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (near Sales & Catering Office)	A	Grand Plaza Place Entrance (also known as Lyon Street Lobby)
7:00am-7:00pm	Registration/Courtesy Corps	A	Center Concourse
8:00am-6:00pm	Luggage Holding	A	Gerald R. Ford Ballroom
8:00am-6:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-9:30am	Financial Analyst Team Preparation (Preliminaries)	A	Ottawa
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team and Presentation Management-Individual	A	Ruby
8:30am-9:30am	Banking & Finance	A	Cascade
8:30am-9:00am	PC Servicing & Troubleshooting (Preliminaries/Objective Test Only)	A	Atrium
8:30am-10:00am	Keyboarding Production	DU	Rooms 201, 202
8:30am-10:00am	Fundamental Word Processing Skills	DU	Rooms 301, 302
8:30am-10:30am	Advanced Word Processing Skills	DU	LInC (Library)
8:30am-10:00am	C++ Programming (Session 1) Java Programming (Session 1) Visual Basic Programming (Session 1)	A	Governors
8:30am-10:30am	Fundamentals of Web Design	DU	Rooms 318, 319
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A	Pantlind Ballroom
9:00am-7:00pm	Grading Room	A	Emerald
9:00am-Finish	SEC Candidate Interviews	A	Pinnacle
9:15am-4:00pm	Presentation Management-Indiv. (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A	Nelson Kendall Pullman Winchester
9:45am-10:45am	Computer Security (Preliminaries/Objective Test Only)	A	Atrium
9:45am-10:45am	Desktop Publishing (objective test)	A	Cascade
10:00am-11:30am	C++ Programming (Session 2) Java Programming (Session 2) Visual Basic Programming (Session 2)	A	Governors
10:00am-12:00noon	Computerized Accounting	DU	Rooms 201, 202

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>	<b>ROOM</b>
10:00am-10:30am	Parliamentary Procedure Team – Judges & Administrators Meeting	A	Heritage Hill
10:00am-12:00noon	Advanced Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-12:00noon	Fundamental Accounting (for Financial Analyst Team members only)	A	Atrium
10:00am-5:00pm	Video Production Team	A	Campau
10:00am-4:00pm	Exhibits Open	A	Crown Foyer
10:30am-12:30pm	Advanced Spreadsheet Applications	DU	Rooms 301, 302
10:30am-12:30pm	Integrated Office Applications	DU	LInC (Library)
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU	Rooms 318, 319
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Section 1 Prep Section 1 Demo Section 2 Prep Section 2 Demo	A A A A	Grand View B Heritage Hill Grand View A Thornapple
11:00am-11:30am	Judges Orientation	A	Imperial Ballroom
11:00am-11:45am	Legacy Launcher #1	A	Ambassador West
11:00am-11:45am	Legacy Launcher #2	A	Ambassador East
11:00am-12:00noon	Computer Network Technology	A	Cascade
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Imperial Ballroom
12:00pm-4:00pm	Computer Security (Finals/Application) PC Servicing & Troubleshooting (Finals/Application)	A	Governors
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A	Pantlind Ballroom
12:30pm-2:30pm	Basic Office Systems & Procedures	DU	Rooms 318, 319
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU	Rooms 301, 302
12:30pm-2:30pm	Database Applications	DU	LInC (Library)
12:30pm-4:30pm	Computer Animation Team	A	Lyon
12:30pm-4:30pm	Financial Analyst Team (Finals/Demo)	A	Plaza Boardroom A
12:30pm-5:00pm	Economic Research Project Team	A	Berkey
12:30pm-5:00pm	Web Application Team	A	Robinson
12:30pm-6:00pm	Global Marketing Team	A	Fine Arts
1:00pm-1:45pm	Legacy Launcher #3	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #4	A	Ambassador East
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A	Vandenberg A
1:00pm-2:30pm	Payroll Accounting	A	Atrium
2:00pm-2:45pm	Legacy Launcher #5	A	Ambassador West
2:00pm-2:45pm	Legacy Launcher #6	A	Ambassador East
2:30pm-3:30pm	Systems Administration using Cisco	A	Cascade

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>	<b>ROOM</b>
2:30pm-4:30pm	Administrative Support Team	DU	LInC (Library) Overflow: Room 201
2:30pm-4:30pm	Legal Office Procedures	DU	Rooms 301, 302
2:30pm-4:30pm	Medical Office Procedures	DU	Rooms 318, 319
3:00pm-5:00pm	Advanced Accounting (for non-Financial Analyst Team members)	A	Vandenberg A
3:00pm-5:00pm	Fundamental Accounting (for non-Financial Analyst Team members)	A	Vandenberg B
3:45pm-4:45pm	Network Administration Using Microsoft	A	Cascade
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Prep Demo	A A	Grand View B Heritage Hill
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC	Ballroom
7:30pm-9:00pm	Opening Session/Parade of Presidents (Parade, Special Awards, Candidate Speeches, Statesman Torch Awards)	CC	Ballroom
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels	
<b><u>Saturday, March 24</u></b>			
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A	Pearl
8:00am-5:00pm	Courtesy Corps	A	Center Concourse
8:00am-5:00pm	Coat Check	A	Ambassador Foyer Coat Room
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
8:00am-3:30pm	Small Business Mgmt Team Preparation Demonstration	A A	Vandenberg A Vandenberg B
9:00am-12:00pm	Admin. Support Research Proj.-Indiv. (Preliminaries)	A	Gerald R. Ford Ballroom
9:00am-12:00pm	Advanced Interview Skills (Prelim)	A	5 <sup>th</sup> Floor Exhibitors Bldg.
9:00am-12:00pm	Digital Media Production (Prelim) Section 1 Section 2 Section 3	A A A	Berkey Haldane Kendall
9:00am-12:00pm	Economic Research Proj.-Indiv. (Prelim)	A	Imperial Ballroom
9:00am-12:00pm	Entrepreneurship (Prelim) Section 1 Section 2 Section 3	A A A	Thornapple Heritage Hill Winchester

DAY/DATE/TIME	EVENT	SITE	ROOM
9:00am-12:00pm	Extemporaneous Speech (Prelim) Prep Section 1 Section 2 Section 3	A A A A	Ottawa Plaza Boardroom A Plaza Boardroom B Riverview
9:00am-12:00pm	Graphic Design Promotion (Prelim)	A	Governors
9:00am-12:30pm	Human Resource Mgmt. (Prelim) Prep Section 1 Section 2	A A A	Robinson Campau Lyon
9:00am-12:00pm	Interview Skills (Prelim)	A	5 <sup>th</sup> Floor Exhibitors Bldg.
9:00am-12:00pm	Prepared Speech (Prelim) Section 1 Section 2 Section 3	A A A	Grand View A Grand View B Grand View C
9:00am-3:00pm	Web Site Design Team	A	Fine Arts
9:00am-4:00pm	Presentation Management – Team	A	Cascade, Atrium
9:00am-4:00pm	Exhibits Open	A	Crown Foyer
9:00am-3:00pm <b>(Last student admitted at 2:00pm)</b>	Open Events Administrative Support Concepts Business Spelling Financial Math & Analysis Information Technology Concepts Insurance Concepts Mgmt/Mktg/Human Resources Concepts Merit Scholar Parliamentary Procedure Concepts	CC	Ballroom
10:00am-10:45am	Legacy Launcher #7	A	Ambassador West
10:00am-10:45am	Legacy Launcher #8	A	Ambassador East
10:00am-2:00pm	Presentation Management-Indiv. (Finals)	A	Nelson
10:00am-3:00pm	College Fair	A	Center Concourse
10:00am-5:30pm	Grading Room	A	Emerald
11:00am-11:45am	Legacy Launcher #9	A	Ambassador West
11:00am-11:45am	Legacy Launcher #10	A	Ambassador East
11:30am-12:30pm	Judges Orientation (Final Judges Only)	A	Pantlind Ballroom
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A	Pantlind Ballroom
1:00pm-1:45pm	Legacy Launcher #11	A	Ambassador West
1:00pm-1:45pm	Legacy Launcher #12	A	Ambassador East
1:30pm-4:30pm	Administrative Support Research Proj.-Indiv. (Finals)	A	Heritage Hill
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A	Thornapple
1:30pm-4:30pm	Digital Media Production (Finals)	A	Grand View B
1:30pm-4:30pm	Economic Research Proj.-Indiv. (Finals)	A	Haldane

<b>DAY/DATE/TIME</b>	<b>EVENT</b>	<b>SITE</b>	<b>ROOM</b>
1:30pm-4:30pm	Entrepreneurship (Finals)	A	Winchester
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A	Ottawa Plaza Boardroom A
1:30pm-4:30pm	Graphic Design Promotion (Finals)	A	Grand View C
1:30pm-4:30pm	Human Resource Mgmt. (Finals) Preparation Demonstration	A A	Robinson Campau
1:30pm-4:30pm	Interview Skills (Finals)	A	Berkey
1:30pm-4:30pm	Prepared Speech (Finals)	A	Grand View A
2:30pm-2:45pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A	Ambassador East
2:45pm-4:15pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A	Ambassador East
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2011-2012 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2012-2013 State Officer Installation)	CC	Ballroom
9:00pm-9:30pm	Reception: 2012-2013 State Executive Council Officers, Advisors & Parents	A	Imperial Ballroom
9:00pm-9:30pm	Advisor Open Forum	A	Pantlind Ballroom
9:30pm-10:30pm	Region 1 Advisors Meeting	A	Pantlind Ballroom
9:30pm-10:30pm	Region 2 Advisors Meeting	A	Lyon
9:30pm-10:30pm	Region 3 Advisors Meeting	A	TBD
9:30pm-10:30pm	Region 4 Advisors Meeting	A	Campau
9:30pm-10:30pm	Region 5 Advisors Meeting	A	Senator Vandenberg A
9:30pm-10:30pm	Region 6 Advisors Meeting	A	Senator Vandenberg B
9:30pm-10:30pm	Region 7 Advisors Meeting	A	Governors
9:30pm-10:30pm	Region 8 Advisors Meeting	A	Gerald R. Ford Ballroom
9:30pm-10:30pm	Region 9 Advisors Meeting	A	Robinson
9:30pm-10:30pm	Region 10 Advisors Meeting	A	Ruby
9:30pm-11:30pm	Dance Sponsored by Northwood University	CC	Ballroom
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels	
<b><u>Sunday, March 25</u></b>			
7:00am-3:00pm	Luggage Storage	A	Gerald R. Ford Ballroom
7:45am-8:45am	Advisors Meeting	A	Pantlind Ballroom
9:15am-Finish	Awards Session	CC	Ballroom

# Instructions for Completing Conference Registration

## Conference Registration Instructions

The BPA Scheduler registration system will be used for SLC registration.

\*\*\*By using the BPA Scheduler site, your chapter understands that you are responsible for submitting full registration fees for all conference attendees submitted online even in the event of any cancellations prior to sending full payment. Neglecting to submit full registration fees will result in making your chapter delinquent and will jeopardize your chapter's participation in this and future conferences. All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.

1. Logon to the BPA Scheduler registration system by visiting <http://www.bpascheduler.com> and selecting "Michigan, SLC #" where # is your region number. (Example: Michigan, SLC 1 is for schools located in region 1.) Your PASSWORD to access the BPA Scheduler is your six-digit chapter number. This number starts with "04-XXXX." If you do not know this number, please logon to the membership registration system at <http://www.registermychapter.com/bpamem/>.
2. The first screen that appears when you logon is the chapter registration agreement. Check the box to indicate that you understand your chapter is responsible for all registration fees associated with conference attendees submitted online.
3. The next screen that appears when you logon is a listing of all your dues-paid members. Select the checkbox for each student that **WILL BE ATTENDING** the SLC. Once you have selected these students, click the "Keep Selected Students" button at the bottom of that screen.
4. Read the instructions that will follow on the next Web page after you have completed step #3 above.
5. Select the "Students" link at the top of the screen and update the data for each student that is attending. Make sure you select the events that your students are competing in. Furthermore, please make sure you select the appropriate checkboxes for any of the students that fit the following items:
  - A. **Open Event Only:** students who are competing in only one or more open event(s)
  - B. **Hotel--Sharing with another school:** a student who is listed on another school's hotel reservation form
  - C. **State Officer Candidate:** a maximum of one student per chapter that is campaigning for office as a state executive council member
  - D. **Statesman Torch Award Candidate:** a student who has applied for the statesman torch award
  - E. **Voting Delegate:** a minimum and maximum of two (2) students per chapter to serve as voting delegates to elect the state officers and conduct official business on behalf of the chapterIf you enter your student in a competition in which he/she did not qualify to compete, the student will be removed from that event **WITHOUT** notification to the chapter advisor. This sort of error does not qualify you for a registration refund.
6. Enter all of your advisors and chaperones by clicking the "Add a student/conference attendee" link. Enter the individual's name and select the appropriate checkboxes for the advisor or conference attendee that fit the following items:
  - A. **Advisor:** a dues-paid chapter advisor
  - B. **Chaperone:** a designated chaperone for your chapter
  - C. **Parent:** a parent of dues-paid chapter member (NOTE: qualifies for the chaperone registration rate)
  - D. **Hotel--Sharing with another school:** an advisor or conference attendee who is listed on another school's hotel reservation form

7. On the SLC Registration Payment Summary Page, manually enter the number of registrations and dollar amount calculations. In addition, since our SLC program booklet will be online on a mobile Web site, please let us know how many hard copies of a printed conference program booklet you need for you and/or your students. Once you have entered this information, click the “Save” button.
8. Once you have completed reviewed your chapter’s registration information, click the “Submit Registration” link to notify the state office that your data is complete. Check the box that confirms your registration is final and you will no longer be able to edit student or advisor information, and check the box that indicates you are 100% sure you want to proceed to submit your chapter’s registration. Click the “Submit Registration” button.
8. Print the SLC Registration Payment Summary/Student Listing printout to use as your official conference invoice.
9. Mail payment to Michigan BPA per the instructions indicated on page 6.

NOTE: \*\*\* If you have submitted your SLC registration paperwork and realized that you have any type of correction to be made, please visit the SLC page of our Web site at <http://www.michiganbpa.org/state-leadership-conference/> and download the document entitled “Delegate Addendum Form.” You will be instructed to submit an addendum delegate form.

### **Hotel Reservation Form**

The BPA Scheduler registration system will be used for SLC registration. **Every student, advisor, chaperone, or special guest attending the conference must stay at the Amway Grand Plaza Hotel or Courtyard Marriott at Plaza Towers for the entire conference weekend.** Priority for rooms with two beds will be given to quad occupancy.

1. Logon to the BPA Scheduler registration system by visiting <http://www.bpascheduler.com> and selecting “Michigan, SLC #” where # is your region number. (Example: Michigan, SLC 1 is for schools located in region 1.) Your PASSWORD to access the BPA Scheduler is your six-digit chapter number. This number starts with “04-XXXX.” If you do not know this number, please logon to the membership registration system at <http://www.registermychapter.com/bpamem/>.
2. Click on the link that says “Hotel Reservations.”
3. Click on the “Edit General Registration” information and enter ALL of the requested information. Indicate your preferred hotel assignment. Keep in mind that assignments are based upon hotel assignments in previous years; however, we realize that some schools may prefer to stay at the Courtyard Marriott. Indicate the date and time of your arrival. If you arrive prior to the 4 p.m. check-in time, your rooms may not be ready. If this happens, you may check your luggage until rooms are available.
4. Build each hotel reservation by clicking the “Add Hotel Room” link.
5. Check the “Add” button next to each student’s name that will be in the room. Enter the arrival and departure dates. Indicate the gender of all your guests. This information is used to avoid connecting rooms being assigned to delegates of the opposite sex. Once you have entered all this information, click the “Save Changes” button at the bottom of the Web page. The room will then appear on the main Hotel Reservation Listing page.
6. Add additional guests such as advisors, chaperones, and students from other schools by manually entering their name in the empty fields at the bottom of the page. Please make sure you check the “Adult” button in order for the hotel to know that that particular room reservation is for an advisor or chaperone. If students or advisors from different schools are sharing a room, only one school should submit that reservation. **However, both advisors should indicate this on the copies of the forms being sent to the state office.**
7. Continue adding rooms as needed by clicking the “Add Hotel Room” reservation.

8. Prepare the online tax exempt form on the BPA Scheduler Web site by clicking the “Submit Tax Exempt Form” link. **Note: If you are assigned to stay at the Courtyard Marriott, you will be contacted to complete and submit an additional Michigan Sales and Use Tax Certificate of Exemption Form.**
9. See page 7 of this registration booklet for mailing instructions.

**Errors, incomplete forms, or missing materials will be subject to late fees.**