

WRITE THE

Next

CHAPTER



**MICHIGAN
BUSINESS
PROFESSIONALS
of AMERICA**

51st Annual State Leadership Conference
March 9–12, 2023 | Grand Rapids, MI



**2023 Michigan BPA
State Leadership Conference
March 9-12, 2023
Grand Rapids, MI**

SLC Registration Booklet

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**

Table of Contents

COVID-19 Protocols	4
Important Information	4
Attendance Eligibility	5
Name Badges and Wristbands	5
Registration Information	6
Hotel Information and Reservations	7
Hotel Courtesies and Suggestions	9
Parking	9
Grand Rapids Visitors Information	9
Refund Policy	9
State Executive Council Candidates	10
Advisor Responsibilities	10
Conference Highlights	10
Headshot Photo Studio & Chapter Group Photos	12
Dinner Session and Dance	13
Special Meals Requests	13
Special Accommodations	13
Delegate Code of Conduct Penalties	14
Awards Session Ticket Information	14
Traveler Safety Tips	15
Nondiscrimination Policy	15
Delegate Code of Conduct	16
Dress Code	18
State Leadership Conference Deadlines	20
Assessment Event Information	22
Computer Software Listing	24
Instructions for Completing Conference Registration	25
2022 SLC Tentative Schedule of Events	26

Forms

Conduct/Permission/Medical Treatment Authorization Form	www.michiganbpa.org/slc-documents
Registration Correction/Addendum Form	www.michiganbpa.org/slc-registration-correction-addendum
Emergency Information Form	www.michiganbpa.org/slc-documents
Housing Change Form	www.michiganbpa.org/slc-housing-change
Registration Accuracy Checklist	www.michiganbpa.org/slc-documents
Registration Refund Request Form	www.michiganbpa.org/slc-registration-refund-request
Special Meals Request Form	www.michiganbpa.org/slc-special-accommodations-request
Special Accommodations Request Form	www.michiganbpa.org/slc-special-accommodations-request
Awards Session Tickets	www.michiganbpa.org/slc-awards-session-guests

Maps

Amway Hotel Map	www.michiganbpa.org/slc-documents
Grand Rapids Downtown Dining Guide	www.michiganbpa.org/slc-documents
Grand Rapids Downtown Parking Guide	www.michiganbpa.org/slc-documents

2023 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.

COVID-19 PROTOCOLS

Participants must follow current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. Participants who are currently COVID positive, at the time of the conference, should refrain from attending the conference. If a conference participant has been exposed to a person with COVID-19 within 10 days prior to the conference, they must wear a high-quality mask for the entire time they are around others indoors.

Face masks are optional for all conference participants.

You are encouraged to review the current CDC travel guidelines online at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.

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 payments must have been received by BPA 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 with them. 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 website in early March.
- ★ 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 fees to the Amway Grand Plaza Hotel.
- ★ Study the *WSAP Guidelines 2023www. 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, community involvement award application, state executive council candidate application, and statesman torch award deadlines.
 - February 1:** State conference registration (payment not required at this time), hotel reservation, and hotel deposit must be submitted.

February 1: Materials for Administrative Support Research Project, Advanced Desktop Publishing, Advanced Interview Skills résumé and cover letter only (do not send portfolio), Broadcast News Production Team, Computer Animation Team, Digital Media Production, Economic Research Individual and Team, Entrepreneurship business plans, Fundamental Desktop Publishing, Global Marketing Team business plans, Graphic Design Promotion, Interview Skills résumé and cover letter, Video Production Team, and Website Design Team must be submitted.

February 15: Tickets go on sale for awards session at www.michiganbpa.org/slc-awards-session-guests

February 17: Team member substitution deadline (refer to page 22 for more details).

February 17: Additional housing reservation deadline. Housing change forms must be submitted 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 17: Refund request forms must be submitted in order to qualify for registration refund.

February 17: Do not submit addendum conference registrations to the state office after this date without permission as they may not be received in time for processing.

February 28: State conference payment is due in full. Check payments must be postmarked, or credit card payment must be submitted online on or before this date.

March 2: Report any appointment event schedule conflicts to the state office.

Conference Arrival: Hotel balance payment due upon check-in on-site at the conference (for addendums only).

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 four members per chapter)
- ★ Voting delegates, campaign managers, parade representatives, etc. must meet at least one of the above qualifications
- ★ A member of one of the top three teams that qualified to compete in the Network Design Team at the 2023 NLC
- ★ 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 BADGES AND WRISTBANDS

Name badges and wristbands 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.

All conference attendees are required to wear conference wristbands at all times during the conference. Replacement wristbands are \$10.00 each.

We will have alumni and volunteers monitoring the doors to all main events. For security purposes, we take these policies 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. Students' and advisors' name badges or wristbands will be scanned prior to being allowed to board the bus at their pre-scheduled time.

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 hotel information.

Questions regarding conference registrations should be directed to BPA State Office at 734.487.1700 or via email at help@michiganbpa.org.

Incomplete registrations 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 if the refund request is submitted by the refund request deadline.

Advisor/Delegate Advance Registration: Must be submitted online and postmarked on or before **February 1-** \$99.00 per attendee (advisors and delegates). Payment via credit card will be charged a 2.2% credit card processing fee.

Special Guest/Chaperone Registration: Must be submitted online and postmarked on or before **February 1-** \$85.00 per attendee (chaperones, parents, etc.). Payment via credit card will be charged a 2.2% credit card processing fee.

Late Registration: Submitted online and Postmarked on or after **February 1-** \$115.00 per attendee (advisors, delegates, chaperones, parents, etc.). Payment via credit card will be charged a 2.2% credit card processing fee.

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

Registration Pick-up: Registration will begin on Thursday, March 9, from 5:00-9:00 p.m. in the Center Concourse of the Amway Grand Plaza Hotel. Chapters staying at an off-site hotel will pick up their registration packets at their respective hotels if they are paid in full in advance.

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.

Use the SLC Registration Accuracy Checklist available online at www.michiganbpa.org/slc-documents to help double check that your registration is complete.

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

1. Submit your registration via the conference registration system (CRS) website at www.michiganbpa.org/s-slc-registration.
2. Submit the hotel reservations via the conference registration website.
3. Submit the SLC Registration Invoice with payment for registration fees via one (1) check through the U.S. mail or credit card payment via website at www.michiganbpa.org/credit on or before **February 28, 2023**. If you pay online via credit card, nothing needs to be mailed to the state office.

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 required paperwork and payment are not postmarked by the deadline, late fees will be charged. NO EXCEPTIONS!

HOTEL INFORMATION AND RESERVATIONS

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 Manager **Brittany VanderWal** at bvanderwal@ahchospitality.com or 616.776.6463.

The Amway Grand Plaza Hotel will process all reservations. Schools will be contacted in mid-February with their hotel assignment and any balance due invoices.

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 17**. Name changes can be made up until your conference arrival date. The housing change form must be submitted online by **February 17**. 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 or your assigned hotel. Changes submitted after **February 17** are not guaranteed and will be subject to the availability of the hotel.

Hotel/Rate Information:

Rooms with one or two guests may be placed into a room with one king-size 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.

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 Michigan BPA Staff with a rooming list by school and advisor, which will be used to help control student behavior.

Amway Grand Plaza Hotel

187 Monroe Ave. NW

Grand Rapids, MI 49503

Phone: 616.774.2000

BPA Contact: Brittany VanderWal, 616.776.6463, or bvanderwal@ahchospitality.com

Single/Double-\$129

Triple/Quad-\$149

Suites (Plaza Luxury, Tower Luxury, Junior Suite, and Superior Room) are available. Please contact Brittany VanderWal for suite rates. Please note your suite preference in the notes section of the General Reservation Information on the BPA Scheduler website. Suite requests are not guaranteed and are assigned on a first come, first serve basis. Your suite assignments will be confirmed via email by Brittany when confirmation codes are sent.

Courtyard Marriott at Plaza Towers

11 Monroe Ave. NW

Grand Rapids, MI 49503

Phone: 616.242.6618

BPA Contact: Erika Goins, egoins@ahchospitality.com

Single/Double-\$128

Triple/Quad-\$148

Suites range in price. Call hotel for details.

The 6% state tax and mandatory 9% county tax (subject to change at any time) are charged at both hotels. Your school may claim exemption from **state tax only** by completing a **Michigan Sales and Use Tax Certificate of Exemption Form** and submitting the county tax only. **This form is required by all chapters if you wish to be exempt from the 6% state tax.**

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 conference registration system (CRS) website. 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. For room sharing, each chapter will be invoiced their portion of the room.
2. Submit a Tax-Exempt Form upon check-in at the hotel.
3. Submit a printout of the Hotel Invoice from the CRS website along with one (1) check only, for hotel deposit, payable to: Amway Grand Plaza Hotel. **Mail checks to:** Attn: BPA Reservations, Amway Grand Plaza Hotel, 187 Monroe Ave. NW, Grand Rapids, MI 49503.

Credit card payments may be submitted online only at the following website: <https://www.canarytechnologies.com/authorization/standard/amway-grand-plaza-hotel/7JPwtX4k8Wcl5rStl1uN>. Please insert "BPA-'your school name'" in the "Notes" area of the website when prompted. If you paid via credit card, nothing needs to be submitted via U.S. mail.

Onsite check-in 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. If any of your rooms are not available by 8 p.m., you will not be required to pay for the first night's stay for any rooms that were not available by our guaranteed 8 p.m. check-in time.

Check-out procedures:

- Check-out time on Sunday is 11:00 a.m. 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.
- 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 parking 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. Parking rates, per vehicle, per night are as follows:

Amway Grand Plaza: Self-parking-\$35 Valet parking-\$39

Courtyard Marriott: Self-parking-\$24 Valet parking-\$39

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 website at www.experiencegr.com. The visitors' bureau is located one block from the Amway Grand Plaza Hotel. Their address is 171 Monroe Ave. NW, Suite 545. Grand Rapids, MI 49503. Their phone number is 616.258.7388.

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 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 17** will receive a \$40.00 refund. No requests for refunds will be honored after this date under any circumstances whatsoever; this includes no exceptions for COVID-19 or other illnesses.

All registered participants at the state conference must be registered hotel guests for a minimum of Friday through Saturday nights during 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 if the refund request is submitted by the refund request deadline.

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 website at <https://www.michiganbpa.org/state-officer-candidates>. State executive council candidate applications must be submitted 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 mobile phone number where they can reach you at all times. When you arrive for registration, we will also request that you leave your mobile phone number 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. Please use the skywalk entrance from the Amway to the convention center.

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 three or more legacy launchers and visits three or more college fair booths, and complete the college fair questionnaire, will receive a certificate of achievement.





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 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). Please refer

to the additional sign guidelines developed by the current state officer team

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 (voting delegates/president’s 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 or exceptions! If voting delegates

leave any time before the annual business meeting or opening session is adjourned, their votes will be lost. Voting delegates are required to vote during the meet the candidates campaign rally (see below). 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.

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 2:30-3:45 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.

All 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. There is no pre-determined ending time for the awards session; however, it traditionally ends around 11:15 a.m.

HEADSHOT PHOTO STUDIO & CHAPTER GROUP PHOTOS

Get a professional head and shoulder photo or a chapter group photo taken by our conference photographer. This will be an ideal photo for your social media sites. Rates, times and location for this photo both are published below and are listed on the conference schedule. **This schedule is subject to change.**

Friday, March 10

(Headshot Photo Studio)

9:45 a.m.-11:00 a.m.

4:15 p.m.-5:30 p.m.

Saturday, March 11

(Headshot & Chapter Group Photo)

7:45 a.m.-8:15 a.m.

11:45 a.m.-1:00 p.m. *(Headshots only)*

3:15 p.m.-5:30 p.m.

Sunday, March 12

(Headshot & Chapter Group Photo)

7:15 a.m.-8:00 a.m.

Rates:

Chapter Photo at BPA SLC 2023: **\$25.99**

Chapter Group Photo & Headshot Photos for All Chapter Participants Package: **\$39.99**

Individual Headshot Only: **\$10.99**

Chapter Group Photo Scheduling Details:

Scheduling for group photos will be done online at <https://www.findingfirephotovideo.com/BPASLC2023/#>. We are scheduling a group photo every five minutes during Chapter Group Photo open hours. Please ensure all students will be ready at the time of your chapter's appointment. Once your time slot has arrived, only chapter members present will be able to be in the picture. Once your time slot has expired, there will not be any photo retakes. We are also scheduling individual headshot photos every two minutes during Headshot Studio open hours. Scheduling is not required for individual headshots.

Payment and Refunds:

- Payment must be taken via the following Square link: <https://checkout.square.site/buy/DQYJRHXQPJ2LXL5AUYL5DECS>. An advisor email address must be provided at the time of sale.
- Checks are also accepted. Please remit checks payable to Michael Croff, 845 59th St. SE, Kentwood, MI 49508. An email to croffmichael@gmail.com must be sent if a check is sent via mail or if given in person at SLC.
- If your chapter is unable to have its photo taken during SLC due to photographer scheduling conflicts, a refund will be provided.

Delivery: Please expect your chapter group photo and individual headshots to be emailed three weeks after SLC. Upon receipt, please reply that the images have been received.

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 included in your conference registration packet or 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:

- remain seated at all times;
- do not begin eating until the invocation has been given;
- refrain from talking during parts of the program where people are speaking at the lectern;
- focus attention to the head table during the program;
- do not leave the ballroom unless it is an emergency; and,
- 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 current 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.

SPECIAL MEAL REQUESTS: VEGAN AND GLUTEN-FREE MEALS

Vegan and Gluten-free meals are indicated by selecting that item during the registration process at the conference registration system website at www.michiganbpa.org/s-slc-registration. If you have an attendee who needs special accommodations over and above vegan or gluten-free options, please complete a Special Accommodations Meals Request Form. This includes special food allergies.

Special meal request forms must be submitted online on or before **February 8**. The special meals request form is located at www.michiganbpa.org/slc-special-accommodations-request.

SPECIAL ACCOMMODATIONS

Please complete a special accommodations 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 who need special accommodations, please complete the special accommodations request form to secure special assistance. This includes ESL, mobility, hearing, visual, special seating during general sessions, assistance getting onto stages, special hotel accommodations, etc.

Special accommodations 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 8**. The special accommodations request form is located at www.michiganbpa.org/slc-special-accommodations-request.

Chapters that plan to make their own arrangements for their students requiring special accommodations 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.

SPECIAL NOTE: Sign language interpreters, if needed, will sit beside the individual who needs such services. Interpreters will not be allowed on stage during any general session.

DELEGATE CODE OF CONDUCT PENALTIES

A conduct agreement form, which is provided online at www.michiganbpa.org/slc-documents, 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.

AWARDS SESSION TICKET INFORMATION

Tickets for the awards session for parents will be sold using Eventbrite. Instead of putting awards session guest wristbands inside the registration bags for the various chapters, parents who purchase a ticket will be instructed to print and bring their paper ticket with them and they will exchange the ticket for the wristband.

1. Tickets for the event will cost \$5.00 per person plus an additional \$1.09 ticket processing fee. Proceeds from all ticket purchases will be used for the Michigan BPA Scholarship Fund. All credit cards are accepted via online purchase only.
2. A maximum of two (2) tickets may be purchased per household, with a maximum of 10 tickets from any one school. If a school exceeds their maximum limit, tickets will be refunded to those who ordered last.
3. Once the parent purchases a ticket online, they will immediately receive a ticket to the event via e-mail (as a PDF). They will be required to print and bring this ticket, along with a valid picture id, with them to the event.
4. BPA Guest wristbands will be provided at the door once the individual provides his/her ticket. Each ticket is unique for each individual.
5. Seating will be limited to 125 participants on a first-come, first-served basis.

6. Tickets go on sale on **Wednesday, February 15, 2023 at 11:00 AM** (Eastern Time) and will be available until the event sells out or March 7, whichever occurs first.
7. Refunds for ticket purchases are allowed up to 72 hours prior to the event. Refunds that are processed will automatically put the seats back into inventory. Therefore, seats may open up from time to time prior to the awards session. No tickets will be sold after March 7, 2023.
8. Visit www.michiganbpa.org/slc-awards-session-guests to purchase tickets.

TRAVELER SAFETY TIPS

- Wear your name badge and wristbands at all times inside 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.
- Don't invite strangers into your room.
- 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.
- Place all valuables in a 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 the 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 or 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, mini-sessions, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
8. Identification name badges and wristbands 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. Personal electronic devices, 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. Delegates shall allow Michigan BPA to use conference photographs, video footage, and their names for promotional purposes.
23. 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.
24. 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. Penalties of violations of the Michigan BPA Delegate Code of Conduct are independent of penalties issued by the local chapter at the local school level. Michigan BPA reserves the right to modify the consequences and penalties, as appropriate.

Printed as published in the Michigan Policies & Procedures Handbook (Last updated 1/3/2019)

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 at all conferences by all conference attendees—advisors, members, and guests—at all BPA sessions unless otherwise stated. Name badges and wristbands are part of the dress code and must be worn at all times.* The following items constitute approved attire.

☆☆☆ **Professional Dress** for all 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 all conferences (fall, regional, state, and national) unless stated otherwise below.

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 required)

Ladies are required to wear dress 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
- * Skirts and dresses must be no shorter than two inches (2”) above the knee
- * Shoe heels must be three inches (3”) or shorter
- * Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

☆☆ **Business Casual** for shopping, eating, free time, and the SLC Thursday evening event.

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, free time, and the SLC Thursday evening event:

- * 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**, including tuxedos and formal gowns with formal dress shoes, for the dinner session and dance is optional. If an individual does not choose to wear formal attire, Professional Dress (as defined above) is required.

(continued)

☆ **Dance** requirements are in addition to the dress requirements stated above.

Attendees must wear shoes at all times. During the dance, casual or dress shoes, which includes sandals and athletic shoes, may be worn during the dance only. Flip-flops or thong shoes are not allowed during the dance. At no other time are sandals or athletic shoes allowed. The following also applies to the dance:

- * Shirts must remain on, buttoned, and tucked in at all times
- * Dresses must not be too revealing and must be no shorter than two inches (2") above the knee
- * No see-through material allowed
- * No exaggerated plunging necklines
- * Dresses may be backless, as long as they are not cut below the waist line

NO! **Unapproved Attire** at all times. (See travel to/from pool below.)

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

*Items with an asterisk are allowed during the dance only.

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 2 earrings per ear) and gentlemen (no more than 1 earring per ear). No piercing of eyebrows, lips, tongues, noses, chins, etc., is allowed.

Attire that is extremely revealing is not acceptable. Modesty is the key. 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, on Thursday only, students will be allowed to wear attire from the Business Casual category if coordinated with a Business Professionals of America shirt (t-shirt, Henley t-shirt, long-sleeve t-shirt, polo shirt, sweatshirt, etc.). Jeans are not allowed.

Printed as published in the Michigan Policies & Procedures Handbook (Last updated 3/30/2022)

State Leadership Conference Deadlines

Item	Deadline	Mailing address
<ul style="list-style-type: none"> Torch Award (Statesman) 	Submitted online on or before January 18, 2023	Submit torch awards online at register.bpa.org/
<ul style="list-style-type: none"> Barbara Chambers Advisor of the Year Award 	Postmarked on or before January 18, 2023	Submit application online at www.michiganbpa.org/barbara-chambers-outstanding-advisor-award
<ul style="list-style-type: none"> Chapter of the Year Award 	Submitted online on or before January 18, 2023	Visit www.michiganbpa.org/cotyaward to submit application
<ul style="list-style-type: none"> State Executive Council Candidate Application 	Postmarked on or before January 18, 2023	Submitted online. Visit www.michiganbpa.org/state-officer-candidates for details.
<ul style="list-style-type: none"> Administrative Support Research Project Advanced Desktop Publishing Advanced Interview Skills (includes résumé/cover letter; do not send portfolio) Broadcast News Production Team Computer Animation Team Digital Media Production Economic Research Individual Economic Research Team Entrepreneurship (business plans) Fundamental Desktop Publishing Global Marketing Team (business plans) Graphic Design Promotion Interview Skills (includes résumé/cover letter) Video Production Team Website Design Team 	Submitted online on or before February 1, 2023 ¹ Keep backup copies as needed. Remember, signed Release Forms, if applicable, must also be submitted along with the contestant materials.	To submit materials for events, visit www.michiganbpa.org/s-slc-presubmits
<ul style="list-style-type: none"> Special Accommodations Request Form 	Submitted online on or before February 8, 2023	Submit online at www.michiganbpa.org/slc-special-accommodations-request
<ul style="list-style-type: none"> SLC Registration 	Submitted online on and postmarked (if needed) on or before February 1, 2023	Submit online via the conference registration website at www.michiganbpa.org/s-slc-registration
<ul style="list-style-type: none"> SLC Hotel Reservation 	Submitted online on or before February 1, 2023	Submit online via the conference registration website at www.michiganbpa.org/s-slc-registration

¹ Contestants who do not submit presubmitted work will not receive scores for technical points and will be removed from the event.

Item	Deadline	Mailing address
<ul style="list-style-type: none"> • SLC Hotel Deposit 	Postmarked on or before February 1, 2023	Hotel deposit payment mailed to: Attn: BPA Reservations Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503 Credit card payments are accepted online at https://www.canarytechnologies.com/authorization/standard/amway-grand-plaza-hotel/7JPwtX4k8Wcl5rStl1uN
<ul style="list-style-type: none"> • Special Meals Request Form 	Submitted online on or before February 8, 2023	Submit online at www.michiganbpa.org/slc-special-accommodations-request
<ul style="list-style-type: none"> • Team Member Substitution • RLC Alternate Substitution for Presubmitted events 	Contact state office by February 17, 2023	E-mail state director
<ul style="list-style-type: none"> • Registration Refund Requests 	Postmarked on or before February 17, 2023	Submit online via www.michiganbpa.org/slc-registration-refund-request
<ul style="list-style-type: none"> • Housing Changes (roommate changes and additional rooms) 	Received on or before February 17, 2023	Submit online via www.michiganbpa.org/slc-housing-change
<ul style="list-style-type: none"> • SLC Registration Payment Deadline 	Postmarked on or before February 28, 2023	SLC Registration Invoice Form and payment mailed to: Attn: SLC Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239 <i>or</i> paid via credit card online at www.michiganbpa.org/credit
<ul style="list-style-type: none"> • Appointment Event Schedule Conflict Notification (valid/legitimate scheduling conflicts only; see SLC Registration Booklet for more details) 	Contact state office by March 2, 2023	E-mail state director
<ul style="list-style-type: none"> • SLC Hotel Balance Due 	Submitted upon arrival at check-in on-site at the conference.	

Assessment Event Information

Be sure to follow the guidelines outlined below in addition to the *WSAP Guidelines 2023 Handbook*.

Event Registration

- Final event qualification will be confirmed based upon the regional winners lists submitted by the regional advisors. Each event in which a conference delegate is participating must be indicated on the BPA Scheduler website.
- All event registration changes must be made by the regional advisor to the state office by **February 17, 2023**.
- **Administrative Support Research Project, Advanced Desktop Publishing, Advanced Interview Skills** (résumé/cover letter only; do not send portfolio), **Broadcast News Production Team, Computer Animation Team, Digital Media Production, Economic Research Individual, Economic Research Team, Entrepreneurship** (business plans), **Fundamental Desktop Publishing, Global Marketing Team** (business plans), **Graphic Design Promotion, Interview Skills** (résumé/cover letter), **Video Production Team, and Website Design Team** materials must be mailed (if required) or submitted online to the state office with a deadline of 8:00 p.m. (Eastern Time) on **February 1**.

Computer Events

- Tests using computers will be held Friday, March 10, at Davenport University—Grand Rapids. Buses to Davenport University will depart from the Amway Grand Plaza Hotel.
- 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. A bus schedule is posted online at www.michiganbpa.org/slc-documents.



Schedule Conflicts

- Appointment times for all judged events will be preassigned. Appointment times will be posted on BPA Scheduler at the end of February. Any scheduling conflicts should be reported to the state office by the chapter advisor by **March 2**.
- Students who qualify for multiple events with 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 17**. After that date, substitutions will be made only if the alternate is available for the time slot the team has been assigned.

A team member that competed at the regional conference can be substituted for at the state conference. As long as at least one original team member remains on the team, you may add or remove other team members as needed. It should also be noted that as long as you have the minimum number of team members for the event, you do not have to substitute a team member for a new team member if a team member drops. You must let the state office know that a member who is registered for the team will no longer be attending the conference. We must be notified of such fact by **Thursday, March 9, at 9 PM**.

Miscellaneous

- Review the *WSAP Guidelines 2023 Handbook*. If you have not obtained a copy, do so immediately. The *WSAP Guidelines 2023 Handbook* can be downloaded from www.michiganbpa.org/competitive-events.
- Only event participants and authorized personnel will be allowed at the various testing sites.
- You must wear your conference name badge and wristband 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 with open event testing. This objective test will cover facts about Business Professionals of America. Sources for study include the National and Michigan BPA websites. 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!

2023 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.**

All computers at Davenport University have Windows 10

<u>Event</u>	<u>Software (all applications are Windows-based)</u>
Administrative Support Team	Microsoft Office 2019
Advanced Desktop Publishing	**Prepared at home or school—whatever is available at your school** Students must provide their own equipment per event guidelines. Tests will be available to all qualifying students via the Judge Pro website on January 23, 2023. Student work must be uploaded to the Judge Pro website no later than February 1 and the student must be registered to attend the state conference.
Advanced Office Systems & Procedures	Microsoft Office 2019
Advanced Spreadsheet Applications	Microsoft Excel 2019
Advanced Word Processing	Microsoft Office 2019
Basic Office Systems & Procedures	Microsoft Office 2019
C# Programming	Students must provide their own equipment per the event guidelines
C++ Programming	Students must provide their own equipment per the event guidelines
Database Applications	Microsoft Access 2019
Financial Analyst Team	Students must provide their own equipment per the event guidelines
Fundamental Desktop Publishing	**Prepared at home or school—whatever is available at your school** Students must provide their own equipment per event guidelines. Tests will be available to all qualifying students via the Judge Pro website on January 23, 2023. Student work must be uploaded to the Judge Pro website no later than February 1 and the student must be registered to attend the state conference.
Fundamental Spreadsheet Applications	Microsoft Excel 2019
Fundamental Word Processing	Microsoft Office 2019
Fundamentals of Web Design	Microsoft Notepad
Health Administration Procedures	Microsoft Office 2019
Integrated Office Applications	Microsoft Office 2019
Intermediate Word Processing	Microsoft Office 2019
Java Programming	Students must provide their own equipment per the event guidelines
Legal Office Procedures	Microsoft Office 2019
Python Programming	Students must provide their own equipment per the event guidelines

Instructions for Completing Conference Registration

Refer to the [BPA Conference Registration System Chapter Advisor Manual \(PDF\)](#) for detailed instructions on how to submit your chapter registration. **Errors, incomplete forms, or missing materials will be subject to late fees.**

2023 SLC Tentative 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 arrives late for a judged contest: (Judged contests are contests which involve appointment times.) If the student is late because the student was competing in another judged contest that ran over the scheduled time, the student should receive a competition pass from the contest administrator of the contest they were involved in. Once the competition pass is submitted to the contest administrator of the contest for which the student arrived 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 the contest. If a student arrives late because that student was competing in another written/computer contest that was scheduled at the same time or because of any type of carelessness such as oversleeping, that student will not be allowed to compete. Administrators will submit any competition passes received during their contest to the CEAC representative at the end of the competition.

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 12:30-1:30 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. In addition, finalists will be posted on conference mobile app. Results from Friday preliminary events will also be posted on our conference mobile app.

Results will **NOT** be posted at Courtesy Corps.

DAY/DATE/TIME	EVENT	SITE
Thursday, March 9		
8:00am-10:00pm	State Executive Council Meeting	A
11:00am-12:00pm	BPA & Grand Rapids Staff Meeting	A
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration/Courtesy Corps (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-8:45pm	Assessment Events Headquarters	A
7:00pm-9:00pm	Exhibitor Display Setup	A
8:00pm-9:30pm	Special Event Hosted by State Executive Council (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Friday, March 10		
7:00am-4:00pm	Assessment Events Headquarters	A
7:00am-7:00pm	Registration/Courtesy Corps	A
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (Near Sales & Catering Office)	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A

Friday, March 10		
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team Prepared Speech, and Presentation Management Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-9:30am	SQL Database Fundamentals	A
8:30am-10:00am	Fundamental Word Processing	DU
8:30am-10:00am	Intermediate Word Processing	DU
8:30am-10:00am	C# Programming (Session 1) C++ Programming (Session 1) Java Programming (Session 1) Python Programming (Session 1)	A
8:30am-10:30am	Advanced Word Processing	DU
8:30am-10:30am	Fundamentals of Web Design	DU
8:30am-4:00pm	Financial Analyst Team (contestants must be available all day on Friday)	A
9:00am-9:45am	Judges & Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Team Global Marketing Team Video Production Team	A
9:00am-10:00am	Parliamentary Procedure Concepts (Team members only)	A
9:00am-7:00pm	Grading Room	A
9:00am-Finish	SEC Candidate Interviews	A
9:00am-1:00pm	Prepared Speech (Preliminaries) Section 1 Section 2 Section 3	A A A
9:15am-4:00pm	Presentation Individual (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:45am-10:45am	Computer Security	A
9:45am-11:00am	Headshot Photo Studio	A
10:00am-10:30am	Judges & Administrators Meeting for Parliamentary Procedure Team	A
10:00am-3:30pm	Economic Research Team	A
10:00am-4:00pm	Exhibits Open	A
10:00am-4:00pm	Broadcast News Production Team	A
10:00am-4:00pm	Computer Animation Team	A
10:00am-4:00pm	Video Production Team	A
10:00am-5:00pm	Global Marketing Team	A
10:15am-11:45am	C# Programming (Session 1) C++ Programming (Session 1) Java Programming (Session 1) Python Programming (Session 1)	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU

Friday, March 10		
10:30am-3:00pm	Parliamentary Procedure Team (Preliminaries) Preparation (Section 1) Demonstration (Section 1) Preparation (Section 2) Demonstration (Section 2)	A A A A
11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:00am-12:00pm	Personal Financial Management	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:15pm-1:15pm	Business Law & Ethics	A
12:15pm-1:15pm	Device Configuration & Troubleshooting	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:30pm-2:30pm	Network Administration Using Cisco	A
1:30pm-2:50pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:30pm-4:00pm	Health Administration Procedures	DU
2:30pm-4:00pm	Legal Office Procedures	DU
2:30pm-4:30pm	Administrative Support Team	DU
2:45pm-3:45pm	Server Administration Using Microsoft	A
3:00pm-5:00pm	Advanced Accounting	A
3:00pm-5:00pm	Fundamental Accounting	A
4:00pm-5:00pm	Linux Operating System Fundamentals	A
4:00pm-7:00pm	Parliamentary Procedure Team (Finals) Preparation Demonstration	A A
4:15pm-5:30pm	Headshot Photo Studio	A
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
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Saturday, March 11		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
7:45am-8:15am	Headshot Photo Studio & Chapter Group Photos (Group photos are prescheduled)	A
8:00am-5:00pm	Courtesy Corps	A

Saturday, March 11		
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A
8:00am-4:30pm	Small Business Management Team Preparation Demonstration	A A
8:45am-12:30pm	Human Resource Management (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Advanced Interview Skills (Preliminaries)	CC
9:00am-12:00pm	Extemporaneous Speech (Preliminaries) Preparation Section 1 Section 2 Section 3	A A A A
9:00am-12:00pm	Interview Skills (Preliminaries)	CC
9:00am-12:30pm	Graphic Design Promotion (Preliminaries)	A
9:00am-12:45pm	Administrative Support Research Project (Preliminaries)	A
9:00am-12:45pm	Economic Research Individual (Preliminaries)	A
9:00am-12:45pm	Entrepreneurship (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-1:30pm	Digital Media Production (Preliminaries) Section 1 Section 2 Section 3	A A A
9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events Administrative Support Concepts Business Spelling Computer Programming Concepts Digital Communication & Design Concepts Digital Marketing Concepts Financial Math & Analysis Concepts Information Technology Concepts Management/Marketing/Human Resource Concepts Medical Terminology Concepts Meeting & Event Planning Concepts Merit Scholar Parliamentary Procedure Concepts	CC
9:00am-4:00pm	Exhibits/College Fair Open	A
9:00am-4:00pm	Presentation Team	A
9:00am-4:30pm	Website Design Team	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-1:00pm	Prepared Speech (Finals)	A

Saturday, March 11		
10:00am-2:00pm	Presentation Individual (Finals)	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
11:45am-1:00pm	Headshot Photo Studio	A
12:15pm-1:15pm	Judges Orientation (Finals Judges Only)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) Preparation Demonstration	A A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:45pm-4:45pm	Administrative Support Research Project (Finals)	A
1:45pm-4:45pm	Economic Research Individual (Finals)	A
1:45pm-4:45pm	Entrepreneurship (Finals)	A
1:45pm-4:45pm	Graphic Design Promotion (Finals)	A
2:00pm-4:30pm	Human Resource Management (Finals) Preparation Demonstration	A A
2:15pm-5:00pm	Digital Media Production (Finals)	A
2:15pm-2:30pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:30pm-3:45pm	“MEET THE CANDIDATES” Campaign Rally (First 30 minutes for Voting Delegates only)	A
3:15pm-5:30pm	Headshot Photo Studio & Chapter Group Photos <i>(Group photos are prescheduled)</i>	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2022-2023 State Officer Farewells, New Chapter Initiation, Scholarships, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2023-2024 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2023-2024 State Executive Council Officers, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-10:30pm	Region 9 Advisors Meeting	A
9:30pm-11:30pm	Dance	CC
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
Sunday, March 12		
6:00am-3:00pm	Luggage Storage	A

Sunday, March 12		
7:15am-8:00am	Headshot Photo Studio & Chapter Group Photos <i>(Group photos are prescheduled)</i>	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC