

PRELIMINARY

IMPORTANT INFO

In order for the trip to be a success, there are some guidelines that students must follow. Of course, students should be on their best behavior at all times - school rules/conduct code apply to the entire time we are gone. Attendance at all conference activities and appropriate attire is required. You have the responsibility of letting Mr. Clark know your whereabouts at all times. Remember we are a group and we must act like a group - not individuals. If there are any problems, we will contact your parents immediately to discuss arrangements for your pick up. We will be returning to Northwest High School by 5:00pm on Friday, March 13 (not a school day).

BE ON TIME: Students should report to the Northwest Career Center Lobby at the times indicated on the attached itinerary. Be sure to have your luggage with you. Remember that all bags are subject to search before boarding the bus. Our bus will leave promptly with or without you. **DON'T BE LATE!**

LUGGAGE: Students are allowed one overnight suitcase - medium size only! Any hanging clothes must be in a garment bag or covered with a garbage bag. **Students MUST bring business attire for their competitions and the awards ceremony.** Jeans/casual clothes may only be worn in the hotel rooms, shopping, etc. Business attire must be worn for ALL Competitions and the Awards Ceremony.

MATERIALS: REMEMBER TO BRING ALL MATERIALS NEEDED FOR YOUR COMPETITION! If this includes textbooks, laptops, printers, projectors, etc., remember that YOU are responsible for these items at all times on the trip (**you lose them, you pay for them**). Make sure any files you need to use are saved ON A FLASH DRIVE (then remember to bring your flash drive) ... not on a computer at school or on your network drive.

- Accounting (Fundamental) ②: Info Sheet, Textbooks, Calculator (ACT Guidelines), Pencils
- Admin Support Research Proj ①: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Personal Financial Mgmt ①: Info Sheet, Textbooks, Calculator (ACT Guidelines), Pencils
- Basic Office ①: Style Guide and Info Sheet, Pencils
- Business Law & Ethics ②: Info Sheet, Textbooks, Pencils
- Economic Research Individual ①: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Economic Research Team ④: 1 Laptop, Projector, Paper, Entry Form, Printed Confirmation of Upload
- Entrepreneurship ①: 1 Laptop, Projector, Business Plan, Entry Form, Printed Confirmation of Upload
- Financial Analyst Team ②: 1 Laptop, Portable Printer, Projector, Info Sheet, Textbooks, Entry Form
- Global Marketing Team ②: 1 Laptop, Projector, Mktg Plan, Entry Form, Printed Confirmation of Upload
- Graphic Design Promotion ①: Printout of Logo/Flyer, Entry Form, Printed Confirmation of Upload
- Interview Skills ①: Resume and Cover Letter, Printed Confirmation of Upload
- Legal Office ①: Style Guide, Info Sheet, Textbooks, Pencils
- Prepared Speech ①: Speech Outline/Works Cited
- Small Business Management Team ③: 1 Laptop, Projector, Entry Form
- Spreadsheets (Fundamental/Advanced) ②: Info Sheet, Formula Sheet, Textbook (optional), Pencils
- Word (Fundamental/Intermediate) ③: Style Guide and Info Sheet, Pencils
- State/National Officer Candidate Interviews: Resume, Paperwork, Portfolio of Accomplishments

Note: All laptops and projectors will be provided by BT. You are responsible for bringing all other materials!

Pre-submitted events (indicated in yellow above) must be uploaded by February 21.

BPA STATE LEADERSHIP CONFERENCE 2020

Updated 2/6/2020

MEALS: Butler Tech will be paying for your meals on the trip, **but only if you choose to eat with the group** (if you choose to go out for food by yourself or with other students, you will be paying for yourself). You will probably want to bring additional spending money for drinks and snacks.

ROOM RULES: Room assignments will be enforced. You must be in your assigned room at curfew (11:00pm) and stay there without guests. Teachers will be doing periodic room checks throughout the night - we will keep one key to the room. There are to be **NO MEMBERS OF THE OPPOSITE SEX IN YOUR ROOMS FOR ANY REASON AT ANY TIME!** We will immediately drop you from your competition and call your parents to come and pick you up. **ABSOLUTELY NO EXCEPTIONS.** This may also result in the disqualification of our entire school in competitions. Students may socialize in the hallway, in the lobby, or in the food court area.

SCHOOL RULES: This is a school conference and school rules apply. Smoking/vaping/juuling is not allowed in your rooms or at the conference. Alcohol and drug possession/use will not be tolerated by the school or by BPA - and it may result in the disqualification of our entire school in competitions.

MEDICATION: All required prescription and over-the-counter medications MUST be arranged for in advance through the school nurse. **ALL MEDICATION WILL BE HELD AND ADMINISTERED BY A TEACHER.**

PHOTOS: Look for the photographer during the day on Thursday and ask him to take your picture. There is a really nice slide show at the Awards Assembly on Friday and we want you to be seen!

PHONES: DO NOT use the telephone in your room for anything except calls to other rooms in the hotel. All local and long distance calls should be made from cell phones.

BE SAFE: Most importantly, remember that Columbus is a big city ... BE SAFE. Do not go outside of the complex alone. Travel in groups! Use the buddy system. When you are not at the official functions, remove your name tag!

GETTING HOME: We plan on returning to Northwest around 5:00pm on Friday. Please be sure you have a way home from the Career Center! If you will be picked up at school, plan on calling your ride from the bus to let them know when we will arrive. Remember that Mr. Clark and Mr. Yerigan will need to wait for you to be picked up. Please be courteous and do not make us wait for too long!

If you are planning to ride home with your parents, you must submit a signed note from your parents by Tuesday, March 10. Students may only ride home with a parent or guardian - not friends or a classmate's parents. A follow-up phone call will be made to verify this travel request.

BE THINKING ABOUT NATIONALS: The National Leadership Conference is in Washington DC from May 5-10. Check your calendars! If you win at State, you must decide **BEFORE YOU LEAVE** Columbus whether or not you will be attending Nationals. Talk to your parents and decide in advance.

HOTEL INFORMATION

HOTEL ROOMS: Night of March 11 (State Officers, State/National Officer Candidates)

Hotel TBD

Room 1: Advisor

Mr. Clark

Room 2: Boys

TBD

Room 3: Girls

TBD

State Officer Rooms: 1. Trinity Robinson, 2. Ana Lu Gehner, 3. Carleigh Boyd

HOTEL ROOMS: Night of March 12

Hyatt Regency Columbus, 350 North High Street, Columbus, OH

Room 1: Advisor

Mr. Clark

Room 7: Boys

- 9. Robbie Brockert
- 10. Isaac Weitz
- 11. Adam Rowland
- 12. Seth Warren

Room 11: Girls

- 25. Paige Brown
- 26. Kaylee Hill
- 27. Serenity Robertson

Room 2: Administrator

Ms. AbuDakar

Room 8: Boys

- 13. Keith Love
- 14. Simeon Willis
- 15. Elijah Douglas
- 16. Brayden Hauser

Room 12: Girls

- 28. Milli Boni
- 29. Georgina Osae
- 30. Cheyenne Goldick
- 31. Gabrielle Harper

Room 3: Administrator

Ms. Kariofiles

Room 9: Boys

- 17. Isaiah Shields
- 18. AJ Wendland
- 19. Zaire Buntin
- 20. Myles Blackwell

State Officer Rooms

- 32. Trinity Robinson
- 33. Ana Lu Gehner
- 34. Carleigh Boyd

Room 4: Chaperone

Ms. Roelofs

Room 5: Boys

- 1. Justin Hauser
- 2. Jon Romero
- 3. Kaleb Amofa
- 4. Adrian Dykes

Room 10: Boys

- 21. Austin Sellers
- 22. Khaled El Qasem
- 23. Quinton Baird
- 24. Diego Neri

TENTATIVE SLC 2020 SCHEDULE

STATE OFFICERS, STATE/NATIONAL OFFICER CANDIDATES

Only for state officers and state/national officer candidates

Wednesday, March 11, 2020

- 8:30am Meet in room 317 (with luggage) [Trinity, Ana Lu, Carleigh, TBD]
- 9:00am 🚌 NWHS school bus departure [Trinity, Ana Lu, Carleigh, TBD]
- 12:00pm Check In [All]
- TBD ★ State Officer: Meetings, Rehearsals [Trinity, Ana Lu, Carleigh]
- TBD ★ State Officer Candidate Interviews [Ana Lu, TBD]
- TBD ★ National Officer Candidate Interviews [TBD]
- TBD 🍷 Dinner
- 11:00pm Curfew

Thursday, March 12, 2020

- 7:00am 🍷 Breakfast (Food Court) [All]
- All Day ★ State Officer: Various Responsibilities [Trinity, Ana Lu, Carleigh]

MAIN GROUP FROM NW BPA

Main group

Thursday, March 12, 2020

- 6:00am Students arrive at Northwest Career Center [All]
Note: Be mostly dressed in professional attire (you can wait to put on jackets, ties, etc.)
- 6:00am-6:30am Load bus / get breakfast
- 6:30am 🚌 Bus departs for Columbus, OH (eat breakfast on the way) [All]

DO NOT BE LATE ... YOU WILL BE LEFT BEHIND!

EVERYONE TOGETHER

All students + chaperones

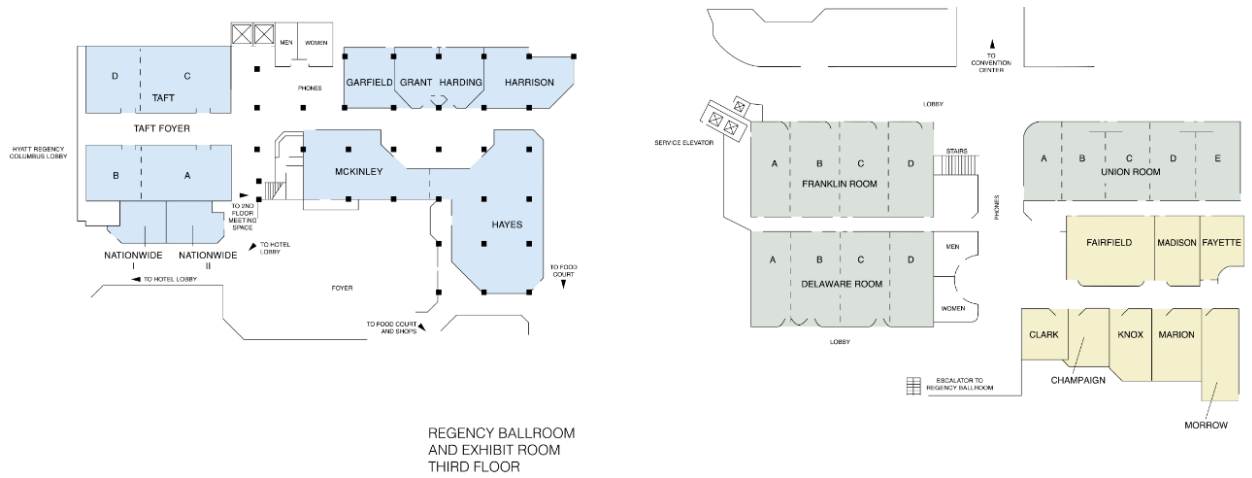
Thursday, March 12, 2020

- 9:00am Arrive in Columbus / Meet in Hyatt Regency Columbus Hotel Lobby [All]
Note: Hotel rooms will not be ready yet, so we'll put your bags in the lobby for now.
- 9:00am-10:00am Get organized and ready for a VERY busy day! [All]
- 10:00am-2:00pm ★ ADMINISTRATOR: EXTEMPORANEOUS SPEECH [CLARK]
- 10:00am-7:00pm Competitions (All times are TENTATIVE ... double check when you arrive at SLC)
- | | |
|----------------|--|
| 11:10am-1:00pm | ★ Fundamental Accounting (Delaware B) [Kaylee, Paige] |
| 11:40am-1:30pm | ★ Fundamental Word Processing (Franklin A) [Cheyenne] |
| 12:00pm-1:20pm | ★ Intermediate Word Processing Skills (Franklin C) [AJ, Jackson] |
| 12:00pm-1:20pm | ★ Legal Office Procedures (Franklin D) [Keith] |
| 1:30pm-2:50pm | ★ Business Law & Ethics (Delaware A) [Robbie, Simeon] |
| 1:30pm-3:20pm | ★ Fundamental Spreadsheet Applications (Franklin C) [Nick] |
| 1:40pm-3:30pm | ★ Advanced Spreadsheet Applications (Franklin D) [Jon] |
| 1:40pm-3:30pm | ★ Basic Office Systems & Procedures (Franklin A) [Elijah] |
| 2:20pm-3:20pm | ★ Personal Financial Mgmt (Delaware B) [Justin] |
| TBD | ★ Admin Support Research (Madison) [Zaire] |
| TBD | ★ Economic Research Individual (Nationwide A) [Adrian] |
| TBD | ★ Economic Research Team (Nationwide B) [Quinton, Khaled, Austin, Diego] |
| TBD | ★ Entrepreneurship (Fayette) [Dominic] |
| TBD | ★ Financial Analyst Team (Fairfield/Marion) [Isaiah, Ana Lu] |
| TBD | ★ Global Marketing Team (Harrison) [Milli, Simon] |
| TBD | ★ Graphic Design Promotion (Taft B) [Georgina] |
| TBD | ★ Interview Skills (Union B) [Serenity] |
| TBD | ★ Prepared Speech (3 rd Floor Conference Room) [Kaleb] |
| TBD | ★ Small Business Mgmt Team (Fairfield/Knox) [Isaac, Seth, Adam] |
- 11:00am-4:00pm Exhibitor Fair (Hyatt Landing) [All, at various times]
- TBD 🍷 LUNCH: Food Court
- 1:00pm-1:50pm Candidate Speeches (Battelle Grand Ballroom) [All]
- 2:00pm-2:50pm Voting Delegate Session (Battelle Grand Ballroom) [VDs]
- 5:00pm-6:00pm Middle Level Awards (Battelle Grand Ballroom) [Optional, but it's nice to support them!]
- 6:00pm 🍷 Dinner [All]
- 8:00pm-10:00pm Opening General Session and Torch Awards (Battelle Grand Ballroom) [All]
- 10:30pm Back on Floor in Hotel [All]
- 11:00pm Curfew [All]

Friday, March 13, 2020

- 7:00am-8:00am ☕ Breakfast in hotel food court [All]
- 8:45am Bring ALL bags to lobby ready to check; be dressed and ready to go! [All]
 🚌 Charter Bus Arrives at Hyatt Regency
- 9:00am Load all bags on the bus; check out of hotel [All]
- 9:30am Walk to Awards Ceremony (Battelle Grand Ballroom) [All]
- 10:00am-1:30pm Awards Ceremony (Battelle Grand Ballroom) [All] Parents Welcome!
- 1:30pm National Contestants' Meeting / Pick Up Judge's Comments [NLC Qualifiers]
- 1:30pm 🚌 Charter Bus Arrives at Columbus Convention Center
- 1:30pm-2:00pm Start Boarding Bus (will need to wait for NLC qualifiers to view judges' comments)
- 2:00pm 🚌 Charter Bus departs Columbus; lunch on the way back [All]
- 4:30pm Return to Northwest Career Center [All]

MAP OF HYATT REGENCY HOTEL



REGENCY BALLROOM AND EXHIBIT ROOM THIRD FLOOR

