

BUSINESS PROFESSIONALS OF AMERICA



GO

BEYOND

YOUR

LIMITS

2021 - 2022

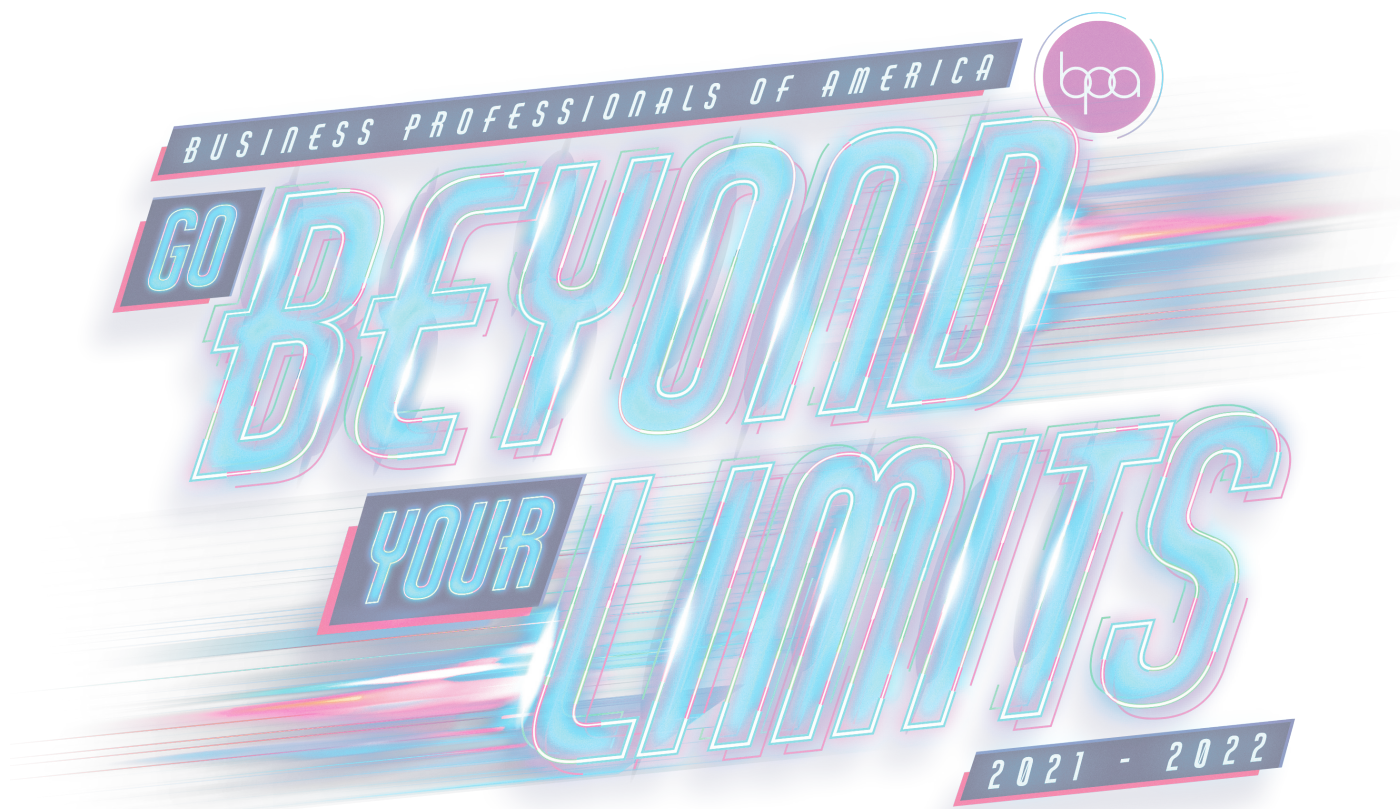
MAY 4-8, 2022

NATIONAL LEADERSHIP
CONFERENCE
PREVIEW GUIDE

PRESENTED BY:

CERTIPORT®

A PEARSON VUE BUSINESS



Welcome to the 2022 National Leadership Conference

Ready? Set? Let's GO Beyond Your Limits to Dallas, Texas!

This year's National Leadership Conference, presented by Certiport, offers fantastic opportunities to showcase your skills and talents, live incredible experiences, and achieve your personal best through Business Professionals of America. BPA is proud to provide time for members and advisors alike to reconnect, face-to-face, in a safe environment with friends from across the nation and throughout the world. You have worked so hard this year—enjoy the benefits you have earned.

The Hilton Anatole is a spectacular conference hotel, and it displays more than a thousand rare and unusual artistic treasures from Japan, China, India, and Southeast Asia dating from the fifth century B.C.—an Asian art lover's paradise. You can even see segments of the actual Berlin Wall!

We hope you also experience the unique culture of the area through incredible dining, arts, and cultural events. Encounter experiences like Tex-Mex, BBQ, the Fort Worth Stockyards, and boot-scootin' line dancing! Not far from the hotel, attendees can visit iconic Dallas venues, including the Sixth Floor Museum at Dealey Plaza to learn about the assassination and legacy of President John F. Kennedy, the Dallas Aquarium, George W. Bush Presidential Center, AT&T Stadium, and more!

On your mark, get ready, and GO Beyond Your Limits in Dallas, Texas. See you soon!

A handwritten signature in black ink that reads 'Brenda Jacobsen'.

Dr. Brenda Jacobsen, Chair
National Board of Trustees

A handwritten signature in black ink that reads 'Steve Darnell'.

Steve Darnell
Interim Executive Director/CEO

Nondiscrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination of any program or activity for which it is responsible.

Publication, Promotional Release, and Use of Images and Materials

You understand and acknowledge that, in conjunction with your participation in the NLC, BPA may capture photos, video, and other recordings of participants before, during, and after events at the NLC. You expressly authorize BPA and grant to BPA, without further consent, an irrevocable limited license to use, display, and reproduce any and all photos, video and/or other recordings of you captured before, during and after events at the NLC by BPA in any medium or format. You acknowledge and agree you have no right to review or approve such materials before they are used, displayed, or reproduced. BPA may, but is not required to, use, display, and reproduce such photos, video, and other recordings of you in future print materials, online materials (including the BPA website and its official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. By participating in the NLC, you waive and release BPA from any and all claims relating to the use, display, and reproduction of such photos, videos, and recordings.

Event Participation Assumption of Risk, Release and Waiver

An inherent risk of exposure to COVID-19 exists in any public place where people are present, even with the use of personal protective equipment and social distancing. COVID-19 is an extremely contagious virus that can lead to severe illness and death. Although Business Professionals of America (“BPA”) has implemented necessary and appropriate safety and sanitation measures, attendance at the National Leadership Conference (“NLC”) may be hazardous and involve an unavoidable risk of illness due to contact with or proximity to people or things exposed to the coronavirus.

By attending the NLC with the express understanding of such potential hazards, you knowingly and voluntarily acknowledge and assume the risk of such hazards. You expressly waive and release, to the fullest extent permitted by the law, any and all claims and potential causes of action, of any nature, against BPA on account of any and all injury, illness, and/or death arising out of or attributable to attendance at the NLC, COVID-19 related or otherwise.

You understand and acknowledge that BPA, its adult leaders and representatives may not be present at all times during NLC and cannot guarantee your safety or mitigate all risks involved in your participation in the NLC. Attendees should, at all times, follow BPA staffs’ instructions and use their best judgment. BPA is not responsible for lost, stolen, or damaged property.

Objectives	2	Walk for Special Olympics	28
Qualify.	2	Workshops at a Glance.	29
Health & Well-Being	3	Precision Exams Certifications	31
Registration Fees and Deadlines.	4	2022 NLC National Anthem Contest.	31
Online Conference Registration Instructions	6	General Sessions	32
Registration Details	9	Executive Officer Elections	33
Keynote.	10	2022 Tour Descriptions.	34
2022 Conference Highlights	11	Transportation and Logistics.	40
BPA Day of Service Event Activities	13	NLC Volunteer & Internship Program	42
Housing Overview.	14	2022 Schedule for Conference.	43
NLC Dress Code.	16	NLC Texas Hoedown	53
Social Media Policy.	17	2022 Delegate Code of Conduct and Ethics.	54
Competitive Event Guidelines	18	Emergency Medical Authorization Form	55
Middle Level Division Computer Software List	19	Refusal of Consent	56
Middle Level Division National BPA Deadlines	20	Press Release Template	57
Secondary/Post-secondary Computer Software List	21	Conference Floorplan	58
Secondary/Post-secondary National BPA Deadlines	22	W-9 Business Professionals of America	60
NLC 2022 Industry Certification Alignments	24	W-9 Hilton Anatole Hotel.	61
Certiport Certifications	25	W-9 Sheraton Dallas Hotel	62
Certiport Parent/Legal Guardian Consent Form	26		

Go Beyond Your Limits in Dallas, TX, May 4-8, 2022!

The 2022 Business Professionals of America National Leadership Conference is the culmination of your hard work throughout the membership year. Taking place May 4-8 at the Hilton Anatole in Dallas, TX, thousands of your peers from around the country will gather over four exciting days of competitions, leadership development sessions, Executive Council elections, tours, a national Day of Service, Walk for Special Olympics and more.

Whether it's through Workplace Skills Assessment Program contests, running for executive office, participating in the Leadership Passport Program, being an NLC Intern or Volunteer, receiving the Ambassador Torch Award, or participating in elections, there are many ways to qualify for the 2022 National Leadership Conference.

This NLC Conference Preview Guide is designed to familiarize you with the 2022 National Leadership Conference and all it has to offer. The Guide includes information about events, sessions and activities at NLC, as well as registration instructions, information and more.

Conference Objectives

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Compete in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Engage in leadership development and community service programs.
7. Immerse yourself in cultural enrichment of the host location through activities and tours.
8. Collaborate through networking opportunities with business professionals and peers from across the country.

Qualify

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone. Additionally, a member must qualify for the conference in at least one of the following ways:

1. By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
2. Be a local, regional, or state officer.
3. Represent your state as a voting delegate for your division.
4. Be involved in an Executive Officer campaign either as a candidate or otherwise actively involved.
5. Earn an Ambassador Torch Award or BPA Cares Award.
6. Participate in the Leadership Passport Program and/or National Volunteer & Internship Program.
7. Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

As you can see, attending NLC is not limited to simply winning your competitive event. Don't miss your chance to Go Beyond Your Limits to be a part of this year's National Leadership Conference in Dallas, TX!

Health & Well-Being

Business Professionals of America welcomes you back to an in-person National Leadership Conference! In an effort to host a safe event, please follow the event's well-being protocols below to help prevent the spread of COVID-19.

Attendee Requirements

Wear a Mask

All attendees are required to wear a mask in all indoor spaces at the 2022 BPA National Leadership Conference. Masks must be worn over the nose and mouth by everyone. The mask requirement includes during competitive events, in hotel and conference public spaces, on BPA chartered buses/transportation, and during all BPA activities and events.

Exceptions to the mask-wearing requirement are when the individual attendee is 1) actively eating or drinking, 2) in their hotel room, or 3) outdoors and socially distanced from others. Official conference speakers, such as the Keynote speaker and workshop presenters, may remove their masks when addressing the audience and remaining socially distanced.

Stay Back If You're Sick

Attendees should not attend the conference if they are experiencing or exhibiting any COVID-19 related [symptoms](#), or if they have become recently exposed to a person with a positive and confirmed case of COVID-19, within 10 days of travel. Advisors with an attendee in this situation should contact the National Center to discuss further options.

Any attendee experiencing [symptoms](#) of and/or testing positive for COVID-19 during NLC should immediately leave the event and quarantine in their hotel room away from other attendees. Advisors with an attendee in this situation will need to contact the Competitive Events Headquarters to discuss options pertaining to competitive event participation and next steps.

Note: Any attendee who is known to have COVID-19 is not permitted to travel by air or any other method of public transportation. Alternative transportation to leave NLC must be arranged in coordination with the attendee's parent/guardian (if applicable).

Attendee Recommendations

Follow Local Guidelines

Discuss the details of your chapter's attendance with your local school and/or district administration. The established guidelines and mandates at your school should serve as a baseline of the rules you must follow when traveling to, from and throughout the National Leadership Conference. This conversation will help to prepare the chapter for registration, as your administration may determine who may travel and how, as well as the number of individuals who may share a hotel room, etc.

Get Vaccinated

The Centers for Disease Control and Prevention (CDC) and Dallas County Health and Human Services both say that the best way to prevent the spread of COVID-19 is to get the vaccine. Everyone ages 5 and up are eligible to receive the vaccine, which is free and widely available.

Test for COVID-19

Attendees should get a COVID-19 test 1-3 days prior to leaving for NLC in Dallas. If the test results are positive, and/or if an attendee experiences any COVID-19 related symptoms, they should not travel to NLC. Attendees should also test for COVID-19 after returning from NLC and self-quarantine if experiencing any symptoms.

Social Distance

Within the capacity of the conference spaces, events at NLC have been reconfigured to promote social distancing. All attendees should practice social distancing to the extent of their comfort level while at NLC.

Wash/Sanitize Hands Frequently

Attendees should clean their hands often to help prevent the spread of and protect themselves from COVID-19. This can be done by washing hands often and/or using a hand sanitizer with at least 60% alcohol. The conference hotels will have hand sanitizer stations readily available, however, attendees should bring personal bottles of hand sanitizer for times when it is not available, such as during travel.

Color Interaction System

To help attendees facilitate better networking, and to understand how to approach and interact with others, a green, yellow, and red color interaction system will be utilized. Attendees will choose their interaction color based on their personal comfort level and place the corresponding colored sticker on their attendee name badge.

- **Green:** Handshakes and hugs are welcome.
- **Yellow:** Elbow bumps only; I'm a bit cautious.
- **Red:** My bubble is still 6 feet.

Note: There may be circumstances during the conference where it might be a challenge to practice these interactions. We kindly ask attendees to actively look for the color indicator and be conscious of how to approach others.

Registration Fees and Deadlines

Full Registration (Registered Advisors & Students)

The NLC registration fee includes General Sessions, Guest Speakers/Entertainment, Success Sessions, Contest Participation, Awards Ceremonies, NLC Souvenir Pin, Conference Souvenir/Gift and Conference Materials.

Housing reservations open on February 28 and must be submitted via the BPA NLC Conference Registration System. Full registered Students & Advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

Full Registration: Advance Online Registration: \$125

Dates: February 28-April 1

During this period participants can register online at the early fee discount for conference registration, competitive event registration, housing and general conference activities (tours, workshops).

Full Registration: Final Online Registration: \$145

(Contest registration cannot be made online after Friday, April 1. Please contact Patrick Schultz, Director of Education & Technology Integration, at pschultz@bpa.org to discuss contest registration options after this date).

Dates: April 2 – April 8

During this period participants can register for general conference activities, workshops (based on availability) and tours (based on availability). Competitive event registration is no longer available online. Housing at an official NLC property is still required after this deadline, but may be located off-site.

Chaperone and Guest Registration

Advisors may register their chapter's chaperones and guests (family, friends, etc.) for the NLC at these special registration rates. This registration includes participation in all conference activities but excludes conference gifts.

Chaperone/Guest Registration: Advance Online Registration: \$90

Dates: February 28 – April 1

Chaperone/Guest Registration: Final Online Registration: \$115

Dates: April 2 – April 8

Chaperone and Guest Details

All chaperones and guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.

Business Professionals of America registered members (Students and Advisors) may NOT register as chaperones or guests.

Children five years of age or younger will not be charged for NLC registration. Do not register children under five online. If you wish to purchase tour tickets for children under five, please purchase multiple tickets under the chaperone's name.

A "General Sessions only" wristband is \$10. Advisors must purchase the wristband for their guests at the Finance Desk starting Thursday, May 5 and before Saturday, May 7 at 12:00 pm.

Alumni Registration

In an effort to encourage and promote membership in the National BPA Alumni Division, complimentary conference registration will be provided to nationally registered BPA Alumni members that do not serve as a chapter advisor, chaperone, or similar role. Alumni members may participate in conference activities, serve as conference volunteers and much more!

Alumni Details

All Alumni must be registered and wearing their name badges and wristbands to be admitted to NLC activities. To qualify for the complimentary conference registration, Alumni must [register](#) for the conference through the National Center in advance of NLC and must be signed up for a volunteer opportunity. Individuals not registered through an the National Center will pay the Guest Registration fee online or on-site.

Business Professionals of America registered members (Students and Advisors) and chaperones may NOT register as Alumni.

Alumni are not required to stay at an official conference property. However, Alumni can request to reserve hotel accommodations through Business Professionals of America. Simply complete the Alumni Housing Reservation form found online. Specific hotel requests cannot be guaranteed and be aware that space is limited.

Conference Registration Payment

All payments must be received prior to attending the National Leadership Conference. Conference registration payments should be mailed in time to be received at the National Center by Thursday, April 14. Hotel payments must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check or credit card.

Chapter Advisors: It is your responsibility to ensure payments are made to the National Center on or before April 14, 2022. If your school district requires purchase orders, please make sure you complete the process as soon as possible.

Check Payment for National Conference Registration Invoices

Mail check along with copy of the registration invoice to the following address:

Business Professionals of America, Inc.
National Center
P.O. Box 729
Westerville, OH 43086

Registration Fees and Deadlines (Cont.)

Credit Card Payment for National Conference Registration Invoices

Credit card payment may be made by MasterCard, VISA, American Express or Discover.

Payments by credit card can be made online [here](#). You will need the invoice number and access code, both found directly on the invoice, to make an online payment. For assistance with conference registration payments, contact Michele Gordon by email (mgordon@bpa.org) or telephone (614.895.7277 x7479).

Purchase Orders

- School purchase orders are not accepted as a form of payment.
- Purchase order numbers cannot be added to submitted invoice(s).
- The National Center is unable to change dates to submitted invoices; therefore, you are responsible to follow your school district's purchase order procedures prior to submitting any invoices.
- You are responsible to follow-up with your school's business office to ensure invoices are paid in full prior to attending NLC. Log on to the [Conference Registration System](#) to view all submitted conference invoices.
- Any outstanding conference invoice balance will need to be paid in full prior to receiving conference materials.

NLC Refund Policy

All eligible refunds will be paid after the conclusion of NLC to advisors requesting them by the required deadline.

[Refund Requests](#) must be submitted online.

All eligible refund requests completed using the online form on or before April 21, 2022, will receive a 75% refund.

Refunds will not be given for an optional or last-minute change on the part of the delegate or advisor or for delayed travel.

Tour refunds will be made in full for those tours which are cancelled by BPA. Refunds cannot be made due to inclement weather.

Note: Conference invoices can only be changed within five (5) business days of invoice submission. Invoices that need correction after this period require completion of a Refund Request.

Helpful Hints

- Hotel reservations must be completed along with your Conference Registration.
- Print out your invoice before hitting the submit button, but don't forget to hit the submit button.
- Keep a copy of all forms submitted for your records. Bring your copies with you.



Important Deadlines

February 15: To be eligible to compete at the NLC, national membership dues must be postmarked/submitted by this date.

March 1: BPA Cares submissions are due (Professional Awards)

March 25: BPA Cares submissions are due (Service Learning and Special Recognition Awards).

March 25: Ambassador Torch Award résumés must be completed by students online and approved/submitted online by a local advisor/reviewer by this date to be eligible.

April 1: Scholarship Application Deadline

April 1: NLC online housing reservations must be submitted. All hotel registrations after this date will be available on a first-come, first-served basis.

April 1: Online contest registration closes. After this date, contact **Patrick Schultz**, Director of Education & Technology Integration, at pschultz@bpa.org.

April 2 – April 8: Final online registration rate period.

April 8: Last day for online conference pre-registration. Conference registration after this date must be on-site at your time of arrival.

April 14: All NLC payments due to the National Center.

April 21: Deadline for all Refund Requests. All requests must be submitted using the online form.

April 22: All guestroom deposits or advanced full prepayment due to assigned conference hotel.

May 2: National Staff will be on site in Dallas, TX. The National Center will be closed May 2 – May 13.

Contest Related Deadlines: Please read the WSAP Competitive Event Guidelines and note the important deadlines in your calendar where applicable.

Online Conference Registration Instructions

The Online Conference Registration System will be used to register your chapter for all conference activities. The Online Conference Registration System will open on Monday, February 28, 2022.

Using the online conference registration system

Log on [here](#) with your web browser.

Enter your username and password (the same username and password utilized to register your members).

Step 1: Conference Registration

- Select the “Conferences” tab in the chapter portal.
- Locate the “2022 National Leadership Conference”.
- There are separate registration processes for advisors, students, and guests/chaperones. Start by either selecting “Register Advisors” or “Register Students”. After completing the registration process for one attendee group, you can then go through the registration process for the other group(s) prior to submitting your chapter’s conference registration.
- Select the members attending the National Leadership Conference. Members who have registered for chapter membership will appear on this list.
- Click the “Continue” button after you have checked on each applicable member. If you selected more than one member, you will complete the registration process for each member individually before moving on to the next member.
- On the “Verify” screen, select the applicable Registration Rate, Badge Title, and any other information requested. Be sure to complete the special accommodations section for any individual with a disability.
- On the “Competitive Events” screen, select the applicable competition(s) the student is eligible to participate in.
- On the “Items” screen, select any appropriate items:
 - **Certifications:** Purchase a Certiport or YouScience 1-day or 3-day certification voucher. *You do not need to purchase a certification voucher for any student whose competition has a certification alignment unless that student plans to take additional certifications.*
 - **Merchandise:** Purchase any BPA products from the available list.
 - **T-Shirt:** Pre-order the official conference T-shirt for your participants or for members not attending NLC.
 - **Special Olympics:** Register your participants for the Walk for Special Olympics.
- The “Volunteer” and “APG” screens will list available conference support positions. Advisors are required to select at least one (1) conference support/advisor assignment from either the “Volunteer” or “APG” sections. Guests/chaperones and student members may voluntarily sign-up for a conference job, selecting from the options on the “Volunteer” or “Internship” screens.

- The “Tour” screen will list available off-site excursions offered at an additional cost. Register your participants for the tour(s) of their choice.
- The “Confirmation” screen will list all selections for that particular member before proceeding to the next member’s registration.
- Select “Finish” after completing and verifying all member registrations.

Step 2: Hotel Reservation

Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. You will not be able to submit the chapter conference registration without creating a housing reservation for all attendees. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After April 8, you must contact the hotel directly for all reservation changes.

- Select the “Housing” button.
- Input the chapter’s arrival and departure dates. After inputting this information, arrival and departure dates can be changed on the housing screen by selecting the “Change Arrival and Departure Dates” link.
- Select the members that will be rooming together, then select the room number and room type for those members, followed by selecting the “Add to Room” button.
- Follow this process until all attendees are assigned to a room. If an attendee will be rooming with another chapter, that chapter must add the attendee to their housing reservation prior to your chapter having the ability to submit the housing reservation.
- Review the cost breakdowns for each attendee for accuracy. Issues should be reported to support@bpa.org.
- Once every attendee has been assigned to a room, select the “Submit Reservation” button.

Participants confirming a hotel reservation with BPA, but failing to show at the hotel to fulfill their reservation without proper cancellation will be responsible for all charges associated with a no-show fee. BPA reserves the right to collect fees from schools directly should a no-show fee result in a direct expense to BPA.

For assistance prior to Saturday, April 2, please contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org.

Participants are required to stay at an official conference property. Non-compliance is cause for disqualification.

The hotel reservation deadline is Friday, April 1, 2022. The BPA blocked room rates are not guaranteed after this date. All payments for room reservations must be made directly with the assigned hotel.

Online Conference Registration Instructions (Cont.)

Step 3: Finalize Your Registration

- Select the “Accept Disclaimers” button. Thoroughly read the Disclaimer content, and then select the appropriate checkboxes prior to selecting “Confirm”.
- Select the “Status” checkbox next to each member record that you wish to be on the same invoice. If all registrations can be on one invoice, you can select the “Select All” button.
- Click “Submit Registration.” This will generate an e-mail confirmation to you, your state advisor, and the National Center.
- Print a copy of the registration invoice and housing reservation invoice.
- Your state advisor will approve your contest selection.
- Repeat the above process until all registrations have been invoiced (only applicable when needing to separate attendee registrations across multiple invoices).

Adding On After Submitting an Invoice

You can add on new attendees or add items to previously registered attendees

Adding on New Attendees:

- Log back in with your username and password.
- Follow Steps 1-3 as listed above.

Adding Items to Previously Registered Attendees:

- Log back in with your username and password.
- Select the “Conferences” tab in the chapter portal.
- Locate the appropriate attendee record and select the “+” icon found under the “Add/Edit Items” column.
- Follow steps listed above for adding items.
- Select “Finish” and “Submit Registration” to receive a new invoice for the added items. While you will receive a new invoice, there are no charges for adding new contests.

Cancelling/Substituting Items to Previously Registered Attendees

- Log back in with your username and password.
- Select the “Conferences” tab in the chapter portal.
- Select the “Cancel/Substitute Request” button.
- Locate the appropriate attendee record and select the “+” icon found under the “Expand Items” column.
- Select the item(s) you wish to cancel or substitute, and then select the appropriate action checkbox from the options “Substitution” or “Cancel”.
- Select the appropriate Cancellation/Substitution Reason and/or leave any applicable comments.
- Click “Submit Cancel/Substitute Request” button.

Modifying Existing Housing Reservations

- Prior to or on April 2, email Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org to make any changes to an existing housing reservation. This includes deleting and adding rooms.
- Please note that it may take up to 10 business days to receive revised confirmation information and invoice from the hotel after making changes to your initial reservation.

Sharing A Room With Attendees From Other Chapters (Mixed Reservations)

Chapters are permitted to share rooms with other chapters. To complete a mixed reservation:

- Chapters must determine who will be responsible for making the reservation.
- The chapter charged with booking the reservation will select the “Housing” button located in the CRS. Then, select the “Add Additional Individual” button found on the reservation page.
- Locate the attendee’s name by filtering the other chapter’s state and chapter name.
- The chapter NOT booking the reservation for the attendee(s) must wait until the other chapter assigns the attendee(s) to room(s) on their reservations before being able to complete the chapter’s housing reservations/ conference registration. The chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapter’s invoice.
- If you have a chapter where ALL attendees are sharing with another chapter, and therefore you are booking NO rooms, you must wait until the other chapter assigns the attendee(s) to room(s) on their reservations before being able to complete the chapter’s conference registration. The chapter must make arrangements for payment with the chapter booking the reservation as the fee for the room will only appear on the booking chapter’s invoice.

Helpful Hints

- Collect all necessary information prior to starting your online registration.
- If sharing hotel rooms with another chapter, ensure you complete the housing reservations for both chapters at the same time to ensure you are assigned to the same hotel. Hotels may fill up and it is possible your state may be assigned to multiple hotels if the state block is exceeded.
- Check hotel availability prior to booking a flight with arrival and departures outside of the official conference stay dates (arrival prior to May 4 and/or departure after May 8).
- If you have questions or concerns regarding general conference registration or housing reservations, contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org.

Online Conference Registration Instructions (Cont.)

- If you have questions or concerns regarding competitive event registration, contact Patrick Schultz, Director of Education & Technology Integration, at pschultz@bpa.org.
- If you have any questions or concerns regarding conference invoices, contact Michele Gordon, Executive Staff Assistant, at mgordon@bpa.org.

Welcome to the 2022 Conference Registration Page www.bpa.org/nlc/

We are excited to have your chapter join us for the 56th Annual National Leadership Conference! There are several important pieces of information that you must have before you begin the online conference registration process. Please collect the information listed below in advance in order to make your registration process easier.

1. First and Last Name of all participants attending.
2. Competitive Event list your students qualify to compete in.
3. T-shirt size for conference t-shirts.
4. Walk for Special Olympics participants.
5. Certification Exam registrants.
6. Method of payment-All conference invoices must be paid in full by April 14, 2022.

CONFERENCE REGISTRATION DEADLINE: April 1st for Regular Registration (general conference events and competitive events), APRIL 8th for Late Registration (general conference events only).

[Register Advisors](#) [Register Students](#) [Register Guests/Chaperones](#) [Housing](#) [Edit Events](#)

Please read and accept the Disclaimers then select the attendees you wish to appear on the same invoice, then click submit registration

[Accept Disclaimers](#)

[Select All](#)

Download the Conference App

Make sure you stay up to date!

- Access the conference schedule
- Learn about conference speakers
- Receive updates and notifications
- Connect with other members



Search for "BPA Org" on Google Play or the App Store.

App Store® is a registered trademark of Apple Inc. Google Play and the Google Play logo are trademarks of Google LLC.

Registration Details

NLC Advisor Assignments

Advisors are an essential part of the overall success of the National Leadership Conference. Advisors support the overall program by assisting in more than 900 different conference areas. There is definitely something for everyone!

Advisors are required to select an NLC Assignment upon registration. Advisors may select from a wide variety of assignments including, but not limited to: Competitive Event Administrator, Proctor or Grader (APG), Competitive Event Judge, Registration, Exhibit Hall and much more!

Advisor assignments are 2-4 hours in length. If you are interested in a specific Advisor position, but want more information, please feel free to contact the National Center before completing your registration. We understand that you are busy and that your students are the number one priority while at NLC. We thank you in advance for your time, talent, and effort. By utilizing advisor expertise, we are able to help guarantee our students a wonderful experience and keep registration costs down.

For additional information regarding the duties and responsibilities of Administrators, Proctors and Graders, please visit the Administrators, Proctors and Graders Handbook found [online](#).

Conference Photos

The official conference photographer will be on-site throughout the entire conference. Photos will be available online following the conference.

Emergency Medical Authorization Form

BPA recommends that the advisor/chaperone collect and maintain completed Emergency Medical Authorization Forms for each chapter participant attending the NLC. This form will provide the advisor/chaperone and medical personnel the necessary information and authorization to provide treatment to the individual in need of medical attention. These forms should remain with the advisor/chaperone, be kept private unless needed, and should be destroyed upon the conclusion of the NLC. You may use the Emergency Medical Authorization Form provided in the back of this Guide or the form used by your chartering organization/school.

2022 NLC Conference T-Shirt

During registration, advisors can order official conference T-shirts for themselves, their students, chaperones and guests. T-Shirts are \$18.00 each (all available sizes).

Sizes Available

XS

S

M

L

XL

XXL

3XL

4XL



Keynote



EJ Carrion

Co-founder & CEO of Student Success Agency and motivational speaker

EJ Carrion is an afro-latino entrepreneur and motivational speaker who builds social impact companies to level the playing field and create more equitable spaces for people to thrive. He is the co-founder and CEO of Student Success Agency, a digital mentoring platform that helps schools support students anywhere, anytime from their electronic devices.

A first-generation college student, EJ received the prestigious Bill and Melinda Gates Scholarship and an ambassador for mentorship after one of his speeches about his stepdad got picked up by Goalcast and hit over thirty-five million views on Facebook.

EJ was recognized by Forbes as a top 30 Entrepreneur under 30 in 2018, and the Student

Success Agency was listed as one of the top 300 startups to work for by Forbes in 2020 as he employed hundreds of near-peer mentors to support students who were stuck at home during the pandemic.

EJ was also a special guest to the White House during the Obama/Biden Administration and recognized by the U.S. Department of Education at their annual Education Datapalooza event for his innovative approach to increasing access to vital services such as academic tutoring, college advising, and mental health supports for underserved students. During school closures, EJ was also called upon by NBC, ABC, Fox News affiliates, and national agencies to provide expertise and guidance on supporting students in their virtual learning experiences.

He has presented to audiences across 46 states and around the world with the goal of being mind-expanding, dynamically enthusiastic, and a human possibility pusher for the audiences he has the privilege to engage.

The 2021-2022 Executive Council is excited to have EJ share his message with the members of BPA so that they can leave inspired and with a call to action to **“Go Beyond Your Limits!”**

2022 Conference Highlights



AICPA® AICPA/Advisor Reception

BPA and Premier Level Sponsor AICPA are excited to welcome advisors to Dallas, TX and recognize our award recipients, including the Local Certified Advisors, at the 2022 BPA Advisor Reception. Mix and mingle with fellow advisors and celebrate NLC 2022! Pre-registration and ticket required.

Date: Wednesday, May 4
Time: 7:00 pm – 8:00 pm
Location: Wedgwood Ballroom

START HERE, GO PLACES. >>>

Fueled by AICPA

AICPA/BPA Secondary Student Networking Event

Test your networking skills while meeting with business, finance and accounting professionals at this exclusive Secondary student networking event sponsored by the team from Start Here, Go Places.® Open by invitation only to students in select Secondary accounting and finance competitions, the AICPA Student Networking Event is your opportunity to meet and greet the Start Here, Go Places. team, network with fellow BPA students and enjoy some down-time away from competitions. If you are a Secondary Division accounting and finance student, look for your invitation soon!

Date: Friday, May 6
Time: 2:30 pm – 4:30 pm
Location: TBA

NLC Exhibitor Showcase

Day 1

Date: Thursday, May 5
Time: 9:00 am – 5:00 pm
Location: East Atrium

Day 2

Date: Friday, May 6
Time: 9:00 am – 5:00 pm
Location: East Atrium

Make plans to stop by this year's Exhibitor Showcase, meet conference sponsors and exhibitors and while you're at it, fine tune your networking skills. This is your one-stop shop to learn about new and innovative fundraising, meet with partnering companies to brainstorm ideas, talk with college representatives and find solutions and products to take back to your classroom.

You won't want to miss out on this great networking opportunity. There's bound to be something for everyone in this year's Exhibitor Showcase!

NLC Open Certification Labs

This year, students and advisors have access to a number of industry certifications at a significant value. Partners Certipoint and Precision Exams will be offering one and three day pass options for attendees. These day passes

can be used interchangeably between the two labs, offering even more opportunity to earn certifications!

Dates: Thursday, May 5 – Saturday, May 7
Time: 10:00 am – 4:00 pm
Location: Grand Ballroom

Cost	Pre-Conference Registration	On-Site Registration
1-Day Pass	\$10.00	\$15.00
3-Day Pass	\$20.00	\$25.00

Passes are unlimited and seats are first-come-first-serve.

Go Beyond Your Limits with the Executive Council

Date: Friday, May 6
Time: 8:00 am – 8:50 am
Location: Stemmons Ballroom

Join the Executive Council as they present a series of mini-workshops, all with a theme of overcoming limitations. Spend time working through the various table-top discussions, which will include:

- Content Creation Station
- How to Plan a Social Start-Up
- How to Stay Involved with the Post-secondary Division
- Neurodiversity in the Workplace
- Professionally Organizing Your Life with Schoolwork, BPA and Other Experiences
- Own IT
- Sustainability and Environment Awareness
- Using BPA to Strengthen Your Personal Brand

National Showcase

Date: Friday, May 6
Set-up: 7:30 am – 9:00 am
Showcase Time: 10:00 am – 12:30 pm
Location: Imperial Ballroom

The National Showcase is the culminating event of months of hard work in the National Virtual Events. Visit this high-energy space and interact with the Top 10 competitors in each of the ten (10) National Virtual Events as they showcase their final projects and presentations. Competitors will share how their projects were developed and provide you with vital insight on how you can compete next year! Come experience amazing projects, such as:

- Custom Developed Video Games
- Market Ready Mobile Apps
- Professionally Created Video Projects
- Future Enterprise-Ready Businesses
- Photography Works of Art

2022 Conference Highlights (Cont.)

- Sophisticated Web Applications
- Cybersecurity Lab Demonstrations
- And Tips for Portfolio Management in the Stock Market!

New this year: Conference attendees can help determine the “Best in Show” by voting for the project that stands out in their mind in each of the ten (10) Virtual Events.

National Showcase Best in Show

New this year the “Best in Show” awards will be determined on-site during the National Showcase according to the following criteria:

- Weighted 25% - Conference Attendee Vote per event
- Weighted 75% - On-site Professional Judging

NOTE: Conference attendees will be able to vote once per Virtual Event. On-site judging takes place during the Showcase and is based on the National Showcase “Best in Show” rubric.

NOTE: The on-site judging has absolutely no bearing on the Virtual Event Top 10 rankings. The on-site judging’s sole purpose is to determine “Best in Show” awards.

“Best in Show” Awards for each of the ten (10) Virtual Events and an “Overall Best in Show” award will be announced on-stage in the ballroom at the conclusion of the National Showcase.

The qualifying Virtual Events are listed below:

- V01 Virtual Multimedia and Promotion – Individual
- V02 Virtual Multimedia & Promotion - Team
- V03 Software Engineering Team
- V04 Web Application Team
- V05 Mobile Applications
- V06 Promotional Photography
- V07 Cybersecurity/Digital Forensics
- V08 Start-up Enterprise Team
- V09 Financial Portfolio Management Team
- V10 Virtual Branding Team

National Showcase Business Panel

Date: Friday, May 6
Time: 9:00 am – 10:00 am
Location: Imperial Ballroom

During this interactive session, panelists will share information and advice that can better prepare you for your future careers. What would you like to know about business? What’s the secret to a successful entrepreneurial venture? What real-world skills and learning are must-haves in today’s workforce?

Bring your questions and join us for a stimulating discussion with professionals from a variety of industries, including technology, business, aviation, communications, and more! Representatives from American Airlines, Ernst & Young, Qualcomm, Southwest Airlines, and many other high-profile companies will serve on the panel.

BPA NLC SPECIAL EVENT

Date: Friday, May 6

Time: 3:00 pm – 10:00 pm

Join us for an afternoon of service and celebration of your amazing year during the BPA NLC Special Event. We’ll kick off the afternoon with the Day of Service, followed by our annual Walk for Special Olympics, and will conclude with the evening entertainment at the Texas Hoedown.

BPA Day of Service activities will take place from 3:00 pm-6:00 pm and will consist of opportunities to give back to worthwhile causes.

The Walk for Special Olympics will start at 6:00 pm and will follow the route along the Anatole Sculpture Park. Join the Executive Council and members of the National BPA Alumni Division in a walk to benefit Special Olympics. Registration to participate in the Walk is required and can be completed during the online conference registration process. The registration fee for this Walk is \$15, and proceeds will be donated to Special Olympics.

Those who do not participate in the Walk are encouraged to cheer on our walkers and celebrate the spirit of Special Olympics!

The Texas Hoedown concludes our Special Event, taking place from 7:00 pm-10:00 pm. This fun-filled evening of entertainment is open to all conference attendees and will offer the opportunity to unwind with music, dancing, games, and activities sure to please everyone.



BPA Day of Service Event Activities

Date: May 6 • **Time:** 3:00 pm– 6:00 pm • **Location:** Hilton Anatole

Leadership is about Service. We are given opportunities every day to extend our hand and help people get and give better. Be the Change! Make a Difference!



Confirmed Day of Service Activities

A Million Thanks

With more than seven million letters sent to date, A Million Thanks supports our active, reserve and veteran military by sending millions of letters of thanks and encouragement directly to our service members.

Join us as we write letters to thank members of our Armed Forces.

Special Olympics Chain of Love

Make a donation*, design a link, and add it to our chain! A donation of \$1.00 will provide one link. For every extra dollar, you will receive an additional link to contribute. Our walkers will carry the Chain during the Walk for Special Olympics, so help support Special Olympics and build the largest Chain of Love in BPA history!

Walk for Special Olympics Posters - 2022

Help us support our Walk for Special Olympics participants by making encouraging posters and signs for our cheer team to have all along the course of the walk. Bring energy, motivation and words of inspiration to our walkers through these colorful and uplifting posters.

Walk for Special Olympics

Help us kick off our Texas Hoedown by joining the Executive Council as we walk in spirit for Dallas area Special Olympics athletes!

Executive Officer Pie in the Face

Who loves pie?! Make a donation* of \$5 or more for an opportunity to pie an Executive Officer in the face! All proceeds will be donated to the Dallas area Special Olympics.

A Smile A Day Thank You Cards

Saying thank you may not repay the good things someone did for you, but it can certainly put a smile on their face. While at NLC, show your gratitude for those who work behind the scenes to make this conference a success. Whether it's the bellman who helps you with your bags, or the housekeeper who keeps your room clean, write A Smile A Day Thank You Card for the amazing individuals who made a difference in your conference experience.

BPA Coloring Books for Kids

Help give hospitalized children a chance to add some color to their day. The National Officer Team invites you to join us in either donating a brand new coloring book for kids, or coming to the BPA Day of Service and creating special BPA coloring books that will be distributed to local area hospitals. Come join the fun and help put a smile on a child's face.

*Donations can be made during the online conference registration process or on-site in the service activity room.

Housing Overview

Housing reservations for the 2022 National Leadership Conference will open on Friday, February 28. Reservations must be submitted via the BPA NLC Conference Registration System located [here](#).

Registered students & advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

Independent chapters will be assigned based on availability. Taxes & fees are subject to change. BPA reserves the right to reassign delegate housing should the need arise. A limited number of hotel rooms are available for pre- and post-conference stays. The official stay for the 2022 National Leadership Conference is Wednesday, May 4 – Sunday, May 8, 2022.

All housing reservations must be made online during your conference registration.

Reserving Hotel Rooms

All hotel reservations must be submitted using the BPA Online Conference Registration System (CRS) during the conference registration process. Reservations cannot be made directly with the conference hotels. Refer to “Step 2: Housing Reservations” in the Online Conference Registration Instructions section of this Guide for instructions on how to reserve hotel rooms in the CRS.

The hotel reservation deadline is Friday, April 1. The BPA blocked room rates are not guaranteed after this date. All payments and reservations must be made at the appropriate hotel according to your state/division assignment.

Modifying An Existing Reservation

- Prior to or on Saturday, April 2, you may e-mail Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org to make any changes to an existing reservation. This includes deleting and adding rooms.
- Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

Hotel Room Bed Type Assignments

Available room types vary by hotel and can be selected depending on the number of individuals assigned to the room.

- 1 Bed: 1 or 2 people
- 2 Beds: 3 or 4 people (Double Queen or King with Sofa Bed)

To change a room type that was selected at time of registration, you may request an alternative room type after Friday, April 8 by contacting the hotel directly.

Advisors and students are not permitted to share a room. Males and females are not permitted to share a room.

Arrival/Departure

- Call and confirm your housing reservation 2-3 days prior to departure. Document the name of the hotelier confirming your room reservation.
- Please bring copies of your housing forms and acknowledgements with you.
- Take note of the earliest arrival and latest departure dates on your online reservation confirmation.
- The hotels have limited available rooms for early arrival and late departure beyond the conference dates. Be aware that extended stay dates may not be available at your hotel and you may need to make separate reservations elsewhere outside of the BPA CRS for early arrivals or late departures. Please make your room reservations in the BPA CRS early if you plan a pre-conference or extended stay.

Official Conference Properties Hilton Anatole

2201 North Stemmons Freeway
Dallas, TX 75207

Assigned States: AK, FL, ID, IN, KS, MA, MI(S/PS), MN(S), MN(PS), MT, PR, SC, TX, WI

Rate: \$285.00 (1-4 Persons Occupancy)

Accommodations

King (1-2 persons): guestroom with one (1) King size bed.
Rate: \$249.00

One-night Cost: \$289.55 including taxes* & fees

King with Sofa Bed (2-3 persons): guestroom with one (1) King size bed and one (1) sleeper sofa bed.
Rate: \$249.00

One-night Cost: \$289.55 including taxes* & fees

Double Queen (3-4 persons): guestroom with two (2) Queen size beds.
Rate: \$249.00

One-night Cost: \$289.55 including taxes* & fees

*Only Texas schools are eligible for state sales tax exemption on hotel rooms. The required tax exemption form must be completed and submitted to the hotel at time of deposit payment. The one-night cost of a state sales tax exempt hotel room is \$274.18.

Note: A daily optional charge of \$25.00 plus tax is not included in the rate or one-night cost. This optional charge can be elected at time of check-in for one or more days during your conference stay and added to the guestroom final bill. Benefits of the daily optional charge include:

- Standard guestroom Wi-Fi (up to 3 devices)
- Access to Verandah Health Club
- Two (2) complimentary Starbucks drip coffees daily
- 15% discount on V-Spa services

Housing Overview (Cont.)

- Complimentary dessert with purchase of dinner in SER or Media Grill restaurants
- Complimentary meal for kids with purchase of adult entrée
- Daily access to JadeWaters resort pool complex (only open weekends)

Payment Instructions

A one night's deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Friday, April 8! After this date, the hotel will have a record of your hotel reservations. All reservation confirmations for requested accommodations will be emailed from the hotel to the advisor who submitted the housing reservations in the online registration/reservation system. All deposits and/or full prepayment must be received by the hotel on or before Friday, April 22. Reservations that do not have a paid one night's deposit after this date will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guests using a credit card for payment must call BPA's designated housing coordinator, Juanita Tessmar, at **214.761.7213** to make payment over the phone. The one night's deposit and/or full prepayment will be immediately charged to the card provided. Any remaining balance must be paid by credit card at check-in, or by check that must be received on or before Friday, April 22.

Check Payments: Payments via check must be mailed to the hotel address found on the Housing Invoice. The check, along with a list of all guestroom confirmation numbers and your contact information, must be received by the hotel on or before Friday, April 22. If paying by check, plan to prepay in full as checks will not be accepted by the hotel after this date or on-site at check-in.

Note: A credit card will be required at time of check-in to cover incidentals.

Sheraton Dallas

400 Olive Street
Dallas, TX 75201

Assigned States: DE, IA, IL, MI(ML), NM, OH, OK

Accommodations

King (1-2 persons): guestroom with one (1) King size bed.
Rate: \$219.00
One-night Cost: \$252.42 including taxes & fees

King with Sofa Bed (2-3 persons): guestroom with one (1) King size bed and one (1) sleeper sofa bed.

Rate: \$219.00

One-night Cost: \$252.42 including taxes & fees

Double Queen (3-4 persons): guestroom with two (2) Queen size beds

Rate: \$219.00

One-night Cost: \$252.42 including taxes & fees

Executive Suite – King with Sofa Bed (1-3 persons): suite includes a bedroom with one (1) King size bed and a separate parlor with one (1) sleeper sofa bed.

Rate: \$259.00

One-night Cost: \$298.52 including taxes & fees

Executive Suite – Double Queen with Sofa Bed (2-4 persons): suite includes a bedroom with two (2) Queen size beds and a separate parlor with one (1) sleeper sofa bed.

Rate: \$259.00

One-night Cost: \$298.52 including taxes & fees.

Payment Instructions

A one night's deposit per hotel room reserved is required. The hotel W-9 can be found at the end of this Guide.

School purchase orders are not accepted as payment at any hotel.

Do not send payment to hotel until after Friday, April 8! After this date, the hotel will have a record of your hotel reservations. All reservation confirmations for requested accommodations will be emailed from the hotel to the advisor who submitted the housing reservations in the online registration/reservation system. All deposits and/or full prepayment must be received by the hotel on or before Friday, April 22. Reservations that do not have a paid one night's deposit after this date will not be guaranteed and are subject to cancellation.

Credit Card Payments: Guests using a credit card for payment will receive a secure link from the hotel at time of email confirmation by which to input payment details. The one night's deposit and/or full prepayment will be immediately charged to the card provided. Any remaining balance must be paid by credit card at check-in, or by check that must be received on or before Friday, April 22.

Check Payments: Payments via check must be mailed to the hotel address found on the Housing Invoice. The check, along with a list of all guestroom confirmation numbers and your contact information, must be received by the hotel on or before Friday, April 22. If paying by check, plan to prepay in full as checks will not be accepted by the hotel after this date or on-site at check-in.

Note: A credit card will be required at time of check-in to cover incidentals.

NLC Dress Code

In order to promote a professional atmosphere, BPA's National Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is also recommended that all guests follow the established dress code policy.

- Members not dressed in required attire will not be allowed to participate in any session or any competitive event.
- Members not adhering to the Professional Dress Code will not be allowed on stage.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.
- Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within one hour of the infraction in question.

Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops and Leadership Passport Program.

- Dress slacks, dress shirt, and tie
- Pant or skirt suit
- Suit, dress shirt, and tie
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Sport coat, coordinated dress slacks, dress shirt and tie
- BPA blazer with dress skirt or dress slacks with blouse or sweater
- BPA blazer with dress slacks, dress shirt, and tie
- Dress shoes with socks
- Dress heels or closed-toed flats

Special Notes:

Skirt length may be no greater than two inches above the top of the knee.

All denim is excluded for any of the items listed above.

No tennis shoes, sandals, flip-flops or open-toed flats.

Casual Dress Code:

Jeans, pants, shorts, shirt, t-shirt
(Footwear is required with all of the above.)

The following are *unacceptable* during BPA activities:

- Strapless tops, spaghetti straps, tube tops, halter tops, midriff tops
- Spandex, lycra or transparent clothing
- Cut-offs or torn clothing
- Clothing with inappropriate words and pictures
- Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area



Business Professionals of America Social Media Policy

Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. Remember that as a BPA member your social media activities reflect upon the brand and perception of BPA to others. Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, and Twitter;
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contributions and to the work of BPA;
- Promote official BPA social media channels;
- Support fellow members for their efforts;
- Retweet, repost, or “like” news content that has been released through web and social media channels;
- Effectively and positively communicate with friends, family, and others in your social circles;
- Use social media to engage and network with BPA members and chapters.

BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials and credibility for college admissions, scholarships and employment. BPA encourages all members to use social media in a pragmatic, productive and positive way.

As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender);
- Photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America (BPA) will not tolerate any type of inappropriate behavior from any individual involved, engaged or associated with BPA, or BPA members participating in any BPA activities on the Local, Regional, State and National Level including but not limited to the Workplace Skills Assessment Program Competitive Events. Inappropriate behavior includes behavior on and off of social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, etc. inappropriate use of social media (such as, but not limited to) any illegal action, etc. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.

Business Professionals of America reserves the right to monitor, restrict, prohibit, block, suspend, terminate, delete, remove or discontinue any users' access to any National BPA social media site at any time, without notice or consent. Additionally, Business Professionals of America, at its sole discretion, may remove, delete, block, filter or restrict any comment or post that is deemed objectionable, inappropriate, distasteful, harmful, defamatory, harassing, libelous, slanderous, offensive, or criminal in nature.



Competitive Event Guidelines



Contest registration is based on state-level competition results. If your student qualifies for an event, register the student for the event. Students who qualify must be registered for NLC and the event to compete at the national level. The State Advisor determines final contest qualifications.

Contest Deletions and Substitutions

Contest deletions and substitutions may be made after conference registration has ended on April 1, 2022, by contacting Patrick Schultz, Director of Education & Technology Integration (pschultz@bpa.org or 614.895.7277 Ext. 7481) by April 8, 2022. On and after April 9, all substitutions must be made by the State Advisor prior to 6:00 pm on Wednesday, May 4, 2022, at the National Leadership Conference in the Competitive Events Center located in the Hilton Anatole Peacock Terrace. Please note that substitutions for events requiring pre-submissions of materials must be completed prior to April 1, 2022, as students for these events must be registered to compete before their pre-submission is received.

Conflicts

Conflicts may be resolved by Local Advisors in the Competitive Events Center located in the Hilton Anatole Peacock Terrace prior to 6:00 pm on Wednesday, May 4, 2022. Conflict resolutions are made on a first-come, first-served basis. Only those conflicts caused by two concurrently scheduled BPA competitive events will be resolved. Judged events cannot be rescheduled outside of the scheduled event time frames.

Competitive Event Reminders

Only contest participants and authorized personnel will be allowed at the event site locations. Students may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Conference name badge and wristband must be worn to all contests.

Do not schedule any tour or meal functions during students' contest time. Remember, if students are competing in a judged or hands-on event, you will need to keep their schedule free to potentially compete in the finals of that event.

No tour refunds are given due to conflicts with scheduled events or finals.

For those contests using online submission, submissions must be received by 11:59 pm Eastern Time on April 1, 2022.

Awards: The top ten (10) scores in each contest or all finalists (whichever is greater) will be recognized for all divisions.

These individuals/teams will be called on stage to receive medallions. The top three (3) individuals will then be announced and will receive plaques. Teams placing first, second, and third will receive plaques.

Professional attire must be worn for all contests. Refer to the Dress Code Policy for details.

Please note, for events which require a "contestant number", this is the 8-digit membership number provided on the online registration Member List. The Member List can be obtained [online](#). To access, log-in and select the blue "Membership Download" button located on the Students tab.

Refer to the [WSAP Guidelines](#) for information regarding the use of a contestant's own computer. The Software Listing on the following pages offers information regarding the software supplied for events.

On-Site Submission Process

New this year, National BPA is implementing an improved project submission process for all application- and objective-based competitive events. Paper copies of all test booklets will still be provided, but all competitors will upload their project(s) on-site electronically this year.

All WSAP Competition test booklets will include modified detailed instructions to reflect this change. Additional information and webinars to review the new process will be shared after registration closes.

Middle Level Division Computer Software List

Provided at National Level Competition — Software provided at state level may vary!

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
(915) Administrative Support Team (ML)	MS Word 2019 MS Excel 2019 MS PowerPoint 2019, MS Access 2019, and MS Publisher 2019
(925) Introduction to Word Processing (ML)	MS Word 2019
(930) Spreadsheet Applications (ML)	MS Excel 2019

Check individual event guidelines for information regarding the use of a member’s own computer. Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Electrical power will be provided. Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted.

Members must bring their own visual display technology for:

- (940) Digital Game Design Team (ML)
- (950) Introduction to Video Production Team (ML)
- (955) Website Design Team (ML)
- (970) Entrepreneurship Exploration (ML)
- (985) Presentation Management Team (ML)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software.



Middle Level Division National BPA Deadlines

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre- submission files. All files (unless specifically indicated in the Guidelines) must be submitted as PDF.

All release forms must be signed and scanned at the time of pre-submission to be considered for technical scoring points.

Materials for contests that are not listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
(940) Digital Game Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
(945) Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
(950) Introduction to Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
(955) Website Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
(970) Entrepreneurship Exploration	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
(990) Human Resource Exploration – Pilot	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Virtual Events	See individual event for specifications	
NLC Competitive Events Registration	Online registration by April 1, 2022	http://www.bpa.org/nlc/registration
NLC Registration	Regular registration by April 1, 2022 Late registration between April 2-8, 2022	http://www.bpa.org/nlc/registration
NLC Hotel Reservations	Online by April 1, 2022	http://www.bpa.org/nlc/registration
NLC Registration Refund Requests	Submitted by April 21, 2022	https://www.bpa.org/nlc/deadlines-and-fees/
BPA Cares Awards	Submitted by March 25, 2022	Submitted as outlined in BPA Cares Awards Handbook
Torch Award—Ambassador	Submitted by March 25, 2022	https://members.bpa.org/torch-awards

Officer for a Day

An Incredible Opportunity for Middle Level members only

Apply to shadow a member of the Executive Council at this year's National Leadership Conference. Get firsthand experience in the work of an Executive Officer and learn from our organization's top student leaders!

Requirements

- Be a Middle Level member in good standing with the organization
- Submit all forms by Friday, April 1, 2022
- Attend the 2022 National Leadership Conference in Dallas

Applications are found [online](#).



Secondary/Post-secondary Computer Software List

Provided at National Level Competition — Software provided at state level may vary!

PCs with Microsoft® Windows format will be used for all events

Event	Software Packages
Administrative Support Team (S PS) (255)	MS Office 2019
Advanced Desktop Publishing (S PS) (415)	Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC
Advanced Office Systems & Procedures (S PS) (225)	MS Office 2019
Advanced Spreadsheet Applications (S PS) (235)	MS Excel 2019
Advanced Word Processing (S PS) (210)	MS Office 2019
Basic Office Systems & Procedures (S PS) (220)	MS Office 2019
Database Applications (S PS) (240)	MS Access 2019
Fundamental Desktop Publishing (S PS) (400)	MS Office 2019, MS Publisher 2019, Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC
Fundamental Spreadsheet Applications (S PS) (230)	MS Excel 2019
Fundamental Word Processing (S PS) (200)	MS Office 2019
Fundamentals of Web Design (S PS) (405)	Notepad
Health Administration Procedures (S PS) (250)	MS Office 2019
Integrated Office Applications (S PS) (215)	MS Office 2019
Intermediate Word Processing (S PS) (205)	MS Office 2019
Legal Office Procedures (S PS) (245)	MS Office 2019

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Contestants must bring their own computer, power and equipment for C++, C#, Java, and Python Programming. Printers are not needed for any programming contests in Management Information Systems. If a contestant wishes to use a projector for a presentation event, they must supply their own.

Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the member(s). Members who experience failure problems with their equipment will not be rescheduled. Members bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for members by the National Center.

Secondary/Post-secondary National BPA Deadlines

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their Contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the Guidelines) must be submitted as PDF.

All release forms must be signed and scanned at the time of pre-submission to be considered for technical scoring points.

Materials for contests that are not listed below will be turned in at a designated time and place at NLC. The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Advanced Interview Skills (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Broadcast News Production Team (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Computer Animation Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Computer Modeling (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Digital Media Production (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Economic Research Individual (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Economic Research Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Entrepreneurship (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Global Marketing Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Graphic Design Promotion (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Interview Skills (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Network Design Team (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Podcast Production Team – Pilot (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
User Experience Design Team Using Adobe XD – Pilot (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Video Production Team (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Website Design Team (S PS)	Submitted by 11:59 p.m. Eastern Time, April 1, 2022	https://presubmit.bpa.org
Virtual Events (ML S PS)	See individual event for specifications	https://presubmit.bpa.org
NLC Competitive Events Registration	Online registration by April 1, 2022	https://register.bpa.org
NLC Registration	Regular registration by April 1, 2022 Late registration between April 2-8, 2022	http://www.bpa.org/nlc/registration

Secondary/Post-secondary National BPA Deadlines

NLC Hotel Reservations	Online by April 1, 2022	http://www.bpa.org/nlc/registration
NLC Registration Refund Requests	Submitted by April 21, 2022	https://www.bpa.org/nlc/deadlines-and-fees
Executive Council Candidate Application	Submitted by March 25, 2022	Submit as outlined in the BPA Executive Officer Applicant Handbook
BPA Cares Awards	Submitted by March 25, 2022	Submit as outlined in BPA Cares Handbook
Torch Award—Ambassador	Submitted by March 25, 2022	http://bpa.org/torch-awards/

2022 WSAP Open Events Lab

Students, Advisors and Alumni are invited to test in the WSAP Open Events Lab.

The WSAP Open Events Lab is located at the Hilton Anatole Chantilly Ballroom West.

Hours:

Date: Wednesday, May 4

Time: 12:00 pm – 5:00 pm

(Last exam administered at 4:30 pm)

Date: Thursday, May 5

Time: 12:00 pm – 5:00 pm

(Last exam administered at 4:30 pm)

Date: Friday, May 6

Time: 12:00 pm – 5:00 pm

(Last exam administered at 4:30 pm)

The WSAP Open Events do not require pre-advancement qualification or pre-registration.

WSAP Open Events Lab

Business Communication Skills Concepts (995) – ML

Business Fundamentals Concepts (996) – ML

Business Math Concepts (997) – ML

Computer Literacy Concepts (998) – ML

Administrative Support Concepts (290) – S | PS

Business Meeting Management Concepts (590) – S | PS

Computer Programming Concepts (390) – S | PS

Digital Communication & Design Concepts (490) – S | PS

Digital Marketing Concepts (594) – S | PS

Financial Math & Analysis Concepts (190) – S | PS

Information Technology Concepts (391) – S | PS

Management, Marketing, & Human Resources Concepts (591) – S | PS

Medical Terminology Concepts – Pilot (690) – S | PS

Parliamentary Procedure Concepts (592) – S | PS

Project Management Concepts (593) – PS

BPA Merit Scholar – ML | S | PS | Advisors | Alumni

NLC 2022 Industry Certification Alignments

The following industry certifications are required and provided (free of charge) for all competitors at the national level in each competition listed below. The certification testing will count towards 100 points to the final score for each of the aligned BPA competitive events.

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications (S PS) (235)	Microsoft Office Specialist Excel 2019 Expert
Advanced Word Processing (S PS) (210)	Microsoft Office Specialist Word 2019 Expert
*Computer Network Technology (S PS) (300)	IT Specialist – Networking
*Computer Security (S PS) (320)	IT Specialist – Network Security
*C# Programming (S PS) (330)	IT Specialist – Software Development
Database Applications (S PS) (240)	Microsoft Office Specialist Access 2019
*Device Configuration & Troubleshooting (S PS) (305)	IT Specialist – Device Configuration and Management
** Entrepreneurship (S PS) (505)	Entrepreneurship and Small Business (ESB)
*Fundamentals of Web Design (S PS) (405)	IT Specialist – HTML and CSS
Integrated Office Applications (S PS) (215)	Microsoft Office Specialist PowerPoint 2019 Expert
Java Programming (S PS) (340)	IT Specialist – Java
Python Programming (S PS) (355)	IT Specialist – Python
SQL Database Fundamentals (S PS) (345)	IT Specialist – Databases
Digital Citizenship (ML) (920)	IC3 Global Standard 6 Level 1

BPA Competitive Event Name	Industry Certification Offered by TestOut
Linux Operating System Fundamentals (S PS) (350)	TestOut Linux Pro

***Note:** Contestants who have certified in the aligned IT Specialist exam may choose from one of the following two options:

1. The contestant will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the contestant passes their chosen exam, they will receive 100 points towards the final score of the BPA competitive event. If the member fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
2. The contestant may share their previously passed test scores with NLC staff. If this option is selected, the contestant will be required to log in to their Certiport account and share the previously earned score at the time of sign in at NLC.

All contestants who have previously certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.

****Note:** Contestants in (505) Entrepreneurship must complete the Entrepreneurship and Small Business (ESB) certification in the Certiport Certification Lab on Thursday, May 5 between 10:00 am and 4:00 pm.



The Certiport Open Certification Lab returns to NLC with even more opportunities for our students and advisors to earn industry recognized certifications!

Please remember that some certification tests are embedded in Workplace Skills Assessment Program (WSAP) competitions at the national level. Be sure to read the guidelines for your event carefully to see if a certification is in fact part of your competition.

If your WSAP event includes a certification test, you will automatically be listed at no cost and scheduled for the test on Thursday, May 5th. Be sure to check the guidelines for your event to see if it includes a certification test at NLC.

All participants planning to take a certification test (competitive event or stand-by) need to register with Certiport (www.certiport.com) before attending NLC. Students must include their BPA member ID in their Certiport profile when they register online.

Open certifications will be offered at NLC to registered advisors and students only (guests cannot take the certification exams offered at NLC).

Onsite registration will also be available. To register for a certification onsite, please check-in at the Grand Ballroom directly and speak with a Certification Coordinator. Please note that onsite registration is based on time and space availability.

Certification Lab Details:

Date: Thursday, May 5 – Saturday, May 7
 Time: 10:00 am – 4:00 pm
 Location: Grand Ballroom

Cost	Pre-Conference Registration	On-Site Registration
1-Day Pass	\$10.00	\$15.00
3-Day Pass	\$20.00	\$25.00



Certifications Available:

Adobe Certified Associate (ACA)

- Visual effects & motion graphics using Adobe After Effects
- Multiplatform animation using Adobe Animate CC
- Web authoring using Adobe Dreamweaver
- Graphic design & illustration using Adobe Illustrator
- Print & digital media publication using Adobe InDesign
- Visual design using Photoshop
- Digital video using Adobe Premiere Pro

Microsoft Office Specialist (MOS)

- Word 2016
- Excel 2016
- PowerPoint 2016
- Access 2016
- Outlook 2016
- Word Expert 2016
- Excel Expert 2016
- Word O365/2019
- Excel O365/2019
- PowerPoint O365/2019
- Outlook O365/2019
- Word Expert O365/2019
- Excel Expert O365/2019
- Access Expert O365/2019

IT Specialist

- Device Configuration and Management
- HTML and CSS
- Network Security
- Networking
- Databases
- Java
- Python
- JavaScript
- HTML5 Application Development
- Artificial Intelligence
- Cloud Computing
- Computational Thinking
- Cybersecurity
- Software Development

Other

- QuickBooks Certified User Desktop/Online
- Entrepreneurship & Small Business (ESB)
- EC-Council Cyber Forensic Associate (CFA)
- EC-Council Ethical Hacking Associate (EHA)
- Communication Skills for Business (CSB)
- IC3 Certifications
- Unity Certified User: Programmer
- Unity Certified User: Artist
- App Development with Swift Associate (Apple)
- App Development with Swift Certified User (Apple)
- PMI Project Management Ready

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date



Globally Recognized
OFFICIAL INDUSTRY CERTIFICATIONS
for College & Career Readiness



Walk for Special Olympics

Since 2012, Business Professionals of America has presented over \$75,000 in donations to local area Special Olympics Chapters in Chicago, Indianapolis, Orlando, Boston, Dallas/Fort Worth and Anaheim.

BPA's national service project, Special Olympics, gives participants continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

More than 9,000 BPA Walk for Special Olympics participants have come together over the past ten years to walk in spirit for and with Special Olympic Athletes, so please join us for our 10th annual Walk this May as we once again celebrate the spirit of Special Olympics.

Registration: Register during the conference registration process.

Registration opens
February 28, 2022.

Date: Friday, May 6th

Time: 6:00 pm-7:00 pm

Location: Route along the Anatole Sculpture Park

Cost: Active Walker – \$15.00 (participant)
Silent Walker – \$5.00 (donation only)

Note: By registering for the Walk for Special Olympics, individuals and groups participating acknowledge and accept all risks and liabilities in conjunction with the activity. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims and settlements for any injury, loss, or damages that may be incurred arising from participation.



Workshops at a Glance

Designed to enhance the leadership and life skill development of our members, participants have the opportunity to engage in exciting professional and educational development sessions sponsored and provided by many BPA partners, alumni, and other prominent speakers! Business Professionals of America is committed to the development of our membership through professional sessions led by industry experts.

This year's workshop sessions offer a number of opportunities to hear from experienced professionals and experts on a variety of topics. With both student and advisor focused sessions, there is certain to be something for everyone at this year's NLC!

Leadership Passport Workshop **Success Principles for Thinking and Achieving Beyond Your Boundaries**

Date: Thursday, May 5
Time: 8:00 am-8:50 am

Speaker/Sponsor: Michael Ivanov | Motivational Speaker

Learn the specific thought processes, actions steps, and habits of extraordinary people. Students will be challenged to unlearn self-canceling ideas by learning how to daily increase their skills and abilities to open the flood gates of opportunity. Students will learn how they can expand their mind to produce great ideas and then put those ideas into action by implementing the following 5 principles:

1. "To each, according to their abilities"
2. "A talent buried is a talent lost"
3. "The time is now!"
4. "Do not concern yourself with your neighbor's wages"
5. "Those who invest will receive more, those who wait will lose everything"

Leadership Passport and Advisor Workshop **Engaging Personalities in Life and the Classroom – Amazing Strategies to Improve Soft Skills**

Date: Thursday, May 5
Time: 9:00 am-10:30 am

Speaker/Sponsor: Joe McClary | Executive Director, NBEA

This session will unlock research-based principles teachers, and leaders need to better communicate and understand others with diverse personalities. This interactive and engaging event will help you identify the personality types of others, and most importantly, yourself, to provide you with new skills for building soft skills in business and the classroom. This session is not passive. Be prepared to engage with your peers with new skills that will change your life.

Leadership Passport Workshop

Poetic Storytelling for Leaders: How to Use Your Voice to Drive Change

Date: Thursday, May 5
Time: 1:00 pm-1:50 pm

Speaker/Sponsor: Tucker Bryant | Poet & Professional Speaker

In the Information Age, having a unique idea is no longer enough to make us stand out. Rather, how we share those ideas and the way we make our audience feel is what allows us to capture the world's imagination and drive real impact. Join poet and speaker Tucker Bryant as he reveals powerful and tangible strategies for crafting and delivering a story that leaves an unforgettable impression on your audience that drives action - whether that audience is in the classroom, the boardroom or the living room.

Leadership Passport Workshop **National Alumni Division Panel**

Date: Thursday, May 5
Time: 2:00 pm-2:50 pm

Speaker/Sponsor: National BPA Alumni Division

Life is what you make of it and BPA gives you an extra set of tools to leverage. Join members of the BPA Alumni Division for an inspiring panel discussion and hear advice from them on a range of topics that include everything from industry knowledge, how to apply to college, great networking advice and staying involved with BPA after graduation.

Leadership Passport Workshop **Team Building and Strategy with Student Star**

Date: Thursday, May 5
Time: 3:00 pm-3:50 pm

Speaker/Sponsor: Jenelle Lareche | Program Manager, Dell Technologies

This Shark Tank inspired activity has students work together to create a campaign for an assigned product and compete against other groups in front of "investors". Each group will work as a company and have assigned roles like PR Rep, Project Manager, Lead Marketer, etc., and contribute within the scope of their roles.

Leadership Passport Workshop **Go Beyond Your Limits with the Executive Council**

Date: Friday, May 6
Time: 8:00 am-8:50 am

Speaker/Sponsor: 2021-2022 Executive Council

Join the Executive Council as they present a series of mini-workshops, all with a theme of overcoming limitations. Spend time working through the various table-top discussions, which will include:

- **Content Creation Station:** defining challenges for the everyday person and offering easy to use examples within the CreativeCloud. Walk through how to take an idea from scratch and use innovative technology to produce content on the fly.

Workshops at a Glance (Cont.)

- **How to Plan a Social Start-Up:** learn the definitions and scopes of a social start-up. Engage in hands-on projects to create and execute a start-up plan for a purpose that's important to you.
- **How to Stay Involved with the Post-secondary Division:** learn more about how to stay involved in the Post-secondary Division after high school. Discover the differences between the Secondary and Post-secondary levels and the opportunities available to you.
- **Neurodiversity in the Workplace:** led with an Ernst & Young professional, learn about the science behind how different people function in the workplace.
- **Professionally Organizing Your Life with Schoolwork, BPA, and Other Experiences:** discover how one Executive Officer organizes their schedule, from when they were a chapter officer to now a national student leader, and everything in-between. Learn how you can balance between school, work and fun.
- **Own IT:** an infinitely creative and open-ended session in which you construct your own moral framework. Learn about the 4 types of ethical frameworks, case studies regarding how people have applied them, and then create your own framework.
- **Sustainability and Environment Awareness:** discover how consumers, businesses, and governments can each play an important role in driving sustainability and environmentally conscious decisions.
- **Using BPA to Strengthen Your Personal Brand:** as a member attending the National Leadership Conference, you are an exceptional BPA student. In this roundtable, you will learn how to market your BPA experience.

Advisor Workshop

Take Them to the Finish Line with Certifications

Date: Friday, May 6

Time: 10:00 am-10:50 am

Speaker/Sponsor: Jennifer Stubblefield | Customer Success Manager, Certiport

Our students are in a race for career prep and there is no one better to coach them than their chapter advisor! Participants in this session will hear how a 27 year CTSO veteran advisor used Industry Certifications to raise chapter membership, class enrollment, and ultimately medal winners at Regional, State and National Conferences.

Leadership Passport Workshop

The Poetic Innovation Process

Date: Friday, May 6

Time: 11:00 am-11:50 am

Speaker/Sponsor: Tucker Bryant | Poet & Professional Speaker

Today's climate of rapid change demands flexibility, responsiveness, and more than a dash of courage to keep up with the disruption we're up against. But over time, we naturally defer to the traditional thinking and comfort that pacifies our drive to take risks. Our creativity,

leadership, and ability to innovate all suffer as a result. Google marketer-turned-poet Tucker Bryant reveals how the Poetic Innovation Process empowers us to engage in the thoughtful risk-taking that we need in order to grow as leaders, innovators and people.

Advisor Workshop

Simulations That Enhance Classroom Curriculum

Date: Friday, May 6

Time: 11:00 am-11:50 am

Speaker/Sponsor: James Schroeder | Educational Technology Consultant, Knowledge Matters

Learn how you can provide students opportunities to go hands-on through a simulated work environment. They'll solve complex problems for entrepreneurship and financial literacy through simulations with experiential learning opportunities that will enhance the CTE curriculum. Discover how your student members can have exposure to the simulations via the BPA Virtual Business Challenge competition and the benefits it can bring to your classroom.

Additional Workshops

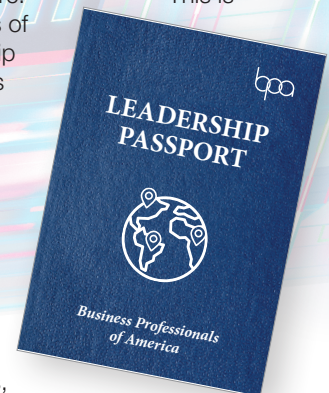
Workshops will take place between 8:00 am-4:00 pm on May 5 & 6. Additional opportunities may be added after publication of this Guide. Visit the [Workshop Sessions](#) on the NLC HQ section of the website for an up-to-date listing as they continue to be scheduled and information released closer to the conference.

Leadership Passport Program

The key to being an effective leader is to be well-rounded in not only academic and technical skills, but also in soft skills such as communication, critical thinking, teamwork, problem solving, creativity and more. This is why one of Business Professionals of America's three pillars is Leadership Development, putting a laser-focus on the continuous improvement of soft skills that future business leaders need to succeed!

At this year's National Leadership Conference, take part in the multitude of Leadership Passport workshop offerings that are designed to hone the soft skills you already possess, as well as introduce you to new views, experiences, and toolkits from industry professionals and topic experts that will further help you to cultivate your personal and professional development.

To facilitate that development, BPA encourages participants to engage in at least six (6) specifically identified Leadership Passport workshop sessions that will put you on a journey of self-discovery and growth. The Leadership Passport program participation and recognition details will be available in the 2022 National Leadership Conference App.



PRECISION EXAMS

by youscience

Date: Thursday, May 5 – Saturday, May 7

Time: 10:00 am – 4:00 pm

Location: Grand Ballroom

Cost	Pre-Conference Registration	On-Site Registration
1-Day Pass	\$10.00	\$15.00
3-Day Pass	\$20.00	\$25.00

The Precision Exams by YouScience Certification Lab returns this year full of opportunities to earn certifications over three conference days. In partnership with Precision Exams by YouScience, students and advisors can earn multiple certifications across a wide variety of business, media, and technology topics. The full lineup of certifications that will be available to NLC attendees can be found [online](#). Take advantage of this great opportunity to walk away from NLC certified in one or multiple Precision Exams certifications!

2022 NLC National Anthem Contest

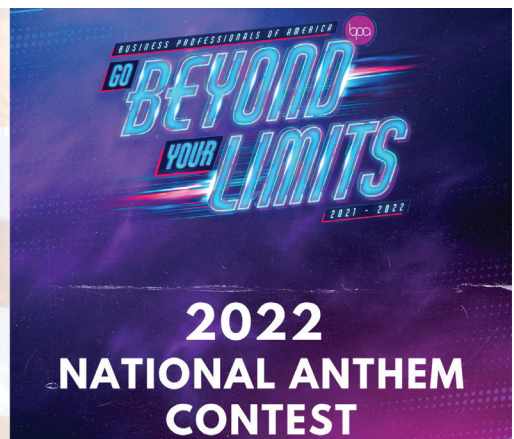
Oh Say Can You Sing?

Do you want a chance to sing the National Anthem at this year's National Leadership Conference in Dallas, TX this May? Submit a video of your best performance of the National Anthem for a chance to be selected to sing the National Anthem during this year's NLC Opening General Session!

Entries are accepted through Sunday, March 13, 2022. The top singer will be chosen and notified around Friday, March 18. The big

announcement of this year's National Anthem Contest Winner will be featured as our Feature Friday profile on Friday, March 25!

In order to be eligible, you must be a member of Business Professionals of America and planning to attend the National Leadership Conference in Dallas, TX. To enter, contestants must complete an Entry Form and submit a video performing the National Anthem (*both A Capella soloists and groups will be considered*). Students can [apply](#) online.



General Sessions

Note: Session information is likely to grow and change leading up to the conference. Be sure to download new copies of this document and go [here](#) to see the most up-to-date information.

Opening Session

Date: Wednesday, May 4

Time: 8:30 pm-10:00 pm

Location: Trinity Exhibit Hall ([Live Streaming](#))

Join all conference attendees for the kick-off to the National Leadership Conference. One of the conference's biggest highlights each year, the Opening General Session sets the tone for the week with Executive Council Officer introductions, critical conference information, and a dynamic keynote presentation.

Secondary Division Business Meeting

Date: Thursday, May 5

Time: 5:00 pm-6:00 pm

Location: Imperial Ballroom

An important session for all Secondary students to attend, the Secondary Business meeting includes official division business.

Secondary Division Campaign Rally

Date: Thursday, May 5

Time: Immediately following the Secondary Division Business Meeting

Location: Grand Ballroom

See what potential Executive Officers have to offer as candidates showcase themselves at the Campaign Rally.

Post-secondary Division Business Meeting

Date: Thursday, May 5

Time: 8:00 pm-9:00 pm

Location: Imperial Ballroom

An important session for all Post-secondary students to attend, the Post-secondary Business meeting includes official division business.

Post-secondary Division Campaign Rally

Date: Thursday, May 5

Time: Immediately following the Post-secondary Division Business Meeting

Location: Imperial Ballroom

See what potential Executive Officers have to offer as candidates showcase themselves at the Campaign Rally.

National Honor Awards Session

Date: Friday, May 6

Time: 12:30 pm-2:00 pm

Location: Trinity Exhibit Hall ([Live Streaming](#))

Join us as we celebrate recipients of the following programs: BPA Cares, Ambassador Awards (to include the Torch Ceremony), Advisor Awards, Scholarship Recipients, Outstanding Service Awards and more!

Post-secondary Awards Session Finale

Date: Saturday, May 7

Time: 6:00 pm-8:00 pm

Location: Trinity Exhibit Hall ([Live Streaming](#))

Middle Level/Secondary Awards Session Finale

Date: Saturday, May 7

Time: 8:30 pm-11:30 pm

Location: Trinity Exhibit Hall ([Live Streaming](#))

Impossible to describe, the Awards Session must be experienced to understand the atmosphere of excitement and high energy. Awards are given for all competitive events, and the 2022-2023 Executive Officers are revealed. This session is the payoff for all you've worked for during the year!



Executive Officer Elections

Run for a Position on your Division's Executive Council

Executive Officer Candidates

As a student-focused organization, BPA seeks experienced student leaders willing to lead all members by applying to become an Executive Officer candidate. If your student is interested in serving and has strong leadership skills, contact your State Advisor for more details. You can also download the [Executive Officer Applicant Handbook](#). Candidates will be running for a place on their division's Executive Council and may not apply or run for a specific office.

Prior to NLC

Candidate 100-word statements, answers to specific questions, and videos will be posted on the BPA website the Monday before NLC. Once the items are posted on the website and the link given is sent out over the official National BPA's social media platforms, candidates can announce their candidacy on social media platforms.

At NLC Election/Voting Procedures

The Policy & Procedures Rule, which states that Head Voting Delegates must attend the Candidate/Head Voting Delegate Briefing Meeting, will be strictly enforced. States not complying will lose all their votes.

Candidate/Head Voting Delegate Briefing Meetings for Secondary and Post-secondary Divisions

Date: Wednesday, May 4
Time: 3:00 pm – 4:00 pm
Location: Senator's Lecture Hall

This meeting is required for all Candidates, Campaign Managers, and Head Voting Delegates. General Voting Delegates are invited, but not required to attend.

Candidates will be introduced at the Opening Session and can immediately begin distributing business cards. Only the Candidate and the Campaign Manager can campaign prior to the rally and may only distribute business cards.

Speeches will be given at divisional business meetings. There will be a Campaign Rally during which materials for each Executive Officer Candidate will be distributed to delegates. Only the Candidate and the Campaign Manager are allowed to campaign. All campaign materials must be distributed only in the room designated for the Campaign Rally and only during the specified time period except for the business cards by the Candidate.

If needed, based on the number of candidates, a primary election will be held by secret ballot during the Campaign Rally at the time specified in the program. Every student member attending NLC will have an opportunity to cast a ballot during the primary election.

There will be no nominations from the floor. Any violation of the rules will be brought before the Grievance Committee. All grievances must be filed using the Grievance Form and following the proper Grievance Policy Guidelines. Any damage charges by the hotel resulting from inappropriate campaigning will be charged to the Candidate's State Association.

Schedules will be distributed prior to the State Caucuses. The top 10 candidates for each division will have an opportunity to caucus.

The primary election results will be pro-rated based on the number of voting delegates allocated to each State Association, which is determined by memberships submitted to the National Center by Tuesday, February 15, 2022. Only designated Voting Delegates will cast votes in the general election and transact all other business.

Offices will be filled by the six (6) candidates receiving the highest majority votes for the Secondary Division and the four (4) candidates receiving the highest majority votes for the Post-secondary Division. Once the six (6) Secondary officers and the four (4) Post-secondary officers have been elected, a placement committee will slate the officers in specific office positions. Candidates will be interviewed by this committee before placement. Members of the committee will include two (2) Board Members, Executive Officer Coordinator, Executive Director, one (1) former National Officer, and one (1) Alumni Member.

Secondary Division Voting Delegates

The number of Secondary Voting Delegates is determined by granting each State Association five (5) votes plus additional votes, based on their paid student memberships received in the National Center by Tuesday, February 15, 2022. Membership dues received after Friday, February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .003 and rounding to the nearest whole number.

Post-secondary Division Voting Delegates

The number of Post-secondary Voting Delegates is determined by granting each State Association three (3) votes plus additional votes, based on their paid student memberships received in the National Center by Tuesday, February 15, 2022. Membership dues received after February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .008 and rounding to the nearest whole number.

2022 Tour Descriptions

TOURS



General Information

Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register your delegates with the online registration system, click on the tours in which you and your delegates want to participate.
- The correct payment for tours will be calculated and added to your invoice total by the online registration system.

Attending Tours

- Participants must arrive and depart as a group. Individual ticket admission is not eligible. If transportation is not provided, participants must walk to specified location and check in with the group chaperone upon arrival for admission. When booking tours for your arrival day, allow plenty of time for possible flight delays or delays in shuttle transfers.
- Assembly times for scheduled tours will be 15-minutes before scheduled departure times. Departures will leave at the scheduled time.
- Advisors/chaperones are required to accompany students on tours (does not apply to Post-secondary Division).
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour venues.
- BPA is not responsible for your return trip if you are not on the bus at the departure time.
- Participants who delay the departure for the return trip longer than 15 minutes will be charged \$25.00 per person for every 15 minutes delayed.

- Tours are subject to change.
- Refunds are not given for an optional or last minute change on the part of a delegate or advisor.
- No refunds are given due to inclement weather.
- All prices are based on a minimum number of persons participating; if the minimum number of persons do not sign up for a particular tour, that tour may be cancelled.
- Some tours have a maximum number of persons who can participate; these tours will be filled on a first-come, first-served basis.
- In the event that a tour is filled or cancelled, you may exchange the ticket for another of equal value or receive a refund.
- You can purchase tickets for any tour with available space at the Tour Desk on-site.
- All tour tickets must be picked up at the Tour Desk by the advisor. Tickets are not distributed in the registration packets and will not be released to individual students.

Tour Desk

Location: Grand Atrium

Hours:

Wednesday, May 4	7:00 am-7:00 pm
Thursday, May 5	7:00 am-5:00 pm
Friday, May 6	7:00 am-5:00 pm
Saturday, May 7	7:00 am-12:00 pm

2022 Tour Descriptions

AT&T Stadium Tour

Cost: \$84.00

Take a VIP Tour of the home of the Dallas Cowboys and Super Bowl XLV! The tour includes stops at the Main Club, a private suite, the radio and print media boxes, the Cotton Bowl offices, and more. The tour will conclude with stops at the Dallas Cowboys Locker Room, Dallas Cowboys Cheerleaders Locker Room, and finally some free time out on the field. Remember to bring a football to toss around!

Option #1

Date: Wednesday, May 4th

Time: 1:00 pm-4:45 pm

Option #2

Date: Wednesday, May 4th

Time: 2:00 pm-5:45 pm

Option #3

Date: Thursday, May 5th

Time: 11:00 am-2:45 pm

Option #4

Date: Thursday, May 5th

Time: 1:00 pm-4:45 pm

Option #5

Date: Friday, May 6th

Time: 10:00 am-1:45 pm



Dallas World Aquarium

Cost: \$75.00

Nature and animal lovers rejoice! The Dallas World Aquarium was designed for you! The adventure begins at the top of the rainforest exhibit where exotic birds and endangered species can be seen. Move on to the aquarium portion which displays interesting marine life, Black-footed and Blue penguins, sharks, sea rays, and so much more!

Option #1

Date: Wednesday, May 4th

Time: 1:30 pm-5:15 pm

Option #2

Date: Thursday, May 5th

Time: 1:30 pm-5:15 pm

Option #3

Date: Friday, May 6th

Time: 9:30 am-1:15 pm



2022 Tour Descriptions (Cont.)

Dallas Arts District

Cost: \$75.00

Visit the Dallas Museum of Art (DMA), one of the 10 largest art museums in the country, with over 24,000 works that span 5,000 years of history and represent a full range of world culture. You'll also explore Klyde Warren Park, where a team of imaginative and hard-working Dallas leaders created green space "out of thin air" by building a 5.2-acre park over a recessed eight-lane freeway, connecting the vibrant Uptown neighborhood with the Dallas Arts District and downtown. This tour concludes with a walking tour of the Arts District, a hub of creativity featuring art for all the senses, including award-winning museums, performing arts venues, and restaurants.

Option #1

Date: Wednesday, May 4th

Time: 12:00 pm-4:30 pm

Option #2

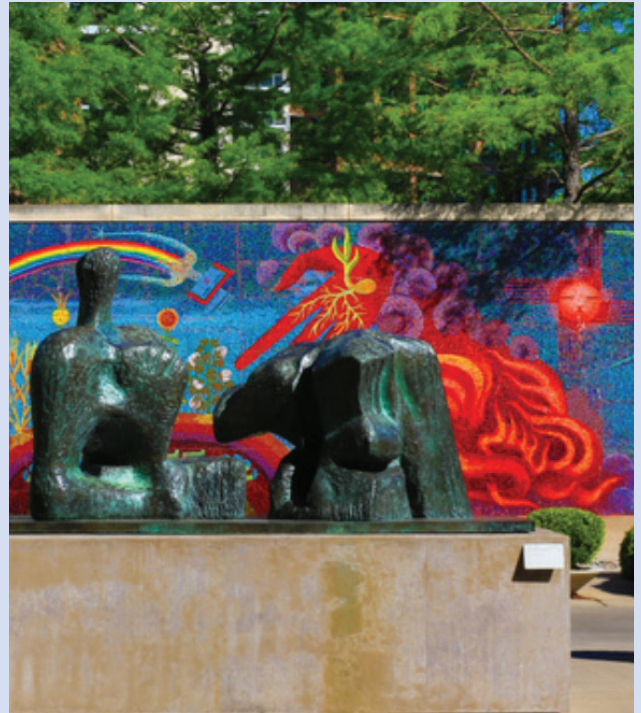
Date: Thursday, May 5th

Time: 10:00 am-2:30 pm

Option #3

Date: Saturday, May 7th

Time: 10:00 am-2:30 pm



Discover Downtown

Cost: \$57.00

Get a taste of all things Dallas! From Downtown Dallas to the West End, this will be an on-and-off tour that will take you through the dark day when John F. Kennedy was assassinated in 1963, past the flagship Neiman Marcus department store, an opportunity to immerse yourself in the brand new AT&T Discovery District, and to some of the famous pieces of art like Pioneer Plaza and the Eyeball Park.

Option #1

Date: Friday, May 6th

Time: 12:00 pm-6:15 pm

Option #2

Date: Saturday, May 7th

Time: 8:30 am-2:15 pm



2022 Tour Descriptions (Cont.)

Fort Worth Stock Yards

Cost: \$73.00

Step back in time to the Wild West by visiting the Historic Fort Worth Stockyards! This tour offers stops at the Texas Cowboy Hall of Fame, Stockyards Museum, and the world-famous honky tonk Billy Bob's Texas. Top off the trip by witnessing the Old West come to life with the twice-daily Fort Worth Herd's cattle drive.

Option #1

Date: Thursday, May 5th
Time: 12:30 pm-5:00 pm

Option #2

Date: Saturday, May 7th
Time: 9:30 am-2:00 pm



Instagram Moments and Shopping

Cost: \$60.00

Tour Deep Ellum, the new hotspot of Dallas! The area always has a sense of creativity through its colorful murals, the Traveling Man sculptures, and vibrant graffiti. Your guide will tell you about the area's jazz roots and make stops at various famous, insta-worthy murals and street art. You'll then visit the Dallas Farmers Market, once a humble horse-and-wagon wholesale business, but now a hub for artisanal vendors and a mixture of local specialty shops. Explore the shops and vendors on your own, grab a bite to eat, or enjoy a cup of coffee while taking in a view of the Dallas skyline.

Option #1

Date: Thursday, May 5th
Time: 2:30 pm-7:00 pm

Option #2

Date: Friday, May 6th
Time: 2:30 pm-7:00 pm



2021 - 2022

2022 Tour Descriptions (Cont.)

Perot Museum of Nature and Science

Cost: \$80.00

Get ready to amaze your brain! The Perot Museum has been referred to as a “world of wonder” and has passed the test as it inspires the curiosity in all ages. Enter the Main Lobby and be greeted with an impressive 35-foot Malawisaurus fossil. Five floors house 11 permanent exhibit halls that contain state-of-the-art video and 3D computer animation with thrilling, life-like simulations where you can exercise your brain through hands-on activities, interactive kiosks and educational games. The extraordinary building and outdoor space offer provocative illustrations of engineering, technology and conservation.

Option #1

Date: Thursday, May 5th

Time: 9:30 am-1:30 pm

Option #2

Date: Friday, May 6th

Time: 1:00 pm-5:00 pm

Option #2

Date: Saturday, May 7th

Time: 1:00 pm-5:00 pm



The Presidential Experience

Cost: \$87.00

Visit two of Dallas's most popular attractions on this city tour focusing on Presidential Dallas! The first stop of the day will be at the new George W. Bush Presidential Library on the beautiful campus of Southern Methodist University. Here you can spend time in a full-size replica of the Oval Office, view artifacts and documents of the Bush Administration, and witness the story of the Presidency that set the course for the 21st Century. Next you'll be taken to Dealey Plaza and the Texas School Book Depository building, the site of the assassination of President John F. Kennedy on November 22, 1963. Stand on the infamous Grassy Knoll, explore various theories relating to the assassination, and finally take a self-guided audio tour of the Sixth Floor Museum.

Option #1

Date: Wednesday, May 4th

Time: 12:30 pm-5:15 pm

Option #2

Date: Friday, May 6th

Time: 9:30 am-2:15 pm

Option #3

Date: Saturday, May 7th

Time: 9:30 am-2:15 pm



2022 Tour Descriptions (Cont.)

The Sixth Floor Museum

Cost: \$63.00

Go back in time to November 22, 1963. This was the day those fatal shots rang out and changed the world as we knew it. Visit Dealey Plaza and the Grassy Knoll for a guided tour to discuss the theories behind the assassination of President John F. Kennedy. Then proceed into the Sixth Floor Museum where you will take a self-guided audio tour of the steps and final hours of President Kennedy's visit to Dallas and Fort Worth.

Option #1

Date: Wednesday, May 4th

Time: 1:30 pm-4:30 pm

Option #2

Date: Thursday, May 5th

Time: 10:00 am-1:00 pm

Option #3

Date: Friday, May 6th

Time: 1:30 pm-4:30 pm

Option #4

Date: Saturday, May 7th

Time: 10:00 am-1:00 pm

Option #5

Date: Saturday, May 7th

Time: 1:30 pm-4:30 pm



STUKENT

Advisor Lounge

A space reserved for advisors only



Thu, May 5: 8 am-5 pm | Fri, May 6: 8 am-5 pm | Sat, May 7: 8 am-12 pm

Transportation and Logistics

Airports

Below is a list of airports and their relative distance from the conference location. BPA may recommend one airport over others for various reasons, however, it is ultimately your responsibility to choose an airport that best fits your travel needs and conference itinerary.

Airport	Airport Code	Distance to Convention Hotels
Dallas/Fort Worth International Airport (recommended)	DFW	Hilton Anatole: 16 miles/ 17 minutes Sheraton Dallas: 20 miles/ 21 minutes
Dallas Love Field	DAL	Hilton Anatole: 4 miles/10 minutes Sheraton Dallas: 6 miles/15 minutes

Airfare Discounts

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Business Professionals of America! To book, use one of the methods below:

Online: Visit www.delta.com and input your flight details. Click the Advanced Search drop down and enter **NMVCD** in the Meeting Code box.

By Phone: Call Delta Meeting Network® at 800.328.1111 and refer to Meeting Event Code **NMVCD**. There is no service fee for reservations booked and ticketed via the 800 number. This option is available Monday-Friday, 7:00 am – 7:30 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between April 27th and May 13th. This offer is only available for flights booked to either Dallas/Fort Worth International Airport (DFW) or Dallas Love Field (DAL).

United Airlines

United Airlines is also offering special discounted airfare for the National Leadership Conference. To book, use one of the methods below:

Online: Visit www.united.com and input your flight details. Click the Advanced Search link and enter **ZKP6667840** in the Promotions and Certificates box. The “Special offer” designation will display on all discounted ticket options.

By Phone: Call United Meetings Reservations at 800.426.1122 and refer to Z code **ZKP6667840**. This option is available Monday-Friday, 7:00 am – 9:00 pm (CT) and Saturday-Sunday, 7:00 am – 5:00 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between April 29th and May 11th. This offer is only available for flights booked to Dallas/Fort Worth International Airport (DFW).

American Airlines

American Airlines is also offering special discounted airfare for the National Leadership Conference. To book, use one of the methods below:

Online: Visit www.aa.com and input your flight details. Select the desired flight option and continue to the Trip Summary. On the Passenger page, input the passenger information, as well as enter **1642DX** in the Promotions Code box. Your discount will be applied once you pass the seat selection page in the ticketing process.

By Phone: Call American Airlines Meeting Services Desk (required for groups of 10 or more) at 800.433.1790 and refer to Authorization **1642DX**. This option is available Monday-Friday, 7:00 am – 11:00 pm (CT) and Saturday-Sunday, 7:00 am – 8:00 pm (CT).

To receive the discount, roundtrip travel must occur on any dates between April 28th and May 10th.. This offer is only available for flights booked to eDallas/Fort Worth International Airport (DFW).

Ground Transportation

Note: Complimentary shuttle transportation between the Sheraton Dallas and Hilton Anatole will be available between Tuesday, May 3rd and Sunday, May 8th.

Super Shuttle

For ground transportation between Dallas airports and the conference hotels, BPA recommends pre-arranging transportation with Super Shuttle. [Book online](#) with the BPA special rate! Use this link and discount code **KHC6Y** to book a one-way or round-trip transportation between Dallas/Fort Worth International Airport (DFW) or Dallas Love Field (DAL) and your assigned conference hotel. You can also manage your trip on the Super Shuttle app, found in the App Store and Google Play.

DART Rail

For those staying at the Sheraton Dallas, a convenient and cost-effective transportation alternative is the Dallas Area Rapid Transit (DART) Rail service. Available from both DFW and DAL airports, [fares](#) are as low as \$3.00 per person one-way and can be purchased at a Ticket Vending Machine or by using the [GoPass app](#).

The DART Rail Orange Line is available from both [Dallas/Fort Worth International Airport](#) and [Dallas Love Field](#) and provides service directly to the Sheraton Dallas at the Pearl/Arts District Station.

Avis Car Rentals

Business Professionals of America has partnered with Avis to provide rental cars at a discounted rate. To receive the best rate possible call 800.331.1600 or book [online](#).

Please mention or enter **AWD# J659563** at time of reservation.

Transportation and Logistics (Cont.)

Accident Insurance

Accident/Medical insurance is provided for all conference attendees. You will need to contact Michele Gordon with Business Professionals of America in the event of an accident. Michele Gordon will be available on-site at the NLC Finance Desk or after the conference at 614.895.7277.

Please have the information below available when reporting a claim. Remember that this is accident insurance and it does not cover illness not caused by an accident (sunburn is not considered an accident).

Information to be submitted:

- Name of Insured
- Date and time of accident
- Location of accident
- Medical service company
- Description of accident
- Names of witnesses

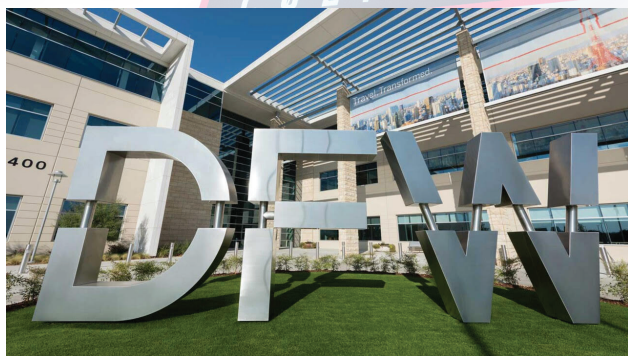
Non-Conference Activities

A full schedule of activities has been planned for all conference delegates. This year's NLC has many conference-related activities planned to keep each delegate busy. Please plan non-conference activities around the scheduled conference activities.

Attendance Supervision Ratios/Student Travel

Attendance supervision is based on a ratio of seven (7) delegates to one (1) advisor/chaperone at the Middle School level, ten (10) delegates to one (1) advisor/chaperone at the Secondary level and fifteen (15) delegates to one (1) advisor/chaperone at the Post-secondary level.

Students are not permitted to attend the NLC without an advisor or chaperone. Students may travel with designated advisors other than their own only with written notice to the National Center. Please email alternative chaperone travel assignments to jsmith@bpa.org.



Helpful Hints for Advisors

Here are some hints that will provide help in preparing for and attending the NLC:

- Schedule a meeting with members who are likely to attend and discuss the conference.
- Review the conference schedule and plan your activities.
- Plan for delegates to attend all General Sessions.
- Make copies of all conference forms and bring copies with you.
- Make sure you've paid all invoices. Membership dues must be postmarked by February 15, 2022 to be eligible to compete at the NLC. There are very few exceptions to this deadline. If you feel you may qualify for an exception, please contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org.
- Compile a budget; include known and estimated expenses.
- Discuss proper clothing, behavior, activity guidelines, packing techniques, and safety regarding health, accidents, or fire.

Tips for Safe Travel

- Remember to pass all pertinent travel information on to someone at home.
- Travel in a group.
- Do not travel in areas of which you are not familiar.
- Remember to take off your name badge when you are not on conference property; however, you must keep your wristband on at ALL TIMES.
- Please prepare for all types of weather.
- Bring and WEAR Sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly when traveling. Keep locations and schedule details vague/general and/or private.
- Use the official BPA social media platforms to promote conference scheduled activities through re-tweets, re-posts and shares.
- Review the Risk Management Plan found in your Conference Program app. This can also be viewed at the Registration Desk on-site.
- Use ground transportation and tour activities scheduled and recommended by Business Professionals of America.

NLC Volunteer & Internship Program

The NLC Volunteer & Internship Program is returning bigger and better for our conference in Dallas, TX! Volunteers drive the success behind Business Professionals of America, and we would not accomplish a fraction of the good work that is done without them. Volunteers are especially important to the success of our National Leadership Conference.

After such great success with the restructured program in 2019, not only are we offering the Volunteer & Internship program with an alumni mentorship component again, but we're expanding the program to include even more internship experiences. Business Professionals of America embraced the unique opportunity to enhance the volunteer experience for all students and educators who participate and have streamlined the initiative and heightening the roles and responsibilities for students and advisors. The modified program structure not only allows BPA volunteers the opportunity to do more for the time they are participating, it also offers the National BPA Alumni Division the ability to become more involved and engaged with our National Leadership Conference, as well as with our student and advisor members.

Purpose of the NLC Volunteer Program

For the students: The student volunteer program offers benefits to our organization, to the students, and in some cases, to the community. Volunteer opportunities are a way to develop skills and apply the knowledge learned in coursework. Students also benefit from the “real world” and professional experience that can be gained, which contributes to a student being more competitive when seeking employment after graduation.

For the Advisors: Advisor volunteers obtain and provide benefits which may include:

- Overall financial savings to the full membership by keeping conference registration low
- Networking opportunities
- Stronger engagement and involvement that leads to becoming further invested in BPA

A complete listing of all [NLC Volunteer opportunities](#) are now posted on the [bpa.org](#) website.



Volunteer Registration

Advisors can [register](#) students for the NLC Volunteer Program while registering their students online for NLC.

Approval in the NLC Volunteer program is granted by the local advisor and confirmed by selecting a volunteer event and submitting the online conference registration. No other approval is required. Please contact Jonathan Smith, Director of Strategic Programs & Experiences, at jsmith@bpa.org for additional information or questions.

Purpose of the NLC Internship Program

The NLC Internship Program offers experiences to students that are focused specifically on a job/responsibility at NLC. These internships have been developed and structured similarly to those of a company or business internship experience, with goals, objectives and outcomes for the interns. The program provides a specific outline of expectations, presents hands-on learning and mentorship, and offers specific assignments and outcomes through the entire National Leadership Conference.

The internship experiences available during the National Leadership Conference will provide hands-on learning and mentorship, a behind-the-scenes experience of what is involved with key components of the conference, and a career exploration opportunity that few students have the ability to experience at an early stage of planning for their future.

The number of internship opportunities will be limited; however, students that apply but are not selected to be part of the NLC Internship Program will be assigned to an NLC Volunteer Program initiative to ensure that all students have a chance to be involved.

Each NLC intern will be matched with a BPA Alumni for mentorship, on-site training and real-world learning experiences throughout the conference.

Students interested in learning more about and applying for the [NLC Internship Program](#) opportunities are encouraged to visit the [bpa.org](#) website.

Local advisor approval/sign-off is required for all NLC Internship experiences.

We are excited about the opportunity to work in collaboration with our National BPA Alumni Division and our sponsoring partner Reach and Teach to bring such incredible opportunities to this program for all of our members!

2022 Schedule for Conference

2022 BPA National Leadership Conference		
Tentative Schedule of Events — Events will be held at the Hilton Anatole		
Date	Time	Event
Tuesday, May 3	12:00 pm-6:00 pm	Competitive Events Center
Tuesday, May 3	3:00 pm-10:00 pm	Registration/Information Desk
Tuesday, May 3	3:00 pm-10:00 pm	Finance Desk
Tuesday, May 3	3:00 pm-10:00 pm	Conference Headquarters
Tuesday, May 3	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation
Tuesday, May 3	5:00 pm-6:00 pm	Student Volunteer Orientation
Tuesday, May 3	7:00 pm-8:00 pm	Host Committee Reception
Tuesday, May 3	8:30 pm-10:00 pm	Executive Director's Reception
General Events		
Wednesday, May 4	7:00 am-8:00 am	Administrator's/Proctor's/Grader's Orientation
Wednesday, May 4	7:00 am-7:00 pm	Tour Desk
Wednesday, May 4	7:00 am-7:00 pm	Registration/Information Desk
Wednesday, May 4	7:00 am-7:00 pm	Finance Desk
Wednesday, May 4	8:00 am-7:00 pm	Conference Headquarters
Wednesday, May 4	8:00 am-8:00 pm	Competitive Events Center/Test Distribution
Wednesday, May 4	8:30 am-9:30 am	Student Volunteer Orientation
Wednesday, May 4	9:00 am-4:00 pm	Student Volunteer Desk
Wednesday, May 4	10:00 am-5:00 pm	BPA Store
Wednesday, May 4	1:00 pm-5:00pm	Conference Pin & Prepaid Merchandise Pick-Up (Conference t-shirts, tassels, honor cords)
Wednesday, May 4	3:00 pm-4:00 pm	Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting All candidates & head voting delegates are required to attend. General Voting Delegates are invited to attend, but not required.
Wednesday, May 4	4:00 pm-5:00 pm	Candidate Meeting and Testing
Wednesday, May 4	4:00 pm-5:00 pm	Administrator's/Proctor's/Grader's Orientation
Wednesday, May 4	4:00 pm-5:00 pm	Parade of Flags Rehearsal (State Rep Must Attend)
Wednesday, May 4	5:00 pm-6:00 pm	CEAC Meeting
Wednesday, May 4	5:00 pm-6:00 pm	SAAC Meeting
Wednesday, May 4	5:00 pm-9:00 pm	Grading Room
Wednesday, May 4	5:30 pm-6:30 pm	Student Volunteer Orientation
Wednesday, May 4	6:30 pm-7:30 pm	State Meetings
Wednesday, May 4	6:30 pm-7:30 pm	Alaska
Wednesday, May 4	6:30 pm-7:30 pm	Idaho
Wednesday, May 4	6:30 pm-7:30 pm	Illinois
Wednesday, May 4	6:30 pm-7:30 pm	Iowa-S
Wednesday, May 4	6:30 pm-7:30 pm	Iowa-PS
Wednesday, May 4	6:30 pm-7:30 pm	Massachusetts
Wednesday, May 4	6:30 pm-7:30 pm	Michigan
Wednesday, May 4	6:30 pm-7:30 pm	Minnesota-S

2022 Schedule for Conference (Cont.)

Wednesday, May 4	6:30 pm-7:30 pm	Montana
Wednesday, May 4	6:30 pm-7:30 pm	Ohio-S
Wednesday, May 4	6:30 pm-7:30 pm	Puerto Rico
Wednesday, May 4	6:30 pm-7:30 pm	Wisconsin
Wednesday, May 4	7:00 pm-8:00 pm	AICPA Advisor Reception Pre-Registration and Ticket are required. Sponsored by AICPA.
Wednesday, May 4	8:30 pm-10:00 pm	Opening General Session
Wednesday, May 4	10:00 pm-11:00 pm	State Meetings
Wednesday, May 4	10:00 pm-11:00 pm	Delaware
Wednesday, May 4	10:00 pm-11:00 pm	Florida
Wednesday, May 4	10:00 pm-11:00 pm	Indiana
Wednesday, May 4	10:00 pm-11:00 pm	Kansas
Wednesday, May 4	10:00 pm-11:00 pm	Minnesota-PS
Wednesday, May 4	10:00 pm-11:00 pm	New Mexico
Wednesday, May 4	10:00 pm-11:00 pm	Ohio-PS
Wednesday, May 4	10:00 pm-11:00 pm	Oklahoma
Wednesday, May 4	10:00 pm-11:00 pm	South Carolina
Wednesday, May 4	10:00 pm-11:00 pm	Texas
Wednesday, May 4	Midnight	Curfew (Secondary & Middle Level)
Competitive Events		
Wednesday, May 4	12:00 pm-5:00 pm (Last exam administered at 4:30 pm)	WSAP Open Events Lab
Wednesday, May 4		Administrative Support Concepts (S/PS)
Wednesday, May 4		Business Communication Skills Concepts (ML)
Wednesday, May 4		Business Fundamentals Concepts (ML)
Wednesday, May 4		Business Meeting Management (S/PS)
Wednesday, May 4		Business Math Concepts (ML)
Wednesday, May 4		Computer Literacy Concepts (ML)
Wednesday, May 4		Computer Programming Concepts (S/PS)
Wednesday, May 4		Digital Communications & Design Concepts (S/PS)
Wednesday, May 4		Digital Marketing Concepts (S/PS)
Wednesday, May 4		Financial Math & Analysis Concepts (S/PS)
Wednesday, May 4		Information Technology Concepts (S/PS)
Wednesday, May 4		Management/Marketing/Human Resources Concepts (S/PS)
Wednesday, May 4		Medical Terminology Concepts – Pilot (S/PS)
Wednesday, May 4		BPA Merit Scholar (Open to all attendees)
Wednesday, May 4		Project Management Concepts (PS)
General Events		
Thursday, May 5	6:30 am-5:00 pm	Competitive Events Center/Test Distribution
Thursday, May 5	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required
Thursday, May 5	7:00 am-8:00 am	Student Volunteer Orientation

2022 Schedule for Conference (Cont.)

Thursday, May 5	7:00 am-8:30 am	State Officers' Breakfast
Thursday, May 5	7:00 am-5:00 pm	Registration/Information Desk
Thursday, May 5	7:00 am-5:00 pm	Finance Desk
Thursday, May 5	7:00 am-5:00 pm	Tour Desk
Thursday, May 5	8:00 am-8:50 am	Leadership Passport Workshop — Success Principles for Thinking and Achieving Beyond Your Boundaries Presented by Michael Ivanov, Professional Speaker
Thursday, May 5	8:00 am-9:00 am	Administrator's/Proctor's/Grader's Orientation
Thursday, May 5	8:00 am-5:00 pm	Conference Headquarters
Thursday, May 5	8:00 am-5:00 pm	Written Event Conflict Room
Thursday, May 5	9:00 am-10:30 am	Leadership Passport Workshop — Engaging Personalities in Life and the Classroom-Amazing Strategies to Improve Soft Skills Presented by Joe McClary, Executive Director, NBEA
Thursday, May 5	9:00 am-11:00 am	Post-secondary Candidate Placement Committee & Candidate Interviews
Thursday, May 5	9:00 am-4:00 pm	Student Volunteer Desk
Thursday, May 5	9:00 pm-5:00 pm	BPA Store
Thursday, May 5	9:00 am-5:00 pm	Conference Pin & Prepaid Merchandise Pick-Up (Conference t-shirts, tassles, honor cords)
Thursday, May 5	9:00 am-5:00 pm	Grading Room
Thursday, May 5	9:00 am-5:00 pm	NLC Exhibitor Showcase
Thursday, May 5	10:00 am-4:00 pm	Certiport Open Certification Lab
Thursday, May 5	10:00 am-4:00 pm	YouScience Open Certification Lab
Thursday, May 5	12:00 pm-1:00 pm	Competitive Event Judge's Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required
Thursday, May 5	1:00 pm-1:50 pm	Leadership Passport Workshop — Poetic Storytelling for Leaders: How to Use Your Voice to Drive Change Presented by Tucker Bryant, Poet and Professional Speaker
Thursday, May 5	2:00 pm-2:50 pm	Leadership Passport Workshop — National Alumni Division Panel Presented by National BPA Alumni Division
Thursday, May 5	2:30 pm-3:30 pm	Student Volunteer Orientation
Thursday, May 5	3:00 pm-3:50 pm	Leadership Passport Workshop — Team Building and Strategy with Student Star Presented by Jenelle Lareche, Program Manager, Dell Technologies
Thursday, May 5	3:00 pm-4:00 pm	Secondary Division Campaign Rally Set-Up
Thursday, May 5	4:00 pm-5:00 pm	Alumni Division Business Meeting
Thursday, May 5	5:00 pm-7:00 pm	Secondary Division Business Meeting
Thursday, May 5	Following Business Meeting	Secondary Division Campaign Rally
Thursday, May 5	6:30 pm-7:30 pm	Post-secondary Division Campaign Rally Set-Up
Thursday, May 5	8:00 pm-10:30 pm	Executive Council Election Tabulation Meeting
Thursday, May 5	8:00 pm-10:30 pm	Post-secondary Division Business Meeting
Thursday, May 5	Following Business Meeting	Post-secondary Division Campaign Rally
Thursday, May 5	Following Campaign Rally	Post-secondary Caucus
Thursday, May 5		Alaska
Thursday, May 5		Florida

2022 Schedule for Conference (Cont.)

Thursday, May 5		Idaho
Thursday, May 5		Iowa
Thursday, May 5		Kansas
Thursday, May 5		Massachusetts
Thursday, May 5		Michigan
Thursday, May 5		Minnesota
Thursday, May 5		Montana
Thursday, May 5		Ohio
Thursday, May 5		Oklahoma
Thursday, May 5		Texas
Thursday, May 5		Wisconsin
Thursday, May 5	8:30 pm-10:30 pm	Secondary State Caucus
Thursday, May 5		Alaska
Thursday, May 5		Delaware
Thursday, May 5		Florida
Thursday, May 5		Idaho
Thursday, May 5		Illinois
Thursday, May 5		Indiana
Thursday, May 5		Iowa
Thursday, May 5		Kansas
Thursday, May 5		Massachusetts
Thursday, May 5		Michigan
Thursday, May 5		Minnesota
Thursday, May 5		Montana
Thursday, May 5		New Mexico
Thursday, May 5		Ohio
Thursday, May 5		Oklahoma
Thursday, May 5		South Carolina
Thursday, May 5		Texas
Thursday, May 5	11:00 pm-11:30 pm	Candidate Selection Committee Meeting
Thursday, May 5	Midnight	Curfew (Secondary & Middle Level)
Competitive Events		
Thursday, May 5	7:00 am-10:00 am	Device Configuration & Troubleshooting (S/PS)
Thursday, May 5	7:00 am-9:00 am	Federal Income Tax Accounting (PS)
Thursday, May 5	7:00 am-9:00 am	Fundamental Accounting (S)
Thursday, May 5	7:00 am-10:00 am	Fundamentals of Web Design (S/PS)
Thursday, May 5	7:00 am-9:00 am	Personal Financial Management (S/PS)
Thursday, May 5	7:30 am-8:30 am	Parliamentary Procedure Team-Objective Event (S)
Thursday, May 5	8:00 am-12:00 pm	Computer Modeling (S)
Thursday, May 5	8:00 am-12:00 pm	Contemporary Issues (PS)
Thursday, May 5	8:00 am-12:00 pm	Digital Media Production (PS)
Thursday, May 5	8:00 am-12:00 pm	Digital Media Production (S)
Thursday, May 5	8:00 am-12:00 pm	Extemporaneous Speech (ML)
Thursday, May 5	8:00 am-12:00 pm	Extemporaneous Speech (S)

2022 Schedule for Conference (Cont.)

Thursday, May 5	8:00 am-12:00 pm	Graphic Design Promotion (ML)
Thursday, May 5	8:00 am-12:00 pm	Graphic Design Promotion (PS)
Thursday, May 5	8:00 am-12:00 pm	Graphic Design Promotion (S)
Thursday, May 5	8:00 am-12:00 pm	Introduction to Video Production Team (ML)
Thursday, May 5	8:00 am-12:00 pm	Presentation Management Individual (S)
Thursday, May 5	8:00 am-12:00 pm	Video Production Team (PS)
Thursday, May 5	8:00 am-12:00 pm	Video Production Team (S)
Thursday, May 5	9:00 am-11:00 am	Administrative Support Team (ML/S/PS) – Section 1
Thursday, May 5	9:30 am-11:30 am	Payroll Accounting (PS)
Thursday, May 5	9:30 am-11:30 am	Payroll Accounting (S)
Thursday, May 5	10:30 am-12:30 pm	C++ Programming (S/PS)
Thursday, May 5	10:30 am-1:30 pm	Digital Citizenship (ML)
Thursday, May 5	10:30 am-1:30 pm	Advanced Word Processing (S/PS)
Thursday, May 5	10:30 am-1:30 pm	Linux Operating System Fundamentals (S/PS)
Thursday, May 5	10:30 am-1:30 pm	Server Administration Using Microsoft (S/PS)
Thursday, May 5	12:00 pm-2:00 pm	Advanced Accounting (S)
Thursday, May 5	12:00 pm-2:00 pm	Advanced College Accounting (PS)
Thursday, May 5	12:00 pm-5:00 pm (Last exam administered at 4:30 pm)	WSAP Open Events Lab
Thursday, May 5		Administrative Support Concepts (S/PS)
Thursday, May 5		Business Communication Skills Concepts (ML)
Thursday, May 5		Business Fundamentals Concepts (ML)
Thursday, May 5		Business Meeting Management (S/PS)
Thursday, May 5		Business Math Concepts (ML)
Thursday, May 5		Computer Literacy Concepts (ML)
Thursday, May 5		Computer Programming Concepts (S/PS)
Thursday, May 5		Digital Communications & Design Concepts (S/PS)
Thursday, May 5		Digital Marketing Concepts (S/PS)
Thursday, May 5		Financial Math & Analysis Concepts (S/PS)
Thursday, May 5		Information Technology Concepts (S/PS)
Thursday, May 5		Management/Marketing/Human Resources Concepts (S/PS)
Thursday, May 5		Medical Terminology Concepts – Pilot (S/PS)
Thursday, May 5		BPA Merit Scholar (Open to all attendees)
Thursday, May 5		Parliamentary Procedure Concepts (S/PS)
Thursday, May 5		Project Management Concepts (PS)
Thursday, May 5	1:00 pm-4:00 pm	Java Programming (S/PS)
Thursday, May 5	1:00 pm-5:00 pm	Advanced Interview Skills (PS)
Thursday, May 5	1:00 pm-5:00 pm	Advanced Interview Skills (S)
Thursday, May 5	1:00 pm-5:00 pm	Broadcast News Production Team (PS)
Thursday, May 5	1:00 pm-5:00 pm	Broadcast News Production Team (S)
Thursday, May 5	1:00 pm-5:00 pm	Computer Animation Team (S)
Thursday, May 5	1:00 pm-5:00 pm	Entrepreneurship Exploration (ML)
Thursday, May 5	1:00 pm-5:00 pm	Entrepreneurship (PS)
Thursday, May 5	1:00 pm-5:00 pm	Entrepreneurship (S)

2022 Schedule for Conference (Cont.)

Thursday, May 5	1:00 pm-5:00 pm	Ethics & Professionalism (PS)
Thursday, May 5	1:00 pm-5:00 pm	Ethics & Professionalism (S)
Thursday, May 5	1:00 pm-5:00 pm	Presentation Management Individual (PS)
Thursday, May 5	1:00 pm-5:00 pm	Presentation Management Team (ML)
Thursday, May 5	1:00 pm-5:00 pm	Presentation Management Team (PS)
Thursday, May 5	1:00 pm-5:00 pm	Presentation Management Team (S)
Thursday, May 5	1:00 pm-5:00 pm	Small Business Management Team (PS)
Thursday, May 5	1:00 pm-5:00 pm	Small Business Management Team (S)
Thursday, May 5	2:00 pm-5:00 pm	Integrated Office Applications (S/PS)
Thursday, May 5	2:00 pm-5:00 pm	Computer Security (S/PS)
Thursday, May 5	2:00 pm-5:00 pm	C# Programming (S/PS)
Thursday, May 5	2:30 pm-3:30 pm	Banking & Finance (S/PS)
Thursday, May 5	2:30 pm-4:30 pm	College Accounting (PS)
Thursday, May 5	2:30 pm-4:30 pm	Managerial Accounting (PS)
Thursday, May 5	3:30 pm-6:30 pm	Python Programming – Pilot (S/PS)
Thursday, May 5	4:00 pm-5:30 pm	Health Insurance & Medical Billing – Pilot (S/PS)
Thursday, May 5	5:30 pm-8:30 pm	Advanced Spreadsheet Applications (S/PS)
Thursday, May 5	5:30 pm-8:30 pm	Database Applications (S/PS)
Thursday, May 5	5:30 pm-8:30 pm	Computer Network Technology (S/PS)
General Events		
Friday, May 6	6:30 am-7:00 pm	Competitive Events Center/Test Distribution
Friday, May 6	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required
Friday, May 6	7:00 am-3:00 pm	Written Event Conflict Room
Friday, May 6	7:00 am-5:00 pm	Registration/Information Desk
Friday, May 6	7:00 am-5:00 pm	Finance Desk
Friday, May 6	7:00 am-5:00 pm	Tour Desk
Friday, May 6	7:00 am-5:00 pm	Conference Headquarters
Friday, May 6	7:30 am-9:00 am	BPA National Showcase Set-up
Friday, May 6	7:30 am-11:00 am	Secondary Candidate Placement Committee & Candidate Interviews
Friday, May 6	8:00 am-8:50 am	Leadership Passport Workshop – Go Beyond Your Limits with the Executive Council Presented by the 2021-2022 Executive Council
Friday, May 6	8:00 am-4:00 pm	Student Volunteer Desk
Friday, May 6	9:00 am-10:00 am	National Showcase Business Panel All National Showcase participants are required to attend
Friday, May 6	9:00 am- 5:00 pm	BPA Store
Friday, May 6	9:00 am-5:00 pm	Conference Pin & Prepaid Merchandise Pick-Up (Conference t-shirts, tassles, honor cords)
Friday, May 6	9:00 am-5:00 pm	NLC Exhibitor Showcase
Friday, May 6	9:00 am-5:00 pm	Grading Room
Friday, May 6	10:00 am-10:50 am	Advisor Workshop – Take Them to the Finish Line with Certifications Presented by Jennifer Stubblefield, Customer Success Manager, Certiport

2022 Schedule for Conference (Cont.)

Friday, May 6	10:00 am-12:30 pm	BPA National Showcase
Friday, May 6		V01 Virtual Multimedia & Promotion Individual
Friday, May 6		V02 Virtual Multimedia & Promotion Team
Friday, May 6		V03 Software Engineering Team
Friday, May 6		V04 Web Application Team
Friday, May 6		V05 Mobile Applications
Friday, May 6		V06 Promotional Photography
Friday, May 6		V07 Cybersecurity/Digital Forensics
Friday, May 6		V08 Start-up Enterprise Team
Friday, May 6		V09 Financial Portfolio Management Team
Friday, May 6		V10 Virtual Branding Team
Friday, May 6	10:00 am-4:00 pm	Certiport Open Certification Lab
Friday, May 6	10:00 am-4:00 pm	YouScience Open Certification Lab
Friday, May 6	11:00 am-11:50 am	Leadership Passport Workshop – The Poetic Innovation Process Presented by Tucker Bryant, Poet and Professional Speaker
Friday, May 6	12:00 pm-1:00 pm	Competitive Event Judge’s Orientation (Judged Event Administrators are permitted to attend Orientation) *Ticket Required
Friday, May 6	12:30 pm-2:00 pm	National Honor Awards Ceremony
Friday, May 6	2:00 pm-2:50 pm	Administrator’s/Proctor’s/Grader’s Orientation
Friday, May 6	2:00 pm-3:50 pm	BPA Trivia Extravaganza <i>Presented by the National BPA Alumni Division</i>
Friday, May 6	2:30 pm-4:30 pm	AICPA Secondary Division Accounting Student Networking Event
Friday, May 6	3:00 pm-6:00 pm	BPA Day of Service
Friday, May 6	6:00 pm-7:00 pm	Walk for Special Olympics
Friday, May 6	7:00 pm-10:00 pm	Special Event: Texas Hoedown
Friday, May 6	Midnight	Curfew (Secondary & Middle Level)
Competitive Events		
Friday, May 6	7:00 am-5:00 pm	Broadcast News Production Team Finals (S) <i>Students will complete projects 7:00 am-10:00 am</i>
Friday, May 6	7:00 am-5:00 pm	Video Production Team Finals (S/PS) <i>Students will complete projects 7:00 am-10:00 am</i>
Friday, May 6	7:30 am-9:30 am	Administrative Support Team (ML/S/PS) – Section 2
Friday, May 6	8:00 am-9:30 am	Health Administration Procedures (S/PS)
Friday, May 6	8:00 am-9:30 am	Intermediate Word Processing (S/PS)
Friday, May 6	8:00 am-9:30 am	Spreadsheet Applications (ML)
Friday, May 6	8:00 am-12:00 pm	Administrative Support Research Project (S)
Friday, May 6	8:00 am-12:00 pm	Economic Research Team (S)
Friday, May 6	8:00 am-12:00 pm	Financial Analyst Team (PS)
Friday, May 6	8:00 am-12:00 pm	Financial Analyst Team (S)
Friday, May 6	8:00 am-12:00 pm	Human Resource Exploration – Pilot (ML)
Friday, May 6	8:00 am-12:00 pm	Human Resource Management (PS)
Friday, May 6	8:00 am-12:00 pm	Human Resource Management (S)
Friday, May 6	8:00 am-12:00 pm	Parliamentary Procedure Team (S)

2022 Schedule for Conference (Cont.)

Friday, May 6	8:00 am-12:00 pm	Podcast Production Team – Pilot (PS)
Friday, May 6	8:00 am-12:00 pm	Podcast Production Team – Pilot (S)
Friday, May 6	8:00 am-12:00 pm	Website Design Team (ML)
Friday, May 6	8:00 am-12:00 pm	Website Design Team (PS)
Friday, May 6	8:00 am-12:00 pm	Website Design Team (S)
Friday, May 6	9:30 am-11:30 am	Administrative Support Team (ML/S/PS) – Section 3
Friday, May 6	10:00 am-11:30 am	Legal Office Procedures (S/PS)
Friday, May 6	10:00 am-12:00 pm	Fundamental Desktop Publishing (S/PS)
Friday, May 6	10:00 am-12:00 pm	Basic Office Systems & Procedures (S/PS)
Friday, May 6	12:00 pm-5:00 pm (Last exam administered at 4:30 pm)	WSAP Open Events Lab
Friday, May 6		Administrative Support Concepts (S/PS)
Friday, May 6		Business Communication Skills Concepts (ML)
Friday, May 6		Business Fundamentals Concepts (ML)
Friday, May 6		Business Meeting Management (S/PS)
Friday, May 6		Business Math Concepts (ML)
Friday, May 6		Computer Literacy Concepts (ML)
Friday, May 6		Computer Programming Concepts (S/PS)
Friday, May 6		Digital Communications & Design Concepts (S/PS)
Friday, May 6		Digital Marketing Concepts (S/PS)
Friday, May 6		Financial Math & Analysis Concepts (S/PS)
Friday, May 6		Information Technology Concepts (S/PS)
Friday, May 6		Management/Marketing/Human Resources Concepts (S/PS)
Friday, May 6		Medical Terminology Concepts – Pilot (S/PS)
Friday, May 6		BPA Merit Scholar (Open to all attendees)
Friday, May 6		Parliamentary Procedure Concepts (S/PS)
Friday, May 6		Project Management Concepts (PS)
Friday, May 6	12:30 pm-2:30 pm	Advanced Office Systems & Procedures (S/PS)
Friday, May 6	12:30 pm-2:30 pm	Advanced Desktop Publishing (S/PS)
Friday, May 6	12:30 pm-2:30 pm	Fundamental Word Processing (S/PS)
Friday, May 6	12:30 pm-2:30 pm	Introduction to Word Processing (ML)
Friday, May 6	1:00 pm-5:00 pm	Digital Game Design Team (ML)
Friday, May 6	1:00 pm-5:00 pm	Economic Research Individual (S)
Friday, May 6	1:00 pm-5:00 pm	Financial Audit – Pilot (PS)
Friday, May 6	1:00 pm-5:00 pm	Global Marketing Team (S)
Friday, May 6	1:00 pm-5:00 pm	Health Administration Leadership / Special Topics – Pilot (PS)
Friday, May 6	1:00 pm-5:00 pm	Health Administration Leadership / Special Topics – Pilot (S)
Friday, May 6	1:00 pm-5:00 pm	Interview Skills (PS)
Friday, May 6	1:00 pm-5:00 pm	Interview Skills (S)
Friday, May 6	1:00 pm-5:00 pm	Network Design Team (PS)
Friday, May 6	1:00 pm-5:00 pm	Network Design Team (S)
Friday, May 6	1:00 pm-5:00 pm	Prepared Speech (ML)
Friday, May 6	1:00 pm-5:00 pm	Prepared Speech (PS)

2022 Schedule for Conference (Cont.)

Friday, May 6	1:00 pm-5:00 pm	Prepared Speech (S)
Friday, May 6	1:00 pm-5:00 pm	User Experience Design Team Using Adobe XD – Pilot (S)
Friday, May 6	3:00 pm-4:00 pm	Financial Literacy (ML)
Friday, May 6	3:00 pm-4:00 pm	Network Administration Using Cisco (S/PS)
Friday, May 6	3:00 pm-6:00 pm	SQL Database Fundamentals (S/PS)
Friday, May 6	4:30 pm-5:30 pm	Business Law & Ethics (S/PS)
Friday, May 6	4:30 pm-5:30 pm	ICD-10-CM Medical Diagnostic Coding (S/PS)
Friday, May 6	4:30 pm-6:30 pm	Fundamental Spreadsheet Applications (S/PS)
General Events		
Saturday, May 7	6:00 am-12:00 pm	Competitive Events Center/Test Distribution
Saturday, May 7	7:00 am-8:00 am	Competitive Event Judge's Orientation (Judged Event Administrators are permitted to attend Orientation) <i>*Ticket Required</i>
Saturday, May 7	7:00 am-12:00 pm	Grading Room
Saturday, May 7	7:00 am-12:00 pm	Registration/Information Desk
Saturday, May 7	7:00 am-12:00 pm	Finance Desk
Saturday, May 7	7:00 am-12:00 pm	Tour Desk
Saturday, May 7	7:00 am - 3:00 pm	BPA Store
Saturday, May 7	7:00 am-3:00 pm	Conference Pin & Prepaid Merchandise Pick-Up (Conference t-shirts, tassles, honor cords)
Saturday, May 7	8:00 am-12:00 pm	Conference Headquarters
Saturday, May 7	9:00 am-12:00 pm	Student Volunteer Desk
Saturday, May 7	10:00 am-11:00 am	Executive Council Reception (By Invitation Only)
Saturday, May 7	10:00 am-4:00 pm	Certiport Open Certification Lab
Saturday, May 7	10:00 am-4:00 pm	YouScience Open Certification Lab
Saturday, May 7	2:00 pm-3:00 pm	Joint CEAC/SAAC Meeting
Saturday, May 7	2:00 pm-4:00 pm	Contest Review Drop in as needed to review the contest of your choice
Saturday, May 7	3:00 pm-4:00 pm	CEAC Meeting
Saturday, May 7	3:00 pm-4:00 pm	SAAC Meeting
Saturday, May 7	6:00 pm-8:00 pm	Post-secondary Division Awards Session Finale
Saturday, May 7	8:30 pm-11:30 pm	Secondary/Middle Level Divisions Awards Session Finale
Saturday, May 7	Immediately following Awards Sessions	New Executive Council Team Meeting
Saturday, May 7	Midnight	Curfew (Secondary & Middle Level)
Competitive Events		
Saturday, May 7	7:30 am-12:00 pm	Extemporaneous Speech Finals (ML)
Saturday, May 7	7:30 am-12:00 pm	Extemporaneous Speech Finals (S)
Saturday, May 7	7:30 am-12:00 pm	Financial Analyst Team Finals (S)
Saturday, May 7	7:30 am-12:00 pm	Human Resource Management Finals (S)
Saturday, May 7	7:30 am-12:00 pm	Network Design Team Finals (S)
Saturday, May 7	7:30 am-12:00 pm	Parliamentary Procedure Team Finals (S)
Saturday, May 7	7:30 am-12:00 pm	Small Business Management Team Finals (S)

2022 Schedule for Conference (Cont.)

Saturday, May 7	8:00 am-9:00 am	Computer Security Finals – Application Event (S)
Saturday, May 7	8:00 am-9:00 am	Device Configuration & Troubleshooting Finals – Application Event (PS)
Saturday, May 7	8:00 am-9:00 am	Computer Network Technology Finals – Application Event (S)
Saturday, May 7	8:00 am-9:00 am	Server Administration Using Microsoft Finals – Application Event (S)
Saturday, May 7	8:00 am-9:00 am	Network Administration Using Cisco Finals – Application Event (PS)
Saturday, May 7	8:00 am-9:00 am	Linux Operating System Fundamentals Finals – Application Event (S)
Saturday, May 7	8:00 am-12:00 pm	Administrative Support Research Project Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Advanced Interview Skills Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Computer Animation Team Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Computer Modeling Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Digital Media Production Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Economic Research Individual Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Economic Research Team Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Entrepreneurship Finals (S)
Saturday, May 7	8:00 am -12:00 pm	Global Marketing Team Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Graphic Design Promotion Finals (ML)
Saturday, May 7	8:00 am-12:00 pm	Graphic Design Promotion Finals (PS)
Saturday, May 7	8:00 am-12:00 pm	Graphic Design Promotion Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Interview Skills Finals (PS)
Saturday, May 7	8:00 am-12:00 pm	Interview Skills Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Prepared Speech Finals (ML)
Saturday, May 7	8:00 am-12:00 pm	Prepared Speech Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Presentation Management Individual Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Presentation Management Team Finals (S)
Saturday, May 7	8:00 am-12:00 pm	User Experience Design Team Using Adobe XD – Pilot Finals (S)
Saturday, May 7	8:00 am-12:00 pm	Website Design Team Finals (S)
Saturday, May 7	9:30 am-10:30 am	Computer Security Finals – Application Event (PS)
Saturday, May 7	9:30 am-10:30 am	Device Configuration & Troubleshooting Finals – Application Event (S)
Saturday, May 7	9:30 am-10:30 am	Computer Network Technology Finals – Application Event (PS)
Saturday, May 7	9:30 am-10:30 am	Server Administration Using Microsoft Finals – Application Event (PS)
Saturday, May 7	9:30 am-10:30 am	Network Administration Using Cisco Finals – Application Event (S)
Saturday, May 7	9:30 am-10:30 am	Linux Operating System Fundamentals Finals – Application Event (PS)
Saturday, May 7	11:00 am-12:00 pm	MIS Application Event (PS)

General Events

Sunday, May 8	7:30 am-8:30 am	Board of Trustees Meeting
Sunday, May 8	9:00 am-11:00 am	Corporate Meeting
Sunday, May 8	11:00 am-12:00 pm	New Board of Trustees Meeting

NLC Texas Hoedown

Date: Friday, May 6

Time: 7:00pm-10:00pm

Location: Hilton Anatole Trinity Ballroom

Join us for a night full of fun activities at the 2022 NLC Texas Hoedown! How good are you with a lasso? Find out by testing your skill with the rollo roper! There will also be:

- A Mini Golf Course
- Caricature Artist
- Arcade and Carnival Games
- 360° Photo Booth
- Line Dancing and a DJ
- Armadillo Races
- A live longhorn to interact with and more!

There's definitely going to be something for everyone! So put on your cowboy hat and boots because it's going to be a hootin' and hollerin' good time!

Note: If under the age of 18, certain activities at the BPA Texas Hoedown Special Event will require a parent or guardian's permission in order to participate. Please have the respective parent or guardian review and sign the "Assumption of Risk and Release of Liability Agreement" provided by ACCESS DMC at the back of this publication for each participant. This form will be collected at the Special Event.



2022 Delegate Code of Conduct and Ethics

By voluntarily participating in any officially sanctioned national Business Professionals of America (BPA) event, members (Middle Level, Secondary, Post-secondary, Advisor, and Alumni members) agree to follow the official Member Code of Conduct and Ethics or forfeit their personal rights to participate.

Members shall respect and abide by the authority delegated to the Board of Trustees, state advisor(s), presiding officers, committee chairs and advisor or authorized representative of the aforementioned.

- Members shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Members shall agree to, and abide by, the Academic Integrity Policy adopted by Business Professionals of America.
- Members shall wear acceptable attire to all program activities as specified in the conference program.
- Identification badges shall be worn at all official functions.
- Members shall not smoke in public while wearing the BPA official blazer.
- BPA shall, under no circumstances, approve or condone the possession or use of tobacco (including electronic forms of cigarettes) in any form, by any student member during official conference functions. Possession is defined as having on one's person, in one's belongings such as in a purse or luggage, in one's hotel/motel room, or having knowledge that prohibited item(s) are in one's hotel/motel room or in another person's possession.
- BPA shall, under no circumstances, approve or condone the possession, use, or serving of alcoholic beverages by student members during official functions on any premises contracted (i.e. hotel, convention center, etc.). This is in effect from the time the member leaves home until he/she returns home.
- BPA shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at a BPA national conference or any other state or national activity. This is in effect from the time the member leaves home until he/she returns home.
- BPA shall, under no circumstances, approve or condone the possession of any firearms, dangerous weapons, explosive compounds, or objects that could reasonably be considered or used as a weapon.
- Spouses are allowed to attend events if they officially register as a guest. They shall not have membership privileges and shall abide by all event rules.
- Non-registered individuals will not be allowed at event activities.

- Whether at the event site or in public places, members shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.
- Members shall conduct themselves in a professional manner.
- Members shall stay at the approved hotel/motel during national conferences. Participants residing within a 50-mile radius of the conference site may be exempt from the policy at the discretion of the Director of Strategic Programs & Experiences.
- Student members shall keep their adult advisors informed of their activities and whereabouts at all times.
- Student members shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.
- Curfew each night shall be midnight, and all student members shall be in their rooms by curfew.
- The approved hotel/motel shall assign certain rooms to male and female members.
- Student members will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
- When Alumni division members serve or participate with any of its sister divisions at any official function, the alumni members shall abide by the code of conduct established by that division(s).

Local chapter and state advisors are responsible for the supervision of student member conduct. Any member who violates or ignores any Code of Conduct and Ethics policy listed above or engages in any other form of behavior deemed unacceptable may be brought before the Grievance Committee for an analysis of the violation. The Grievance Committee shall be empowered to take appropriate action in consideration of the penalties for breaking any Code of Conduct and Ethics policy listed above.

Disciplinary actions may include, but are not limited to, forfeiture of privileges to attend further events, removal from office, disqualification from the event and any associated competition(s), relinquishment of awards and recognition, and expulsion from the event at the member's expense. Appropriate authority figures, including but not limited to parents, guardians, supervisors, and employers will be notified as to the infraction and penalty imposed. BPA also reserves the right to notify law enforcement.

Emergency Medical Authorization Form

PART I. The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly. The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Please print neatly and use black ink.

I, _____ of _____
Member member name Street, City, State, ZIP Code

hereby give my consent for (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonable accessible, and (3) consent to release the medical information provided.

Member signature	Date (month/day/year)
Parent or guardian signature (if member is under age 18)	Date (month/day/year)
Parent or guardian name (printed)	Parent or guardian phone (including area code)
Alternate contact name	Alternate contact phone (including area code)

The information below is needed by any hospital or practitioner not having access to the member's medical history. **If any item is marked "Yes", please explain in the right-hand column.** If taking medication, include the name, dosage amount, and the time it is taken.

Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medications	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (insects, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health problems or physical disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Respiratory problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Chronic disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emotional or psychological problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current medications	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Eyeglasses: <input type="checkbox"/> Yes <input type="checkbox"/> No Contact lenses: <input type="checkbox"/> Yes <input type="checkbox"/> No Hearing devices: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Required immunizations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last tetanus booster:		

Refusal of Consent

NOTE: Do not complete this form if you completed Part I.

PART II. *Please print neatly and use black ink.* I do not give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to:

Member name (printed)

Street, City, State, ZIP Code

Member signature

Date (month/day/year)

Parent or guardian signature (if member is under age 18)

Date (month/day/year)

Parent or guardian name (printed)

Parent or guardian phone (including area code)

Press Release Template

Instructions for Chapter Advisors: Local news outlets such as newspapers, radio or television stations and even your school district's communications office like to receive information about noteworthy student achievements. Use the press release template below to announce your chapter's participation in the National Leadership Conference (NLC). *The editable Word version of this is available in the [BPA Member Gateway](#).*

To distribute the press release: Replace the highlighted sections with the information needed to localize the announcement about your NLC participant(s). If your school does not have a communications office that distributes press releases to local media, you can gather a list of media email addresses from news organizations' websites. The best contact may be an education reporter, the managing editor or an assignment editor. Email the completed press release (and participant photographs with captions if you have images available for release). If you have not heard back from a reporter within a few days, call to confirm the press release was received, and offer to answer any questions the reporter or editor may have.

For Immediate Release

Contact Person: **[*Advisor or other school contact for questions from reporters or editors*]** _____

Phone: **[*Contact's phone number*]** _____

Email: **[*Contact's email*]** _____

Address: **[*School name and address*]** _____

Date: **[*Date the release will be distributed*]** _____

[*School Name*] Students to Attend Business Professionals of America National Leadership Conference in Dallas.

Students from **[*School's]** Business Professionals of America (BPA) chapter will attend the 2022 BPA National Leadership Conference in Dallas, Texas, May 4–8.

The conference will bring together an estimated six thousand delegates from across the country to vie for top honors in business, finance, technology, marketing and health administration skills competitions; attend leadership and professional development workshops; receive awards for community service activities and elect BPA's 2022–2023 national student leadership team.

The 2022 National Leadership Conference is presented by Certiport, a Pearson VUE business, the leading provider of certification exam development, delivery and program management services. Conference attendees have the option to complete software certifications from Certiport during the event in Dallas.

“For students and chapter advisors attending the National Leadership Conference, the event is the culmination of a year’s work,” said Dr. Brenda Jacobsen, Chair of BPA's National Board of Trustees. “We applaud these BPA members for the energy they have devoted to advancing to nationals in competitive events, sharpening their career skills and contributing to community betterment through service initiatives.”

The **[*student/students*]** from the **[*School*]** BPA chapter attending the conference **[*is/are*]**:

- **[*List the student(s) attending the NLC and their competitive event(s), honors and awards or other activities that earned conference attendance.*]**

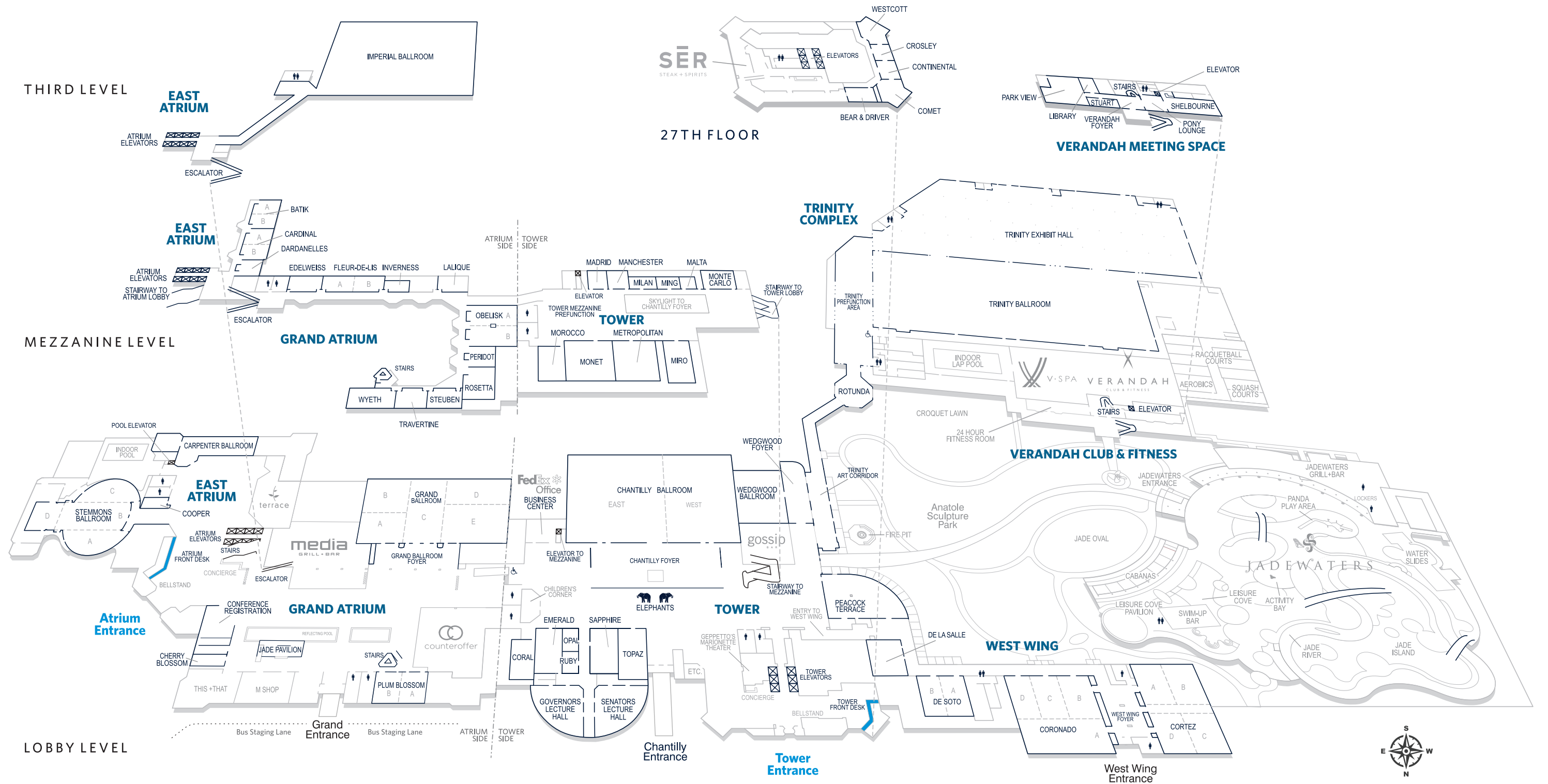
[*Add a quote from the chapter advisor or a school administrator about the important role BPA plays in the school or the unique opportunities and benefits it provides for your students.*]

While in Dallas, participants will also have opportunities to network with other BPA members and industry representatives, visit famous attractions in the region and participate in a walk that raises money for Special Olympics, BPA's national service project.

About Business Professionals of America

Founded in 1966, Business Professionals of America (BPA) is the premier Career and Technical Student Organization (CTSO) for middle, high school and college students preparing for careers in business, finance, management information systems and related fields. BPA provides members with opportunities for growth through education, competition, community service and personal development. The organization has more than 35,000 members in 1,600 chapters across 25 states and Puerto Rico and an international presence in China, Haiti and Peru. *Learn more at www.bpa.org.*

Conference Floorplan



Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
BUSINESS PROFESSIONALS OF AMERICA

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
700 MORSE ROAD, SUITE 201 [PHYSICAL ADDRESS]

6 City, state, and ZIP code
COLUMBUS, OHIO 43214

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
3	1	-	1	1	3	5	7	1	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ CFO Date ▶ 11/16/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ANATOLE PARTNERS III, LLC		
	2 Business name/disregarded entity name, if different from above HILTON ANATOLE HOTEL		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 2201 N. STEMMONS FREEWAY		Requester's name and address (optional)
6 City, state, and ZIP code DALLAS, TX 75207			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)																																														
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																														
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																														
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td colspan="3" style="text-align: center;">-</td><td colspan="3" style="text-align: center;">-</td><td colspan="3"></td></tr> </table> <p style="text-align: center;">or</p> <table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">-</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">6</td></tr> </table>	Social security number																		-			-						Employer identification number									2	0	-	8	9	9	0	0	6
Social security number																																														
-			-																																											
Employer identification number																																														
2	0	-	8	9	9	0	0	6																																						

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 2.19.2021
------------------	----------------------------	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
EC Dallas Partners, LLC

2 Business name/disregarded entity name, if different from above
Sheraton Dallas Hotel

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
400 North Olive Street

6 City, state, and ZIP code
Dallas, Texas 75201-4005

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2	-	3	0	1	6	7	4	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>11/1/201</u>
------------------	----------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



**BUSINESS
PROFESSIONALS
of AMERICA**

700 Morse Road, Ste. 201, Columbus, OH 43214

P: 614.895.7277 • F: 614.895.1165

www.bpa.org