

FBLA Conference Etiquette Guide

By Kelly Norrie, State Treasurer

Dressing for Success

Dress appropriately – You want to be noticed, but you don't want to stand out. Make sure your clothing is creating the right impression.

Dress for the position you want, not the position you have – People often believe that you are what you appear to be.

Dress conservatively – You will have more credibility in a jacket than without, more credibility in long sleeves than in short sleeves, more credibility in conservative colors than in flashy colors.

Elevator Etiquette

People closest to the elevator doors get on first. If you want to be in the front of the elevator when it's time to get out, go in and stand by the buttons, out of the way, or go in last. If you're in the very front waiting for your floor, move outside the doors to allow people to exit from the back. Remember that everyone attending the conference needs to use the elevators, so be respectful and only stop at the floor you need.

Tips on Tipping

You should leave a tip to show your appreciation for the service you received, not just because you're supposed to. A tip should be based on the amount before tax and should not be added if a service charge has already been added to your bill. The hotel housekeeper should be tipped \$1-2 per day. A server at a restaurant should receive a tip, based on service and quality, for 15-20% of the bill before taxes.

Cell Phones

Remember to turn your cell phones off while in events and during sessions and workshops.



Introducing Yourself

Introductions are very important yet sometimes confusing. The simplest form of introduction is introducing yourself. To introduce yourself, always stand, look the person in the eye, smile, extend your right hand, and say, "Hi, I'm _____."

Introducing Others

Remember to always introduce the person with a higher status first. Next, say something about the person being introduced. "Sandy attends school at Green View and plays basketball." This bit of information provides a topic of discussion so that conversation can flow smoothly.