

## **SLC REMINDERS AT A GLANCE**

### **SLC HIGHLIGHTS!**

**SLC Registration** – Another registration record has been set! Over 2,050 members, advisers and chaperones are registered for the 2009 SLC.

**Seminars** – Eight seminars covering careers to leadership development await your members at this year's SLC! You can find the complete seminar list on the Nebraska FBLA website under Conferences, SLC: <http://www.nebraskafbla.org/pdf/slcseminarschedule.pdf>. We encourage all conference participants to attend **two** seminars during the conference.

**New(er) Adviser Seminar** – New advisers, don't miss the seminar scheduled at 3:45 p.m. on Thursday, April 2. Julie Jensen, Aurora, and Tennille Gifford, Wood River, will help you make the most of your SLC experience. Bring your SLC questions!

**Tours** – The tours at Cabela's and Werner Enterprises are filled for Thursday morning, April 2. For those participating, enjoy the tours!

**SLC Chapter Photos** – The Picture Man will take chapter group photos Thursday, Friday or Saturday. To participate, simply sign the photo display board in the Palace Foyer. A flyer is posted on the website under Conferences, SLC if you would like more information: <http://www.nebraskafbla.org/pdf/PictureManFlyer.pdf>.

**Presidents' Recognition** – Your chapter president is invited to attend the Presidents' Recognition hosted by the Nebraska FBLA Advisory Council on Thursday, April 2, from 8 to 8:30 p.m. in Holiday C. A printed invitation for your president will be included in your chapter's registration packet. The president (or a representative) must be present at the recognition to receive his/her gift from the Advisory Council. If your president is unable to attend due to a competitive event conflict, please send another officer in his/her place. The Council members look forward to meeting your chapter's president!

**CoCo Keys Water Resort** – All students and advisers registered for the SLC are welcome to use the CoCo Keys Water Resort. The ticket order form is available on the website under Conferences, SLC.

**SLC T-shirts** – The Foundation Marketing Committee sold over 500 state conference t-shirts! We thank Pat Hinkle and the Bellevue West students for coordinating the project. All proceeds from the sale of the t-shirts will be given to the Nebraska FBLA Foundation. Members wearing blue jeans and their t-shirts may use the t-shirt as their ticket into the dance. Members wishing to wear jeans to the dance and not wearing the t-shirt may contribute \$1 to enter the dance.

**LB 476** – A postcard-writing campaign in support of LB 476 will be held in the Palace Foyer on Thursday and Friday of the SLC. Please make sure your students know the district number for their state senators based on their home address. Postcards will be supplied for the students and collected after the cards are completed.

**Adviser Hospitality** – The Federal Reserve Bank will be hosting an adviser hospitality room in Salon D on Friday afternoon. Please stop by the room for refreshments and to review classroom materials.

**Adviser Reception** – The Friday evening adviser reception will be held on the Sixth Floor of the Holiday Tower in Room 626. Please stop by for refreshments hosted by the Nebraska FBLA Board of Directors.

**Karaoke and Dance** – Complete Music leads the karaoke and dance activities. Karaoke is held Thursday evening in the Omaha Room. The dance is held Friday evening after the Second General Session.

**SLC Meal** – The SLC Friday evening buffet is included in your conference registration fee.

**Meal Options** – Restaurants in the vicinity of the Holiday Inn include Perkins and Burger King. Restaurants are also available in the Holiday Inn and Comfort Inn. Margaritas is a new restaurant located in the Howard Johnson that provides Mexican food at a reasonable price. The Holiday Inn will also provide a pizza package for those staying at the hotel; information will be located in the sleeping rooms. Students can also order pizza from nearby restaurants as long as delivery arrives **prior** to curfew.

## **REGISTRATION INFORMATION**

### **Registration Packets—Lobby B (not Conference Headquarters)**

- Registration packets may be picked up in **Lobby B** from 11 a.m. to 1 p.m. on Thursday, April 2.
- Lobby B is located in the hallway behind the hotel registration desk.
- Chapters arriving Wednesday, April 1, from 7 – 10 p.m. should stop in the Palace Ballroom, and Bev will facilitate your registration materials.

### **Holiday Inn Registration**

- Holiday Inn registration begins Thursday, April 2, in Salon C at 11 a.m.—no earlier.
- Your rooms may **not** be available when checking in at 11 a.m.; however, you will receive one room for the storage of your chapter’s luggage during the Opening General Session.
- If your rooms are not available upon arrival, the hotel staff requests that you not check a second time on your room status until after the general session at 3 p.m.

### **Holiday Inn Check Out**

- When checking out of the Holiday Inn on Saturday, please move all luggage for your chapter to one or two sleeping rooms prior to the Awards Program.
- Call the front desk to indicate the rooms that have been vacated so housekeeping can begin cleaning.

### **Scrapbooks**

- Chapters bringing scrapbooks should place them on the tables in the Mini-Dome, which is the hallway near the steps that lead to the CoCo Key Water Resort.

### **Foundation Ribbons**

- Your chapter’s ribbons for participating in the Nebraska FBLA Foundation fundraising project will be in your SLC registration packet in Lobby B. Our thanks to Syracuse FBLA for facilitating this process!

### **Caucus Cards**

- Colored caucus cards for submitting questions to the state officer candidates during Thursday’s Formal Caucus will be in your chapter’s registration packet.
- Completed cards can be given to the staff in Conference Headquarters, Salon B, prior to the Formal Caucus on Friday.

## **DRESS CODE**

### **Conference Etiquette and Proper Dress Resources**

- The following resources are available on the website under Conferences, SLC:
  - Conference Etiquette Guide
  - Dress for Success Guide

- Dress to Impress PowerPoint

### ***Dress Code***

- Please print copies of the SLC Dress Code provided on the website under Conferences, SLC: <http://www.nebraskafbla.org/pdf/PictureManFlyer.pdf>.
- Review the Dress Code with your members attending the SLC.
  - The success of the SLC Dress Code relies on each local adviser enforcing the code with his/her students.
  - Hosiery for females is no longer required.
  - Shoes for females can be open toe as long as they are professional. The Dress Code does not specify close-toe shoes. Flip-flops are not considered dress shoes.
- Business attire must be worn to all conference activities through the Formal Caucus on Thursday evening. Following the caucus, students may wear walking shorts to participate in karaoke.
- **Blue jeans are not acceptable attire at the conference**, except for those contributing \$1 to wear blue jeans at the dance.

### ***Dress Code in Judged Events***

- Judges will deduct five (5) points for competitors not following the dress code in the performance events.

## ***CONFERENCE PROCEDURES***

### ***Curfew***

- Thursday evening curfew: 11:30 p.m.
- Friday evening curfew: 12 midnight.
- Curfew means students should be in their sleeping rooms and quiet for the evening.
- Advisers should monitor the hallways following curfew.

### ***Closed Doors***

- Hotel security requires sleeping room doors be closed at all times during the conference.
- No mixed company should be in the sleeping rooms unless an adviser is present because the doors must be closed at all times.

### ***Accessing the Heartland Room***

- Competitors participating in events in the Heartland Room may walk through the pool area to enter the glass doors to the room.
- Competitors should exit the Heartland Room through the wooden doors and walk down the south hallway between the sleeping rooms.

### ***Advisers' Meeting***

- Don't miss the advisers' meeting for last-minute SLC details on Thursday, April 2, at 3 p.m.
- Dennis Krejci, Tri County, will also share NLC registration procedures; and Dave Long, Aurora, will update you on the Foundation Marketing Committee plans.

### ***Hotel Safety***

- Safety issues do not allow hotel sleeping room doors to be left ajar during conference activities.
- Please remind students that sleeping room doors should always be closed when the students are in their room and locked when the students leave their rooms.
- Since the doors must remain closed, males and females shall not be in the same sleeping room unless an adviser/sponsor is present.
- Please remind your students to walk in groups of three or more when returning to their hotels following the evening activities at the Holiday Convention Center. No student or adviser should walk alone to return to the hotels in the evenings.

### ***Adviser Work Schedule***

- The final Adviser Work Schedule will be posted on the website and announced through the listserv.
- Changes have been made to the schedule so please review it carefully!

### ***Saving Seats***

- Chapters may save seats for the general sessions if one person is present at all times while saving seats.
- Chapters may save seats for the Awards Program starting at 8 a.m.
- No one other than PDC staff should be in the Palace Ballroom prior to 8 a.m. on Saturday!

### ***School Administration***

- You are encouraged to invite your school administrators to either the Opening General Session on Thursday or the Awards Program on Saturday.
- If administrators attend only one session, no registration fee is required.

### ***Security***

- Six security guards will be on duty from 10 p.m. until the early morning hours on Thursday and Friday evenings to monitor activity outside the Holiday Inn and on each floor of the Holiday Inn.

### ***Evening Supervision***

- On Friday evening, advisers have been assigned to various supervision duties. Please remember that students are representing their school districts while attending the conference; therefore, they are under the supervision of the chapter adviser.
- Your presence in the hallways, at the recreation areas and during the dance, ensures that the students are properly supervised.
- With all advisers doing their part, we can show students the appropriate way to conduct themselves while attending a conference.

### ***Scholarships***

- The Future Business Leader first-place winner receives a \$750 scholarship, and the second-place winner receives a \$500 scholarship.
- Gallup sponsors the two \$250 Nebraska FBLA scholarships.
- The PBL Scholarship is provided by Nebraska Phi Beta Lambda.

### ***Spectators Encouraged***

- FBLA members are encouraged to attend the competitive event performances and speeches taking place at the Holiday Inn, Comfort Inn and Howard Johnson.
- Client Service and Emerging Business Issues are closed to spectators.

### ***Chapters Leaving Early***

- If it is necessary to leave the conference early, please stop in Salon B to let the conference staff know you are leaving.
- Please arrange to have another chapter accept any awards your students may receive at the Second General Session or the Awards Program.

### ***Send Thank-You Notes***

- Students receiving plaques, scholarships and other awards are expected to write thank-you notes to the event sponsors.
- Please require your competitors in performance events to send a thank-you note/letter to the judges.
- Either a letter or handwritten note on a card is acceptable business etiquette.
- A list of event sponsors and judges will be provided for you on the FBLA website after the SLC.

### ***Take-Home Packets***

- Your chapter's take-home packet with competitive event results may be picked up following the Saturday Awards Program on the Palace Foyer registration counter.

## ***COMPETITIVE EVENTS***

### ***Performance Events***

- Competitors in performance events are NOT allowed to watch other competitors in their event perform.

### ***No. 2 Pencils***

- Competitors need to bring No. 2 pencils for the objective-test competitive events.
- Pencils and sharpeners are not available in conference headquarters.

### ***Scantron Forms***

- Students should indicate their school name on the scantron form by using the name of the city before the school names. Examples: Omaha Bryan, Grand Island Northwest, Norfolk Lutheran High Northeast.
- If you have a question on how to identify your school, please check the Delegate Count list posted on the website: <http://www.nebraskafbla.org/pdf/posting-delegatecount.pdf>.

### ***Electronic Devices***

- Competitors will be asked to place all electronic devices, including cell phones, in the center of the table while taking objective tests.
- Non-graphing, simple calculators may be used for math calculations.

### ***Sequestered Events***

- Impromptu Speaking, Business Ethics, and Parliamentary Procedure are sequestered events.

### ***Annual Business Report Judging***

- Two judging rounds were used to process the Annual Business Reports. The preliminary round of judging was used to determine the finalists for the top 8 places.
- A final round of judging was used to place the top 8 teams. The preliminary score was not considered in the final round of competition.

### ***Chapter Project Reports***

- The time schedules for the Partnership with Business, American Enterprise and Community Service Oral Presentations were sent electronically to the chapters selected to present.
- A copy of the time schedule will be posted on the conference bulletin boards.

### ***Client Service – Holiday Inn, Palace A***

- Client Service is a role-play event with the judges.
- The role play is not open to spectators.

### ***Impromptu Speaking Event***

- All students must report for instructions at the Howard Johnson at 6 p.m. If students are not present when the instructions are given, the students will not be allowed to compete.
- If there is a time conflict with another event, the student will need to make a choice.
- For the final round, the event administrators will attempt to work around callbacks and team demonstrations, but it may be impossible to accommodate all conflicts.

### ***Job Interview***

- The Job Interview Application Session is held April 3 from 3:45 to 7:30 p.m. in the Omaha Room, located on the third floor of the Holiday Inn.
- Competitors may submit their completed application blank, letter of application and resume **any time** from 3:45 to 7:30 p.m. During this process, the students will receive their interview appointment.

### ***Future Business Leader***

- The 8 finalists for Future Business Leader will interview Saturday morning at 7 a.m.
- Finalists are determined by combining the Job Interview preliminary score with the Future Business Leader test score.
- Finalists will be posted Friday evening by 10:30 p.m. Please remember to check the bulletin board; we don't want anyone to miss their Saturday morning interview!

### ***Online Testing Team Events***

- The top five teams based on the online test scores will compete in the demonstration portion of the following events: Banking and Financial Systems, Entrepreneurship, Global Business, Management Decision Making and Network Design.
- The top 5 teams are announced on the listserv.
- Team scores from the online tests will be placed in your chapter's take-home packet.

## ***EVENT CHAIR INFORMATION***

### ***Event Chairs***

- Thank you for serving as an event chair for this year's SLC.
- You are the expert for your event; therefore, all questions regarding the administration of the event will be directed to you.

### ***Heartland Room Events***

- The hotel has changed its policy and competitors may walk to the Heartland Room through the pool area.
- Students should enter the room through the glass doors and exit the room through the wooden doors and then take the south hallway between the sleeping rooms to return to the main part of the hotel.
- Please announce this procedure to the students.

### ***Stop Watch***

- If you are chairing a performance event and have a stop watch, please bring it to the conference.

### ***Two-part Events***

- The following two-part events require the combining of scores from the objective test with the application or performance portion of the event: Accounting II and Future Business Leader.

### ***Double Check Tests/Scoring***

- Please examine the instructions and tests prior to your event so you can answer any questions.
- Please double check all scores for accuracy. Judges change their minds and may not include the change in the total points given.

### ***Scantron Grading***

- Lobby B, located next to the ramp leading to the Holidome, is the event scoring room.
- When the tests and scantron sheets from the objective events have been collected, please pick up the answer key from Salon B.
- Take the completed answer sheets and the scantron key to Lobby Conference Room B for scoring.
- The event chairperson should remain in the scantron room while the sheets are scored to verify the accuracy of the scoring process. Please be patient as there may be a waiting line.

- The scantron assistant will run your event when you are present so both of you may listen for the sound of two digits printing.
- Please run several scantrons and then do a manual check to verify the accuracy of the machine. Two digits should print or a single digit should print as 06 rather than 6. You should be suspicious of any single digit numbers printed as the number of correct answers on the form.

## **STATE OFFICER ELECTIONS**

### ***Campaign Stickers***

- Campaign items should not be placed on hotel property.
- Students receiving campaign stickers should either wear them or discard them in a wastebasket.

### ***Candidates***

- Twelve FBLA members are seeking a position on the 2009-2010 Nebraska FBLA State Officer Team!
- The list of candidates is posted on the Nebraska FBLA website under State Leadership Conference. <http://www.nebraskafbla.org/pdf/posting-stateofficercandidates.pdf>
- Two-minute speeches given by each candidate will be presented at the Opening General Session.
- Official campaigning begins after the general session at 3 p.m. on Thursday, April 2.
- No campaign buttons or other promotional items should be worn until the general session has concluded.

### ***Formal Caucus***

- Members should attend the Formal Caucus at 9 p.m. Thursday to hear the state officer candidates' responses to questions submitted by local chapters. It is important for your members to see how well the candidates handle an impromptu speaking situation.
- Please submit the completed cards with your members' candidate questions to the conference staff in conference headquarters, Salon B.

### ***Voting Delegates***

- Voting delegates vote during the Primary Ballot Voting on Friday, April 3, from 2:30 to 5 p.m. and are required to sign the delegate list.
- Voting delegates vote during the Delegate Assembly on Friday, April 3, from 6 to 7 p.m.
- All delegates must be seated by 6 p.m. to be counted in the roll call taken at Delegate Assembly.
- The list for the number of voting delegates your chapter is allowed based on the Nebraska FBLA Bylaws is posted on the Nebraska FBLA website: <http://www.nebraskafbla.org/pdf/posting-delegatecount.pdf>.
- A memo posted on the website under State Leadership Conference explains more about your voting delegates' role at the conference: <http://www.nebraskafbla.org/pdf/memo-Delegate.pdf>.
- Please print the memo and share it with your voting delegates.

### ***Each Member's Role in Electing Officers***

- Please ask all chapter members to visit the State Officer candidate booths to learn more about the candidates and their qualifications.
- Each chapter is encouraged to meet as a group to determine which candidates will receive the chapter's votes.
- Voting delegates should cast their votes according to the directions of the chapter members.

**SEE YOU AT THE 2009 SLC!**