



Enforcement of FBLA Regulations

PA FBLA's goal is to make this conference a very professional, rewarding, and memorable experience. Part of that experience is proper professional behavior and attire. Remember, you are preparing to be "future business and community leaders of America." FBLA advisers have volunteered to enforce various FBLA regulations such as the dress code. If one of these advisers suggests that a conference participant is in violation of the conference regulations, please respect the request for compliance.

Dress Code

Advisers, you are responsible for making sure your students are in compliance with the dress code. Please review the newly REVISED dress code BEFORE arriving to the conference. The purpose of the dress code is to uphold the professional image of the Association and its members and to prepare students for the Business World. The dress code as set forth by the PA FBLA Board of Directors requires appropriate attire for all attendees—advisers, members, and guests. Proper attire for all events is outlined in the Schedule of Events. Current fashion trends may be in style but not necessarily appropriate. The length of ladies' skirts and dresses will be enforced. Skirts and dresses shall be no shorter than 1 inch above the top of the ladies' knees. This includes any formal wear for Tuesday's Awards Program. Measuring stations will be set up in the Cocoa Lobby, the entrances to the Great American Hall, online testing area, and the entrance to the Chocolate Ballroom. At Hotel Hershey, a station will be set up outside Garden Terrace West. Anyone not appropriately dressed will not be admitted until in compliance with the dress code.

Hotel Check-In/Check-Out

Check-in and check-out must be completed by the chapter adviser; no students will be permitted to register the delegation. Check in is after 4 p.m. at all hotel properties.

Luggage Storage

Hershey Lodge and all overflow hotels will have luggage storage available for those who arrive before check-in, which is after 4 p.m. Luggage storage at Hershey Lodge on Sunday is in the Aztec Room; on Monday, on the Upper Level Parking Deck. A bell hop will check your luggage and make sure it is secure until pick up. On Sunday, it is highly recommended that schools plan their arrival time AFTER 2 p.m. unless tickets were bought for Hersheypark. Hershey Lodge will provide luggage storage for all those going to Hersheypark on Sunday, April 14, (Aztec Room) regardless of your assigned hotel.

Name Badges

Conference badges must be worn to all conference activities. Any request for a replacement badge must be made by an adviser at Conference Headquarters in the Cocoa Terrace. Replacement badges cost \$5 each. Students must keep their emergency information sheet in their name badge holder. Advisers must pick up registration packets at the Convention Center Registration Desk before attending any conference activities. This includes Sunday evening activities at the Hershey Lodge, To-Go Breakfast and lunch on Monday.

FBLA "Hotel" Shuttle Bus Service

Continuous shuttle bus service will operate between all overflow hotel properties and Hershey Lodge & Convention Center on Sunday from 2:00p until 10:30p, Monday from 6:00a until 11:30p and on Tuesday from 5:45a until 11:30p. On Wednesday, limited shuttle bus service will be available from 6:30a to 11:30a.

On Sunday, all **hotel** shuttles will pick up and depart from the **Convention Center entrance** of Hershey Lodge. On Monday and Tuesday, the **hotel** shuttles will pick up and drop off as follows:

Hershey Lodge **hotel lobby entrance**: Comfort Inn, Days Inn, Hampton Inn & Suites

Hershey Lodge **Convention Center entrance**: Hilton Garden Inn, Holiday Inn, Hotel Hershey, and SpringHill Suites

On Wednesday, the drop off point is the pick up location.



There will be no hotel shuttle service during the Opening General Session and the Awards Program. Please allow plenty of time to get from one property to the next. For specific details, refer to the Shuttle/Attraction Bus Schedules printed in the program.

Special Note: After the Awards Program on Tuesday evening, the hotel shuttles will drop off students at their respective hotels. Students will not be able to return back to Hershey Lodge. Any business that needs attended to at Hershey Lodge must be taken care of before boarding the hotel shuttles. All NLC qualifiers and their advisers must attend the mandatory NLC Orientation BEFORE returning to their hotels.

FBLA Shuttle Buses to the Off-Site Competitive Events at Hotel Hershey and Harvest Building

Shuttle bus service will be provided for all competitors who are registered in an event held either at the Hotel Hershey or Harvest Building. Competitor shuttle buses will depart from Hershey Lodge at the hotel lobby entrance at the times listed in the program. Spectators will ride Hotel Hershey “hotel” shuttle buses. Hotel Hershey “hotel” shuttles depart from and arrive back to Hershey Lodge on the Convention Center side of the building. Hotel shuttles depart approximately every 15 minutes from Hershey Lodge outbound and from Hotel Hershey and Harvest Building inbound.

Meeting Room Locations

Refer to the map of Hershey Lodge and Convention Center, Hotel Hershey, and the Hotel Hershey Harvest Building for meeting room locations. The Pennsylvania Room 5806 is located on the 5th floor of the tower guest rooms in Hershey Lodge. Take the main lobby elevators to the 5th floor.

Meals

Advisers and students must present their meal cards for entrance into the dining rooms. Without the proper meal card, appropriate attire, and name tag, you will be denied access to the dining room. All meals for advisers and members will be served at Hershey Lodge in the Chocolate Ballroom with the following **exceptions**: Breakfast will be served on Tuesday and Wednesday morning at Hilton Garden Inn for overnight guests. Breakfast will be served on Tuesday morning in the Castilian Room at Hotel Hershey for overnight guests. (Meal tickets for breakfast at Hotel Hershey and Hilton Garden Inn will be provided at registration.) On Tuesday, breakfast will be served for all other advisers and members in the Chocolate Ballroom in Hershey Lodge. On Monday, the To-Go Breakfast (pre-ordered) can be picked up in the Hershey Lodge, Chocolate Ballroom. Refer to the Schedule of Events for specific details.

Video Streaming

The Awards Program on Tuesday, April 16, will be broadcast “live” over the Internet so family, friends, teachers, and school administrators can watch the program from home. Please be sure to remind your folks at home to log on to <http://www.pafbla.org> and click the button at the top right of the screen labeled, “**Watch the 2013 SLC Awards of Excellence Program LIVE!**”

Seating Assignments

Seating in the Opening Session is on a first-come, first-serve basis. No seats are reserved other than those for special guests, special video project school finalists, and schools that have a member on the Executive Committee or Board of Directors. Please fill every seat. Assigned seating will be made for voting delegates at Tuesday’s Business Session. Assigned seating for all schools by region will be made for the Awards Program. Priority seating will be given to regions that met the “2013 Membership Incentive.” A diagram for Awards Program seating will be posted by 5 p.m. in the Cocoa Lobby and Great Lobby areas.



Cell Phone and Gadgets (Electronic Devices)

As a courtesy to all conference participants, proper cell phone and gadget etiquette is required. During competitive events, cell phones and gadgets must be powered down. All other times (during all general sessions, workshops, meals, and other scheduled events), the ringers must be turned off. Be considerate and respectful of those around you. Avoid high-tech interruptions at the most inappropriate moments.

Mandatory Attendance

All members and advisers are required to attend the Opening General Session and the Awards Program. Members will not be permitted to leave the session early, unless accompanied by an adviser.

Student Accountability Journal

The SLC is an educational experience—an extension of the learning environment in your classrooms at school. Advisers are asked to assist their members in creating a schedule of activities that will effectively utilize time to enhance learning while at the conference. The Student Accountability Journal is stitched into the official SLC program.

Workshop Sessions

Educational workshops for members and professional development seminars for advisers are offered throughout the day on Monday and Tuesday. Some sessions may be BYOD—bring your own mobile device (optional). Refer to the Workshop Descriptions in the program to determine which sessions provide hands-on instruction. Arrive early as some sessions are only offered once.

Awards Program

The awards session is an exciting and suspenseful event. However, let's respect all members' and advisers' right to enjoy the session free of needless interruption. Students will not be permitted to return to their rooms or hotel until the end of the awards program. If a circumstance develops, the student must be accompanied by an adviser. Please support all of Pennsylvania's award winners, and give them the respect they deserve. Please help us enforce proper behavior during the Awards Ceremony.

Award Winners

Award winners may stop by the Exhibit Hall Office immediately following the Awards Program to pick up a foam protective sleeve for their award. A foam sleeve can also be picked Wednesday from 8:30-10:00a in the Cocoa Lobby.

Local Chapter Voting Delegates

Every local chapter was entitled to have two local chapter voting delegates, and these delegates were identified by the adviser on the chapter's registration form. Voting delegates will wear a special "delegate ribbon" on their badges. Voting delegates are reminded that they are required to attend the Delegates Orientation meeting and Campaign Booths on Monday evening and the Voting Session and Business Session on Tuesday.

Exhibitors

Be sure to stop by and visit the exhibitors in the Great Lobby. At the exhibits, you can talk to representatives from post-secondary institutions about future educational plans, learn about new fund raising programs, and hear how you can participate in exciting leadership programs. The exhibitors will be here on Monday and Tuesday.

William Selden Scholarship Pins

All conference participants can purchase their official FBLA pin at the Information Table in the Cocoa Lobby or from any state officer. The pins are \$4 each, and all proceeds benefit the William Selden Scholarship Fund.



PA FBLA Neck Wallets

All conference participants can purchase a PA FBLA Neck Wallet at the Information Table in the Cocoa Lobby. You can store your name badge, meal tickets, pens, and even your cell phone in zippered pockets to keep them safe and secure. Neck Wallets cost \$2, and all proceeds benefit the William Selden Scholarship Fund.

Competitive Events Office

The competitive events office is located in Lebbie Lebkicher's in Hershey Lodge. Only advisers on official business are permitted in this room. All other inquiries/issues should be directed to the personnel stationed at one of two FBLA Information Tables located at the Convention Hall Registration Desk and in the Cocoa Lobby.

Conference Offices

The main conference headquarters is located in Hershey Lodge/Cocoa Terrace. Garden Terrace West, located in Hotel Hershey is the conference headquarters/competitive events office for Hotel Hershey and the Harvest Building. Only advisers on official business are permitted in this room. All other inquiries/issues should be directed to the personnel stationed at one of two FBLA Information Tables located at the Hershey Lodge/Convention Center and Cocoa Lobby.

Finalists/Interviews

Performance times for American Enterprise Project, Business Ethics, Business Financial Plan, Business Plan, Business Presentation, Client Service, Community Service Project, Computer Game & Simulation Programming, Desktop Application Programming, Digital Design & Promotion, Digital Video Production, E-business, Electronic Career Portfolio, Emerging Business Issues, Impromptu Speaking, Job Interview, Mr. Future Business Leader, Ms. Future Business Leader, Partnership with Business Project, Public Speaking I, Public Speaking II, and Web Site Design will be published as soon as ready. The preliminary round results will be posted as soon as possible, but there is no guarantee that they will be ready during or immediately following the Opening Session.

Contestants in the Banking and Financial Systems, Business Ethics, Client Service, Emerging Business Issues, Entrepreneurship, Global Business, Help Desk, Impromptu Speaking, Job Interview, Management Decision Making, Management Information Systems, Marketing, Mr. Future Business Leader, Ms. Future Business Leader, Network Design, Parliamentary Procedure, Public Speaking I, and Public Speaking II, events are reminded to check the designated publications below for a list of finalists in these events.

Announcement of Finalists in Performance Events

Banking and Financial Systems, Global Business, and Management Information Systems will have results from the online testing posted by 10:45 a.m. Monday. Finalists must be at Hotel Hershey by 12:15 p.m. for instructions. The online test results for these events will be published using the following methods:

- Posted on the bulletin boards located in the Cocoa Suite Lobby and Convention Center Lobby.
- Posted on the Home Page of the PA FBLA web site at www.pafbla.org.

Results of the remainder of Monday's online preliminary tests and preliminary performance rounds of competition will be published when available using the following methods:

- On screen - during the Opening Session in the Great American Hall;
- On the bulletin boards located in the Cocoa Suite Lobby and Convention Center Lobby; and
- On the Home Page of the PA FBLA web site at www.pafbla.org web site.

Performance times for all final rounds will be randomly drawn and posted as indicated above.

Spectator Events

All preliminary and final performances on Monday and all final performances on Tuesday are open to spectators except for Job Interview, Mr. Future Business Leader, Ms. Future Business Leader. Refer to the SLC conference program for locations of each performance event. Arrive early to guarantee a seat. The chief administrator will not allow spectators in the performance room once a contestant or a team's performance is in progress.



Online Testing

All objective tests (excluding Open Competitive Events) will be taken online at the conference either in Empire A-D or Crystal A. Both meeting rooms are located on the Confection Level of the Conference Center. Refer to the SLC Program for the times and locations of each event. A map of Hershey Lodge/Convention Center can be found in the SLC Program. Prior to entering the computer labs, a brief orientation will be provided covering general procedures for taking an online test. Calculators will be provided in all events where permitted. Competitors must bring their own sharpened pencils with erasers. Allow plenty of time to arrive to the testing area. Dress code compliance will be checked upon entry into the testing area.

Competitive Events Scores

All written test scores and Individual Rating Sheets for performance skill events will be posted in the Adviser Restricted Area on the pafbla.org web site after the conference. Scores will also be posted in the Cocoa Suites 3-5 from 8:30a-10:00a on Wednesday. Individual Rating Sheets for performance skill events will be mailed to advisers after the conference.

Advisers Hospitality

On Tuesday morning, there will be an Adviser's Coffee Break in the Cocoa Suite Board Room and Cocoa Suite 1 and on Tuesday evening there will be an Adviser's Reception in Cocoa Suite 1 & Cocoa Suite 6 immediately following the Awards Program. Please stop by for some refreshments, treats, and fellowship with your colleagues.

Hotel Safety

Adviser and student safety is of utmost importance while at this conference. Making fraudulent emergency calls to 911 is a felony and individuals will be prosecuted. The Hershey Lodge has a system in place that monitors all calls made to 911. Any expenses incurred as a result of this action will be billed to your individual school district.

Hotel Property

Students and advisers are reminded that all contents in guest rooms are the property of the individual hotel. Any item(s), including the pillows and pillow cases, missing from a guest room upon check out will be charged back to the schools assigned to that room. Students are reminded not to disconnect the video cables from the back of the television in guest rooms. A reconnection fee will be assessed to the room and a minimum charge of \$85 will be added to your bill.

Curfew

Curfew is listed in the program, and all student delegates are to abide by the curfew times. Security and advisers will be in the halls enforcing the curfew.

EXHIBITS

Members and advisers are encouraged to visit the Exhibits located in the Great Lobby from 2:00 p.m. to 6:30 p.m. on Monday and from 8:00 a.m. to 5:30 p.m. on Tuesday.

Exhibitors represented are:

FBLA Scholarship Schools, post-secondary schools, textbook and software companies, education & leadership opportunity programs for members, fundraising companies, and the conference apparel merchandise vendor.