

2015 State Leadership Workshop Registration is OPEN

All SLW documents are now published on the pafbla.org home page located in the State Leadership Workshop Info section.

Date: October 25-26, 2015
Where: Penn Stater Conference Center Hotel
Time: Sunday, October 25 – 10:45a Registration opens. Registration Desk 1
 • Sunday, the first General Session begins at 11:45a in Presidents Hall
 • Monday, the Closing General Session/Adjournment is at 12:00p

Theme: **Heroic Leadership!** (Refer to Tentative Schedule of Events published online)

Attendance? Who should attend the SLW?

All members/advisers are welcome to attend; there are no restrictions.
 Refer to the “Who Should Attend SLW” document now published on the web site under the State Leadership Workshop Info.

Cost to Attend:

Registration: \$35 for all SLW participants

Lodging: \$140 (tax included) per room (1-4 in room). Saturday arrival is optional.
 \$140 (tax included) per room (1-4 in room) Sunday

The countdown has begun until September 17
Registration/lodging deadline date is Thursday, September 17
Payment is due Saturday, September 19

NOTE REGARDING THE REGISTRATION DEADLINE DATE:

By contract, we have reserved all 300 rooms (full house) at the Penn Stater for the SLW. To guarantee this block of rooms until October 24, we are required (by contract) to submit a final rooming list on or before September 24. After September 24, any room that is not reserved (without names), will be removed from our block and placed back into the hotel inventory and sold to the general public. Without a reservation (via rooming list), we cannot guarantee availability or the conference rate.

If you are planning to attend the SLW but are in a holding pattern waiting for your first chapter meeting, administrative approval and/or board approval, please send Janet Skiles a quick email indicating your status (conditions of attendance) with an estimate of the number of attendees and the number rooms needed—both Saturday (optional) and Sunday.

- ✓ There are still plenty of rooms available at the Penn Stater on both Saturday and Sunday.
- ✓ There is still time to submit your SLW Registration and Lodging Reservations.
- ✓ There are NO attendance restrictions - you may bring as many members/advisers as you like.

NEW, JUST IN....

From the Desk of: Janet Skiles, Conference Coordinator

REGION ADVISER SESSION

During this session, Region Advisers will meet with Derek Selleck, Competitive Events Coordinator. This will be the only RA workshop held during the 2015-2016 school year. Derek will review the revised competitive event guidelines and explain how these changes will affect the RLC's this year.

SLW PROMOTIONAL PIECES ARE NOW AVAILABLE*-- Display promotional documents in noticeable locations throughout your school and on your FBLA bulletin board and web site. Send promo documents/invitations electronically to all members. Send information home to parents/guardians. Your help in promoting the SLW is needed and much appreciated!

Document 1: Kent Julian* - keynote speaker for this year's SLW.* He is phenomenal and will set the tone for "The Hall of Heroes" and heroic leadership.

Document 2: Hall of Heroes* – Information regarding SLW.

Document 3: Join the Hall of Heroes* -- Additional details regarding SLW.

FREQUENTLY ASKED QUESTIONS ABOUT SLW:

Q May I bring my entire chapter to the SLW?

A YES, there are no restrictions to the number of members/advisers an adviser may register to attend the SLW.

Q Why won't the online SLW systems (registration and lodging) allow me to register my students?

A Students must be members before they can be registered for the SLW. Most likely, your students have not been entered into the membership system.

Q Where can I find the SLW Schedule of Events?

A The link to the *tentative* SLW Schedule of Events is published on the home page of the web site in the State Leadership Workshop Info section (www.pafbla.org). For additional information, review promotional Documents 2 and 3.

Q What are the acceptable forms of payment?

A Personal and school checks made payable to PA FBLA; money orders made payable to PA FBLA; credit/debit cards** (Visa, MasterCard, American Express, Discover); purchase orders are accepted with the condition payment will be **RECEIVED** on or before October 23.

A purchase order provides additional time to make payment; the PO must be paid on or before Friday, October 23.

**There is a 3% Convenience Fee for all debit/credit card transactions.

Q Is commuting to the SLW permitted?

A Yes, chapters who cannot stay overnight are permitted to commute. The registration fee for commuters is \$35 per member/adviser.

From the Desk of: Janet Skiles, Conference Coordinator

Q If my chapter can only attend one day of the workshop (Sunday or Monday), what is the registration fee?

A The registration fee for one-day attendees is \$35 per member/adviser.

Q Our first chapter meeting is after the September 17 registration deadline. Can we still attend the SLW?

A It is strongly recommended that anyone planning to attend the SLW submit their registration materials before the deadline of September 17. If you cannot meet the deadline date, please contact Janet Skiles. After the deadline, rooms may not be available and the conference room rates may not apply.

Q Once registration and lodging forms have been submitted, may I make a name change(s) or spelling error correction(s)?

A YES, however after September 17, the online SLW registration systems will be locked. Any corrections must be submitted in writing and emailed to Bruce Boncal and copied to Janet Skiles on or before October 18.

Q Once a student/adviser is registered for the SLW but later decides he/she cannot attend, may I apply for a refund?

A YES, however if a student/adviser cancels after the September 23 refund submission deadline date, a substitution to fill the empty spot is permitted without additional cost. This person must be of the same gender and must fit within the number of hotel rooms already reserved. No refund requests will be accepted if submitted September 24 or later as per the SLW Refund Policy. Click the [SLW Refund Policy](#) to read the refund policy. Please understand that we have contracts with the Penn Stater, TRI Leadership, and other key individuals who provide resources for the workshop. Once September 17 is here, the Conference Coordinator finalizes all SLW details. This includes sleeping rooms, workshop materials, equipment, food guarantees, programs, busing, security, etc., etc. PA FBLA is financially responsible from this point forward.

Q How do I apply for a refund?

A If you qualify for a refund, the link is found on the home page of the web site or by clicking [SLW Refund Request Form](#).

Final Comments ...

The State Officer Team along with the Management Staff appreciates every effort you are making to get your students to the SLW. The bottom line – if you know you will be attending SLW, submit your registration and lodging forms by September 17 or contact Janet Skiles to explain your intentions so we know how many of the 300 rooms (more or less) we will need. Our goal is to have 800+ registrations and to fill all 300 rooms. Once the unused rooms are returned back into inventory, we may/may not be able to secure additional rooms at the conference rate. Do not make any assumptions; email Janet Skiles today.

Stay tuned . . . more information will be sent as it becomes available.

Thank you for all the work you do in your local chapter to promote the ideals of FBLA and the continued support you give PA FBLA and its leadership programs. The SLW program this year is phenomenal! We look forward to hearing from you by September 17.

Janet

Janet F. Skiles
PA FBLA Conference Coordinator