

STUDENT SLC GUIDELINES

1. Your adviser should have reviewed with you or should have provided you with a copy of the ***Delegate Code of Conduct***. Please read it very carefully. **You are responsible to your local chapter adviser for your conduct during the entire conference.**
2. Your adviser will review with you the ***Hotel/Conference Safety Guidelines***. Please consult your adviser if you have questions regarding these safety standards.
3. Review the guidelines for your competitive event prior to arriving at the state conference. Event guidelines are available on the PA FBLA web site at <http://www.pafbla.org/competitive/main.php>.
4. **New for the 2019 State Leadership Conference**: PA FBLA will be using a conference app with very conference details; a very minimal printed conference program will be provided. Students need to bring a data-enabled device on which they have downloaded the app prior to the State Leadership Conference. The data-enabled device could be an iOS or Android phones or iOS or Android tablets. WiFi will be provided to all conference participants.
 - It is essential that students have provided their email address to their advisers. Instructions regarding the downloading of the app will be emailed to every conference participant one week prior to the start of the conference. That email address is necessary as the login to download the app.
 - An invitation to download the app will be emailed to all students and advisers on week before the opening of the State Leadership Conference. Please follow the instructions to download the app. The email with the invitation will come from: invitations@guidebook.com.
 - You may want to consider bring along a “power bank” to recharge/supplement your phone or table. It looks like this:



5. When you have downloaded the app, carefully review your official conference schedule. Take the time to find the meeting and testing rooms as soon as you can. Arriving late for a competitive event can result in your disqualification.

Competitive Events Information

6. Competitive events will be held at two different hotel venues. Hershey Lodge is the main hotel/ convention center; most of the competitions will be held there. Hotel Hershey is 3 miles away. Transportation to and from Hotel Hershey will be provided. Once you receive your conference program and download the app, take time to review the ***Competitor Shuttle Bus Schedule*** so you will know where the pick-up and drop-off points are located and the departure time for your event.
7. Competitors must have a pen or a pencil with them at their competitive event. At online testing, students will be asked to verify their attendance and will need to complete an attendance verification check. If students are going to compete in the Open Competitive Events program, a #2 pencil is required.
8. If a student is in an event that requires them to be “**sequestered**” because the topic will not become know to them until a short time being called to prepare and perform, the following guidelines are in effect in the sequester room:

“All team members will be sequestered before the first performance to receive instructions. Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room. If the team no longer has the required number of members, the team will not be allowed to substitute other participants, and the team will be disqualified. The team will not receive any instructions if the participants arrive after instructions have been given by the event administrator. This disqualification is necessary due to a potential unfair advantage which might occur from learning the event topic.

No reference materials, visual aids, or electronic devices (cell phones, tablets, etc.) may be brought to or used during the preparation or performance; if found, any such items will be given to the event administrators to hold until the members complete their performance. **Magazines, books, playing cards, and other printed items not related to the event’s content are allowed in the holding room.**”

Individuals in sequester rooms are strongly encouraged to bring something to keep them occupied as they will not have access to their electronic devices. If a team, by random draw, presents near the end of the group, it is conceivable that students could be in sequester for several hours. Since the performances are open to spectators, the purpose of the sequester is to make sure no individual/group has an unfair advantage by learning of the topic observed by others during the presentation and then communicated to them by electronic device or in person before it is his/her/their time to prepare and perform.

The events that will have sequester rooms:

- a. Banking & Financial Systems (final round/performances)
- b. Client Service (preliminary and final rounds/performances)
- c. Entrepreneurship (final round/performances)
- d. Global Business (final round/performances)
- e. Hospitality Management (final round/performances)
- f. Impromptu Speaking (preliminary and final rounds/performances)
- g. Management Decision Making (final round/performances)
- h. Management Information Systems (final round/performances)
- i. Marketing (final round/performances)
- j. Network Design (final round/performances)
- k. Parliamentary Procedure (final round/performances)
- l. Sports and Entertainment Management (final round/performances)

9. Business attire and name badges are required of all competitors.

10. There is a “lateness policy” written into the guidelines of the competitive events. This is an example of the lateness policy in one of the sequestered events:

“Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room. If the team no longer has the required number of members, the team will not be allowed to substitute other participants, and the team will be disqualified. The team will not receive any additional instructions from the event administrators. This disqualification is necessary due to a potential unfair advantage which might occur from learning the event topic.”

This is an example of the lateness policy written into the guidelines of an individual online objective test:

“If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.”

11. All performance events (except those with interviews) are open to spectators. This is a great opportunity to learn about the operation of an event that you may want to be involved in during future conferences.

Education Workshops

12. There will be multiple educational workshops available for participation on Monday and Tuesday. Check the conference app for detailed information about the workshop titles and descriptions.

Meals

13. Check the conference app for times and locations of meal functions. For those with meal cards (Plan A or additional meals purchased), meal tickets MUST be presented in order to enter the dining hall. Business attire is required at nearly all meal functions for admittance. There will be dress code checkers at the doors to ensure compliance with the dress code.

Sunday Activities

14. Hershey Park tickets will be able to be pre-ordered for Sunday, April 7. Check with your adviser.
15. On Sunday night, there will be two sessions in which students may participate; check the conference app for more details:
- Crazy Bingo
 - Zumba
16. Snack shops and gift shops are available at the conference site and in most of the overflow hotels.
17. The official PA FBLA state pin and other Pennsylvania pins will be available for sale for \$5 each. All proceeds from the sale of pins will benefit the William Selden Scholarship Fund.

Dress Code

PA FBLA members and advisers should develop an awareness of the image one's appearance projects. 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.

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all SLC general sessions, exhibits, meetings, and workshops, and other activities unless otherwise stated in the conference program app.

Permitted for Gentlemen

- Business suit with collared dress shirt, and necktie/bow tie or
- Blazer, dress slacks, collared shirt, and necktie/bow tie or
- Dress slacks, collared shirt, and necktie/bow tie.
- Dress shoes/dress boots and socks.

Permitted for Ladies

- Business suit with blouse or
- Blazer with blouse or
- Skirt or dress slacks with blouse or

- Business dress
- Dress shoes/dress boots.
- *The length of ladies' dresses, skirts, etc. shall be no shorter than 1 inch above the top of the ladies' knees.*

Not Permitted for Ladies and Gentlemen

- Jewelry in visible body piercing, other than ears.
- Denim or flannel clothing of any kind.
- Shorts.
- Athletic clothing.
- Leggings or graphic design hosiery/tights.
- Skin tight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses.
- Swimwear.
- Flip flops or casual sandals.
- Athletic shoes.
- Industrial work shoes.
- Hiking boots.
- Boat shoes.
- Any canvas or fabric shoes.
- Hats.
- Clothing with printing that is suggestive, obscene, or promotes illegal substances.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Casual attire is acceptable for specific functions as listed in the program or during times when not attending specific conference functions. Casual attire may be worn to all social events.

New fashion trends may be in style, but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is doubt, select something else to wear. Be a professional.

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser for guidance. Advisers should seek the guidance of the PA FBLA Executive Director and state staff if uncertain.

**Stations will be set up outside the Great American Hall, in the Cocoa Lobby, Confection Hall Lobby, in the main lobby of Hotel Hershey, the Harvest Building, and at various locations throughout the convention center for verification of the length of dresses, skirts, etc.*

****All delegates are permitted to wear casual attire to lunch on Monday.** Business attire must be worn for all other meals served at the Hershey Lodge and the Hotel Hershey.

The Tuesday evening dinner and awards session is considered to be semi-formal. Females may wish to wear long gowns, but it is not mandatory. Males should wear coat and tie.

New fashion trends may be in style, but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional.

Awards Session

18. 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. Members 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.
19. During the Awards Session, all events will be announced in random order.
20. As a courtesy to all conference attendees, 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), ringers must be turned off. Be considerate and respectful of those around you. Avoid high-tech interruptions at the most inappropriate moments.
21. The Awards Session will be streamed live on the Internet. Share the following link with your family, friends, and supporters in case they want to watch: <http://www.thinkcybis.com/pafbla-live/>

Hotel Property Policies

22. All hotel rooms at PA FBLA functions are property of the hotel and PA FBLA—not the individual(s) and/or school district(s)—and may be searched at any time for suspected violation of the Delegate Code of Conduct at the request of a PA FBLA staff member or student's/students' adviser.
23. Damages to any property or furnishings in the hotel or convention center, any items taken from guest rooms in the hotel, or any disrespect shown to other hotel guests will result in the student and his/her parents/guardians or the chapter being held financially responsible for any associated costs. All guest rooms, when vacated, are checked by housekeeping for damages and theft.
24. Making fraudulent emergency calls to 911 is a felony. The Hershey Lodge, Hotel Hershey, and all overflow hotels consider this a criminal offense. Individuals will be prosecuted. Any expenses incurred as a result of this action will be billed to your individual school district.

Curfew Information

25. All student delegates are required to observe the curfew hours set forth in the conference program. Sunday curfew – 11:00p; Monday and Tuesday curfew—12:00 midnight.
26. Please provide your parents or guardians with the main conference hotel phone number in case they need to get in contact with you. The hotel information is:

Hershey Lodge & Convention Center
Hershey, PA 17033
717.533.3311

Please copy and distribute to your FBLA members attending the State Leadership Conference.