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**DATE:** March 2, 2020  
**TO:** All MN Business Professionals of America Chapter Advisors  
**FROM:** Jackie Schiller, Executive Director  
**RE:** National Leadership Conference

The 2020 National Leadership Conference, National Harbor, MD, May 6-10, 2020 will be upon us quickly after the State Spring Leadership Conference. Enclosed is the necessary information for you to register. You must observe the deadline date of **FRIDAY, MARCH 20, 2020 NO LATER THAN 5:00 PM**. It is imperative that you adhere to this date so we can fulfill the deadline for you to be properly registered and make certain that rooms are available at the AC Hotel. You will notice that the national website indicates that registration is accepted until April 1. **Minnesota's deadline is still the 20TH!**

**PLEASE UTILIZE THE ADVANCEMENT TOOL**

**Deadline to confirm events or decline via the bump up tool is 5 pm, Thursday, March 12!**

Please honor this deadline. It is only fair to the next competitor in line to be able to make timely arrangements. The online "bump up tool" within our MN registration system is the tool you will use to accept and/or decline student competition spots. The system will notify the next eligible competitor's advisor when a spot becomes available.

- FIRST STEP:** You must complete online registration and online hotel lodging request via national online system. [www.registtermychapter.com/bpamem/login](http://www.registtermychapter.com/bpamem/login) BE SURE TO **SUBMIT THIS!!**
- Please have names of students and/or advisors that are lodging together from other chapters for when you do your room selection.
- IF YOU ARE HOPING TO HAVE MN BPA FIND ROOM MATES:** You need to request a room for your attendees **even** if you are hoping to have MN BPA find additional room mates to add to your room. It is important that you assume the worst that there will NOT be anyone to share with. Jackie will sort thru these details and cancel any duplicates.
- OR if you already know who is sharing:** one of the two-chapter advisors **must** be certain to request the lodging room. It will say "these students have not been placed in a room" but will allow you to continue with the registration process.
- If your school is sharing all students with another school, i.e, not making any reservations under their school, they will just need to click on Step: 2 and then delete reservation and list the school name they are sharing with. This will avoid the duplications. **BUT ONLY DO THIS IF YOU KNOW FOR FACT THAT THEY ARE SHARING – NO ASSUMPTIONS PLEASE.**
- Deposit and all room charges will be paid by MN BPA on our chapters' behalf. **Hotel will generate a link for you to provide credit card info - but you will not complete or provide. MN BPA is making the payments on our chapters' behalf. DO NOT SEND DEPOSIT.**
- NEXT STEP IS REGISTER WITH MN BPA:** Access our MN BPA Registration Site (same site as state) & complete the contest registration, room list, shirt size etc. Please be sure to **submit** this data. An invoice will be generated for your housing & fees that are due to MN BPA – this does not include the actual conference registration that you have an invoice from Step 1 Nationals.

**When advisors submit for rooms - tips for how to add attendees from another chapter to your room:**

1. If the chapter is not making any of their own reservations, i.e., they are sharing with another school for each and every room, then they must determine who is responsible for the reservation. Then, the school not making any will click the "Reservation" button on Step: 2, then Delete Reservation and note the school they are sharing with. The school making the reservations for the other school will click on Step: 2, then Add Additional Individual. This will allow them to manually enter the names of the students not in their chapter. They will then assign the students to rooms as needed.
2. If the chapter is making some of their own reservations, but some students are sharing with another chapter, they will make the needed reservations and simply leave the students rooming with another chapter off of their list. Then, the school making the reservations for the other school will click on Step: 2, then Add Additional Individual. This will allow them to manually enter the names of the students not in their chapter. They will then assign the students to rooms as needed.

**PAYMENT WILL BE SUBMITTED AS FOLLOWS**

\*\*National BPA – Registration Fee and Tour Amount (generated from your online invoice when you submit conference registration.

\*\*MN BPA – Payment for Minnesota Package and Hotel calculated from the invoice generated from our conference registration site (just like State Conference).

If you have any questions, please feel free to contact Jackie at (612) 805-4839.

**HOTEL**

During the National Conference, the Minnesota delegation is assigned to the following property:

AC Hotel National Harbor  
156 Waterfront Street  
National Harbor, MD 20745  
301-749-2299

Please submit your hotel accommodations on the national website to list your housing in the room configurations you desire. **We encourage you to house your students in quad lodging.**

***Housing reservations must be submitted via the BPA NLC Conference Registration System. All registered Students and Advisors are required to stay at an official property. Failure to comply will result in disqualification. Minnesota is assigned to the AC Hotel.***

**IF YOU KNOW WHO YOU ARE SHARING ACCOMODATIONS WITH (OTHER CHAPTERS)**

If you would like your students or you housed with another advisor or school, **please check with the other school advisor to obtain their permission.** Make sure you have informed the advisor from the other school, so they indicate in the same manner on their housing forms. If you are sharing and have the room filled with occupants, decide which advisor will request the rooms on the MN form.

**IF YOU DON'T KNOW WHO YOU ARE SHARING ACCOMODATIONS WITH (OTHER CHAPTERS) BUT ARE REQUESTING ROOM MATES**

If your housing **wishes** do not meet the type of housing requested and you do not have another school to fill the space remaining in each of your rooms, please contact Jackie with room needs. **But be certain**

**to put in for rooms in the online National System.** Jackie will then attempt to match up room mates whenever possible. You will be notified thereafter if the state association is successful at combining rooms and finding room mates for you.

- If you do not wish to have others added to your room, you must pay for those exact room types/registration packages.
- If you wish to deviate from the conference 4-day package, Wednesday – Sunday lodging, you must pay for exact type of package you are requesting.

***As Per National Policy – students and advisors may NOT share rooms unless the student is a child of the advisor. All attendees must use the hotel property their state is assigned to. (AC Hotel).***

***The State Association will NOT absorb the expense of any rooms we are unable to find roommates for. But we will assist to assign and secure requested roommates but ultimately, if there is not a roommate available it will be up to the local chapter to cover the expenses incurred.***

### **COSTS OF ADDITIONAL NIGHTS**

If your delegation would like extra nights lodging at the AC (upon availability) for prior or following the conference, the following rate applies (tax & occupancy fees included):

Single/Double/Triple/Quad (any room type)      \$311.52 per room per night

If there are not rooms available at the AC Hotel, you will be notified through Jackie & the National Center with alternative accommodations. There is only a small block reserved prior to the conference – so if you are planning to arrive early into National Harbor, it is critical that you register and submit rooms immediately upon conclusion of SLC as there are limited rooms available for early arrival – it will sell out.

**YOU ARE ENCOURAGED TO GET YOUR REGISTRATION THROUGH THE NATIONAL CENTER SITE AS EARLY AS POSSIBLE TO AVOID HAVING THE HOTEL SOLD OUT. DO NOT WAIT!**

**PLEASE NOTE:** If your delegation is staying **extra nights** at the AC Hotel, **it is your responsibility to pay for entire rooms required.** Only during the actual conference will we attempt to fill vacancies with others from our state. If Jackie has some other chapter you can share the expense with, she will let you know.

### **COSTS**

Costs stated below are separated for your convenience from your conference registration fee & transportation needs. You will pay lodging, insurance, Minnesota items e.g. conference t-shirt and all taxes to “Minnesota Business Professionals of America”.

### **ADVISORS & STUDENTS**

Costs include: four (4) nights lodging; state exchange pins, state association fees, awards ceremony promo item, conference T-shirt and all taxes. This is a MN BPA Board decision to have Minnesota register through the State Office. Your conference registration fee and tours is a separate expense that you will pay directly to National BPA

- ⇒ Single Lodging Accommodations Package (1 to room)      \$1,310.00 per person
- ⇒ Twin Lodging Accommodations Package (2 to room)      \$685.00 per person
- ⇒ Triple Lodging Accommodations Package (3 to room)      \$480.00 per person
- ⇒ Quad Lodging Accommodations Package (4 to room)      \$375.00 per person

### **OTHER GUESTS/ATTENDEES**

These package rates assume that the special registrations or children are staying with your existing housing. They must also pay their portion of the room rate based upon the number of occupants in a room. All attendees must be registered with the hotel.

**Remember, Registration fee will be paid directly to National BPA and housing \$ will be sent to MN BPA.**

⇒ Single Guest Lodging Accommodations Package	\$1,247.00 per person
⇒ Twin Guest Lodging Accommodations Package	\$624.00 per person
⇒ Triple Guest Lodging Accommodations Package	\$416.00 per person
⇒ Quad Guest Lodging Accommodations Package	\$312.00 per person

### **STATE ASSOCIATION FEE**

This year, the Board of Directors decided to once again provide a package plan to the Minnesota delegation that covers all misc. charges EXCEPT CONFERENCE REGISTRATION & TOURS. This package plan includes a state association fee to cover the costs involved for our state to participate at the National Conference. These costs include such things as special mailings, postage, materials, and exchange trading pins that all students and advisors will receive, the awards ceremony light up item, a conference T-shirt, medals for our Minnesota Torch recipients, etc. This fee is not built into spouses/children who attend NLC and therefore spouses/children will not receive the shirts or pins, etc.

### **WHO MAY ATTEND**

ALL students and advisors attending must be members of National Business Professionals of America. If competitors, students must have been a paid member no later than February 15 - NO EXCEPTIONS. Those eligible to attend the 2020 National Leadership Conference are listed below in order of priority as allowed by National Business Professionals of America:

- ⇒ A state winner in one of the national competitive events or a division representative for the state's competitive events program.
- ⇒ A local, regional or state officer.
- ⇒ A national voting delegate representing the state association.
- ⇒ A state association representative actively involved in the campaign of a candidate running for national office.
- ⇒ A national officer candidate.
- ⇒ An Ambassador Torch Award recipient.
- ⇒ Actively involved in the NLC in a manner, which is purposefully planned by the member and advisor.

As noted above, students do not have to be entered in a competitive event to attend the National Leadership Conference. All students attending the NLC must be accompanied by their Advisor (or designated Advisor).

### **WHO MAY COMPETE - State Winners as follows:**

Please consult the Workplace Skills Assessment Guide for the number of qualifiers from the state level that will advance to NLC.

## **ALL COMPETITION SPOTS MUST BE ACCEPTED OR DECLINED BY MARCH 12<sup>TH</sup>**

**IMPORTANT ... IF YOU HAVE A STUDENT WHO HAS QUALIFIED TO COMPETE NLC WHO IS NOT GOING TO ATTEND, PLEASE USE THE **ADVANCEMENT TOOL** IN OUR STATE ONLINE SYSTEM TO DECLINE COMPETITION SPOT - BY DECLINING IN THE SYSTEM, THE ADVISOR OF NEXT COMPETITOR WILL BE NOTIFIED OF THE SPOT BEING AVAILABLE. ALL SPOTS MUST BE ACCEPTED OR DECLINED NO LATER THAN **5 PM ON MARCH 12TH.****

### **CHAPERONE RATIO**

The chaperone ratio for NLC is based on a ratio of ten delegates to one advisor/chaperone at the Secondary Level. Advisors sending students without the local advisor must furnish the State Advisor/Executive Director with a letter authorizing another designated advisor to accept the responsibility for the student. Advisors accepting responsibility for students from another school must likewise submit a letter to the State Advisor/Executive Director indicating that they are accepting this responsibility. These two letters **MUST** be forwarded with the NLC registration materials to the State Office. It is the chapter advisor's responsibility to find a chaperone for the student(s) if he/she is not attending the Conference.

### **REFUND POLICY**

As in the past years, we will adhere to the following cancellation policy for the 2019 National Leadership Conference, which is National Business Professionals of America policy. Please send a copy of form **(found on the national website)** to National BPA to receive eligible refunds on the registration portion. Please also send a copy to Jackie. Because the State Association is paying hotel on behalf of all MN Delegates, the refund *(if eligible)* will come directly from Minnesota Business Professionals of America for the hotel portion.

### **ADVISOR COMMITMENT**

Each year National Business Professionals of America requires that we supply advisors to proctor & assist with the operation of competitive events. All advisors are required to proctor. When you register your chapter online you will sign up for an event at that time (based upon availability). If you really want a specific event, make sure to go online and register early! **ALL ADVISORS ARE REQUIRED TO ADMINISTER OR PROCTOR AN EVENT – sign up on the national website when you register.**

### **STATE MEETING**

The secondary division will hold its state meeting on Wednesday evening, May 6 at 6:30 pm at the AC Hotel. MN Torch Recipients will be recognized at this meeting! At this meeting you will receive your state association trading pins, MN BPA t-shirts, and be briefed on any important announcement and updates. This is mandatory for all attending the National Conference and should only last 1/2 hour.

### **TOUR TICKETS AVAILABLE**

Tour tickets are purchased/ordered when you submit your online registration – this amount is part of the invoice that will be sent from the national office via email for your registration fees & tours. Submit this amount directly to National BPA as per the invoice you receive.

### **REGISTRATION DEADLINE**

All registration must be input on the national website no later than 5 pm on **Wednesday, March 20, 2020.** Please adhere to this date due to the State Office's deadline to meet turnaround and combine housing. Return the various forms required by Minnesota BPA via email attachment. **You must also have completed the online registration process and submitted for your housing by this time.**

**DEADLINE: 5:00 PM FRIDAY, MARCH 20, 2020**

**WHERE TO SEND PAYMENT**

**Submit Conference Registration & Tour Payment as per email invoice sent to you:**

Business Professionals of America  
P.O. Box 729  
Westerville, OH 43086

**Submit Housing Package Fee Payment from invoice generated from our state registration system (payment needs to arrive PRIOR to NLC):**

MN Business Professionals of America  
21576 NE Pickerel Lake Drive  
Detroit Lakes, MN 56501