

FBLA STATE CONFERENCE INFORMATION:

Eccles Conference Center	2415 Washington Blvd (800) 337-2690 (801) 395-3200
Marriott Hotel	247 24th Street (801) 627-1190
Ben Lomond Hotel	2510 Washington Blvd. (801) 627-1900
Comfort Inn	2250 South 1200 West (801) 621-2545
Holiday Inn Express	2245 South 1200 West (801-392-5000
Hampton Inn	2401 Washington Blvd. (801) 394-9400

Driving Directions:

Please remember when planning your time:

Traffic from 4-6 pm going north from about 45th South to Centerville will be very slow.

Traffic from 7-8:30 am will be very slow going north from Provo to downtown SLC.

Driving north on I-15, take the Ogden 24th Street Exit 342. Go east on 24th Street.

1. The Marriott Hotel will be on the south (right) side between Lincoln and Grant Ave.
2. The Conference Center side entrance is on the corner of Washington Blvd. and 24th Street
3. The Hampton Inn is on the corner of 24th & Washington Blvd. There is an entrance on Washington Blvd.
4. The Ben Lomond Hotel – go to Washington Blvd. and turn right. Go south 1 block. It is on the southeast corner of Washington and 25th Street

Driving north on I-15 to the Comfort Inn and the Holiday Inn Express—stay on I-15 to the Ogden 21st Street Exit 343. You will see the hotels just off the freeway on the right side.

5. To go from the Comfort Inn/Holiday Inn to the Conference Center—stay on 21st street to Wall Avenue. Turn right (south) on Wall Ave. and then turn left (east) on 24th street. (see direction 2)

Driving south on I-15, take the Ogden 21st street Exit 343 (there is not an exit on 24th street driving south) Follow direction 5.

Parking

1. If staying at the Comfort Inn, Holiday Inn Express, and Marriott, you should have no trouble parking in their parking lots.
2. At the Ben Lomond Hotel, park in the lot on the south of the entrance
3. At the Conference Center and Hampton Inn, if you are in a van or car, you can park in the “monthly lot” on 24th and Kiesel. Just tell them you are with FBLA.
4. You can also park in the free lot across 24th street at the Junction.
5. If you are on a bus, drop the students off and park the bus in the Marriott lot (about 2 blocks west of the center) There may be some spots in front of the Conference Center on Washington Blvd.

Check-in is 3 p.m. at all hotels except Ben Lomond. Their check-in times is 4 pm unless you call ahead. Advisers will check in at the front desk and pick up key packets.

Check-out at the Marriott, Hampton Inn and Ben Lomond is 12 noon. Check out for Holiday Inn and Comfort Inn is 11 am. Notify the front desk that your room is vacant and turn in your keys. You are to pay for all incidentals at checkout. You will be charged if you are not out of the room by 12 noon. If you do not have a bus to put your luggage in, there will be designated storage rooms at the Conference Center.

Conference Registration: Registration will be in the hall in front of Ballroom 3 on the street level. Advisers should pick up the packets for their chapters. You will need to designate your voting delegates and Battle of the Chapters team at this time. (see flyer) Registration Times: 7:30-8:30 pm, March 31; 7:15-7:45 am, April 1.

Activity Release Form Remember to bring an Activity Release Form with you for every person attending the conference, including advisers and chaperones. They are for your reference in case of emergencies. The insurance number and permission for treatment is important. If you mailed yours, they will be in your conference packet.

Practice Room for Projects I have arranged for a practice time Monday night for projects. The room reserved for this is 101. Sign up on the list attached to the door. This may not be the same room you will be using, but you will have an idea of how the room will be set up.

March of Dimes The FBLA State Officers are having a **Dimes War** competition between the regions. All funds raised will be donated to March of Dimes.

Battle of the Chapters There will be a Battle of the Chapters on Wednesday after the events are completed, before the Awards Program. Each chapter can have a team of 4 and will compete against other chapters in their knowledge of FBLA, its history, events, etc. Prizes will be awarded to winners. (See Flyer)

Event Procedures: To help your members with their events, be sure they have a copy of the guidelines immediately so they will know what to study and how the event is administered. These can be downloaded from the national site. FBLA-PBL.org Changes from the guideline procedures and our state procedures are indicated in the registration packet.

We follow most national procedures except FBL has only one interview and Business Ethics will have only one performance round. Top ten is determined by test scores; the finalists must sign up for a time for the final round.

Finalists for Job Interview and Emerging Business Issues will be posted after the preliminary round and students must sign up times for the final round.

Only the top five (5) teams in Network Design will perform. Places 6-10 will be determined by test scores.

The following tests are only offered one time. Students should plan their other events around these tests. Banking and Financial Systems, Parliamentary Procedures, Future Business Leader, Global Business, Help Desk, Entrepreneurship, Management Information System, Network Design, Management Decision Making, Desktop Publishing and Business Ethics. All teams will take one (1) test together except Business Ethics and Parliamentary Procedures. For those two tests, the scores will be averaged to determine the top 10.

Finalists will be posted at Conference Headquarters (Ballroom 3) as soon as possible after preliminary events. The finalists must then sign-up for their time for the final round.

Pre-Assigned Performance Times I have attached the pre-assigned times for some preliminary events. Thanks for your conflict lists. Hopefully I resolved most conflicts as I prepared this schedule. If your student still has a conflict, please trade with someone and then notify me by email, phone or fax by March 28—NO LATER!!! THIS MUST BE DONE BEFORE THE CONFERENCE!

Event Coordinator Assignments for advisers and chaperones are enclosed in this mailing. If you have a conflict, please trade with someone and notify me by email, phone or fax of the change by March 28. **We must have your help to make this conference work.** Please report at the time indicated to prepare for the event. Thank you for your help!!!!

Dress Code Remind your students of the **FBLA-PBL Dress Code**. Students will not be allowed into events or the general sessions if they are not in proper dress. Dress will be checked before they will be allowed on stage at the awards ceremonies to receive their awards. We need your help in monitoring this. Don't make the Event Administrators be the bad guys!!!! (Oh, that is you.)

Schedule I have enclosed the "schedule" portion of the program. Please check it over for times prior to the conference. This will help your students organize their time.

HOLDING ROOMS Please remind your students in Impromptu, Client Services, Banking and Financial Systems, Global Business, Management Information Systems, Parliamentary Procedures, Entrepreneurship, Network Design, Management Decision Making, Management Concepts, and Business Ethics that **THEY MUST BE IN A HOLDING ROOM UNTIL THEIR PERFORMANCE. STUDENTS OR TEAMS WHO ARE NOT THERE AT THE DESIGNATED TIME WILL BE DISQUALIFIED.** (Have them bring some cards or something to read)

Interview Events - Future Business Leader and Job Interview Remember to bring your resumes and letters of application to turn in at the time of your written test and/or application. See event and registration guidelines for instructions on preparing the resume packet. Use file folders—not mailing envelopes. Be sure they are labeled.

Calculators We will provide basic calculators for those tests requiring calculators. No memory or graphing calculators are allowed.

Projector and computer will be provided for Web Site, E-business and programming. Wireless Internet will also be available. All other events will require you to provide your own equipment. A screen will be provided for all events where a projector may be used

Awards Program The top ten in each event will be honored. If a student cannot attend, designate a member to accept the award. Dress code will be checked before a participant can go on stage to accept an award.

Conference Packets After the awards program, you may pick up your conference packet with your rating sheets, reports, etc. Be sure you collect this before you leave. They are very expensive to mail.

Activities/Food Attached are flyers from the Junction and Solomon Center. Activities and contact information are provided, as well as group rates. There is also a Megaplex theater. Fast food is available at any of these three centers. There are some nice restaurants on 25th street—within walking distance. A list will be in your registration packet.

National Conference in Atlanta Following the awards program, those qualifying for nationals (1st & 2nd in flex tests and FBL, 1st in team events, job interview, impromptu, public speaking) will meet (short time) for national conference information. Please check with your students before this meeting so you will have an idea as to whether or not they will be able to attend. Airfare is very expensive this year, so the cost will probably be \$750-\$850 for a quad room. (It is about \$200 more for airfare than last year)

Board Openings: There are two openings on the Board for next year. They are for the Northern Region Rep. and the Metro Region Rep. If you are interested, please fill out the application form and email, mail or fax it to me. Or you can drop it off at Conference Headquarters during the conference. It is a 3-year term.

Contact Me: I will arrive at the Conference Center on March 31 by 2 pm to prepare for the conference. If you can't reach me at home after that time, call me at (801) 388-9590.