

## **PBL STATE CONFERENCE INFORMATION:**

**Eccles Conference Center**      **2415 Washington Blvd (800) 337-2690 (801) 395-3200**  
**Marriott Hotel**                **247 24<sup>th</sup> Street (801) 627-1190**  
**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 45<sup>th</sup> South in SLC to Centerville will be very slow.

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

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

- The Marriott Hotel will be on the right (south) side of the street between Lincoln and Grant Ave.
- One Conference Center side entrance is just below Washington Blvd. on 24<sup>th</sup> Street
- The Hampton Inn is connected to the conference center. You can enter from 24<sup>th</sup> St. or Washington.

Driving south on I-15, take the Ogden 21<sup>st</sup> street Exit 343 (there is not an exit on 24<sup>th</sup> street driving south)

- Go east to Washington Blvd.
- Turn right (south) and go to 24<sup>th</sup> & Washington. It is on the right (west) side of the street.

### **Parking**

- At the Conference Center and Hampton Inn, cars and vans can park in the “monthly lot” on Kiesel Ave. (1/2 block west of Washington Blvd. behind the conference center.) Just tell them you are with FBLA or staying at the Hampton Inn. I’m not sure they know “PBL.”
- You can also park in the free lot north across 24<sup>th</sup> street at the Junction.

**Hotel Check-in** is 3 p.m.

**Check-out** at the Marriott, Hampton Inn is 12 noon. You are to pay for all incidentals at checkout.

**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 at this time. Registration Times: 7-8 pm, April 2; 7:00-7:45 am, April 3.

**Activity Release Form** Remember to bring an Activity Release Form with you for every person attending the conference, including advisers and chaperones

**Practice Room for Projects** I have arranged for a practice time Wednesday 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.

**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

- Business Communication participants must take the writing exercise portion of their test in Flex Text 1, 2, 3, or 4. The objective test can be taken in Flex Test 1, 2, 3, 4, 5, or 6. They MUST complete both portions.
- **Interview Events - Future Business Executive, Future Business Teacher and Job Interview** -- Remember to bring your resumes and letters of application to turn in at the time of your application. See event and registration guidelines for instructions on preparing the resume packet.

P.O. Box 150322 – Ogden, UT 84415  
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[utah-fbla-pbl.org](http://utah-fbla-pbl.org)  
[fbla-pbl.org](http://fbla-pbl.org)

(801) 479-8927 (p)  
**(801) 476-0301 (fax)**

- **All performance events will have only finals this year.** Qualifying teams which plan to attend nationals will be able to take a practice test after the conference. Advisers will make the arrangements.
- **Event Sign-up** All performance events will require the teams to sign up for their performance times. Sign-up sheets will be available Wednesday night and Thursday morning prior to the opening session. Because many events have only 2 or 3 teams, the times are not too flexible. **DO NOT SIGN UP IF YOU CAN'T MAKE THE TIME SCHEDULE.**

**Event Coordinator Assignments** for advisers will be emailed. Most of the duties are for timers. There will be breaks between most events. There will not be any spectators for events this year.

**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.

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

**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 they score 50% or higher. Students must be in dress code.

**Conference Packets** After the awards program, please pick up your conference packet with your rating sheets, reports, etc. They are very expensive to mail.

**Activities/Food** In another email, I will send flyers from the Junction and Solomon Center. Activities and contact information are provided, as well as group rates. There is also a Megaplex theater next to the these centers. Fast food is available at any of these three centers. Do not bring food into the ConferenceCenter. There are some nice restaurants on 25<sup>th</sup> street—within walking distance. A list will be in your registration packet.

**National Conference in Atlanta** Following the awards program, those qualifying for nationals (1<sup>st</sup> & 2<sup>nd</sup> in all events) will meet for national conference information. Students may compete in 2 events.

**Board Openings:** There is an opening on the Board for next year to replace Todd Wentz. 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 need to talk with me, call at (801) 388-9590.

## **Procedures for Events—Please copy this for all your participants**

We have had to make many changes in procedures this year in order to try to complete all the events in one day as requested by many advisers so students did not have to miss two days of school..

- Two flex text sessions will be offered on Wednesday evening—Flex Test 1 and Flex Test 2--for those who can come early. (Beginning at 6:30 pm)
- Only finals will be offered in performance events.
- Participants in performance events must sign up for their event times at conference headquarters beginning Wednesday at 6 pm until Thursday at 7:45 am. Available times will be first-come, first-served. Times are limited because of the small number of teams in each event. Do not sign up for a time if your schedule will not allow you to meet that commitment.
- ***When participants sign up for events, they will be given a prep time as well as a performance time. They MUST be at the prep room on time and at the performance room on time or be disqualified.***
- ***An event administrator will give the participant(s) their case(s) for preparation, but the participant(s) will be responsible for the time commitments. When the prep time is over, they are to go to the performance room and wait at the door until it is opened by the timer.***
- At this conference, there will be no written tests for performance events to determine the top 10. Those teams who qualify for and plan to attend nationals based on their performance will be able to take the test at their school after the conference as practice for the national conference. Advisers will make arrangements for the tests.
- There will be no holding rooms, so participants must be careful not to disclose information about events to other participants. (Members will be in holding rooms at nationals.)
- No participants may observe events.
- Business Communication participants need to take a writing exercise in Flex Sessions 1, 2, 3, or 4 and the objective test in Flex Sessions 1, 2, 3, 4, 5, or 6. Both tests must be taken or the participant will be disqualified.
- Desktop Publishing Team Test can be taken in Flex Test 1, 2, 3, 4, 5, or 6. Both members of the team must be in the same session since it is a team test.
- A participant or team must score at least 50% on a test to be recognized as a winner at the awards program.
- Participants may only take those tests for which they are registered prior to the conference.
- Participants may begin a test at any time during a flex test session, but the time does not extend beyond the test block ending time—in other words, they may take two (2) or more tests during the same testing session, but they will not be given additional time to finish any tests.
- Interview Events - Future Business Executive, Future Business Teacher and Job Interview -- Remember to bring your resumes and letters of application to turn in at the time of your application. See event and registration guidelines for instructions on preparing the resume packet.