

You Are Invited

UTAH FBLA & PBL FALL LEADERSHIP CONFERENCE

Where: Provo Marriott
101 West 100 North
Provo, UT 84601

When: November 15-16, 2007

Cost: Registration \$25 Late Registration \$35
Room \$99 single, double, triple or quad

Registration Deadline: October 15, 2007

Tentative Schedule:

Thursday:	Opening Session	6-7:30 pm
	FBLA Dance	9-11:15 pm
	PBL Activity	TBA
Friday:	Workshops	8-11:50 am
	Lunch	11:50-1:30 pm
	Workshops	1:30-3:20 pm
	Closing Session	3:30-4 pm

All registration will be done online this year—hotel and conference – unless you are registering late. Then you will need to request a form to send by snail mail.

We have lots of workshops for your students and a great keynote speaker.

Remember that all students, advisers, and chaperones must adhere to the attached dress code.

FBLA-PBL State Fall Conference Registration - online:

Log onto: <http://register.utah-fbla-pbl.org/>

The first time you enter this site, click on **Sign-up**

Registration key : **flc2007** Click **Begin**

Fill in the fields on this screen and click **save**

(You may enter this registration again to make changes by entering this username and password)

Now login using your user name and password

Click the **students** tab

Enter your member names where it says **add entry** Click **Add**

(ALL THOSE YOU REGISTER MUST BE paid members—both state and national dues)

(List students with **last name, first name** Eg **Doe, Jane** That way they will be alphabetized by last name when I print your list)

If you enter someone by mistake, click **Remove**

When you have entered all names, click the **payment** tab. The amount you owe will be figured.

Remember that registration needs to be done online by October 15 and your check should be received by October 20 to avoid late registration costs.

Print the payment receipt by right clicking on the screen and clicking **Print**

Send your check and a copy of the payment receipt to: Nanette Anderson
Utah FBLA-PBL
P.O. Box 150322
Ogden, UT 84415

Until October 15, you can make changes on your registration. After that date, you will need to make all changes and/or late registrations by emailing me ns_anderson@msn.com

Each student/adviser/chaperone must fill out an activity release form. Bring these with you to the conference. Be sure you discuss the dress code with all participants. You must monitor all participants' dress as well as behavior.

FBLA-PBL Hotel Registration - online: (After ***Oct. 15***, rooms reserved on availability basis)

Ligon to the site: <https://resweb.passkey.com/go/fbla>

Search for rooms: fill in ***check in and check out*** dates
Indicate ***number of rooms***
Indicate the ***largest number*** in any of your rooms
Click ***Search Rooms***

Available Rooms/Rates: indicate ***number of rooms*** (yes again)
Click ***Book Now***

Room 1: Indicate number in this room
****ADVISER ROOM**** Enter names for this room

Other rooms: On each room, indicate number in this room
Enter names

All Names Entered: Click ***Save and Continue***

Room 1: Fill in all *information—under Company—list your school
School Address
City, State, Zip Code
Your Email (for confirmation)
Phone

(This information should automatically duplicate on all names)
On each room: Click ***I Agree to the following*** (if you do—if you don't, you can't register)
Copy and paste your email address on each name (we could not get this to duplicate)
Click ***Save and Continue***

Summary: After last room is completed, you should see a summary. You can ***right click to print*** a copy for your records

Check: The total owed is shown on the last page. Send a school check, TC721 form (tax exemption form), and a copy of this page to the Provo Marriott hotel at the address at the top of this document by October 24.

Changes:

If you need to make changes after the deadline or have questions, call **Kristen Forbush**
at 801-370-3533 kforbush@sunstonehotels.com

SEE YOU SOON!!!