# FBLA STATE CONFERENCE

### APRIL 7-8, 2016

**BIRMINGHAM, ALABAMA**

# CONFERENCE REGISTRATION

The registration fee is $50.00 per student, adviser, other chaperons, and guests attending. The state conference registration site will open January 5. Make check payable to Alabama Chapter FBLA and send to the Montgomery Office, along with the Registration Form and other form(s) applicable to your chapter/members’ competitive events. Make every effort to see that this information is correct and complete. Incomplete materials, omitted checks, and incorrect information create additional work and cause the chapter to be charged additional fees. Please keep a copy of all materials sent into the state office.

# HOTEL INFORMATION

Participants will be housed at the Birmingham Sheraton. **It is conference policy that ALL conference attendees (outside of the Jefferson County area) stay at the Birmingham Sheraton in order to keep our meeting facilities cost down**. Please complete the hotel form posted on the state conference registration site for hotel reservations and provide names of occupants for each room requested. This will enable the hotel check-in process to move more rapidly as the rooms will be pre-keyed before arrival. **Rooms must be pre-paid in order to be pre-keyed**. Room rates are $129.00 – single; $129.00 – double; $129.00 – triple; $129.00 – quad**,** $165 – suite.Fax your reservation form to the hotel at (205) 307-3103. Reservations deadline is March 5.

**Check-in time is 3:00 p.m.** Attendees should arrive in conference attire, as there is no guarantee that rooms will be available before this time. Only an adviser may register for the group. Students should remain in the lobby or vehicle while the adviser is checking in. At check-in, advisers may request that telephones be turned off in students’ rooms. Only the adviser may pay the bill. Students should at no time be at the check-in desk. This is for your convenience – time will be saved and the hotel will be better able to serve you. Checkout is at 12:00. The hotel will provide luggage storage for bags and luggage. Everything must be in a bag or luggage. (No loose items such as pillows, blankets, stuffed animals, etc. can be stored by the hotel.)

## LODGING TAX

The attorney general has ruled that the 17.5% lodging tax must be paid. (Subject to change without notice.)

## ATTENDANCE

Any Alabama FBLA member who has paid dues prior to March 1 may attend the state conference.

# VOTING DELEGATES

Each chapter may have two District Voting Delegates and two State Assembly Voting Delegates. Voting delegates will not be permitted to vote unless they are wearing an official voting delegate ribbon as well as their official conference badge. **It is not necessary to send the names of delegates to the State office.** Voting delegates to represent local chapters must be selected from the above listing of students eligible to attend the conference. All voting delegates must attend the voting session on Friday.

# MEETING ATTENDANCE

All conference attendees (students, advisers, and chaperones) are expected to attend scheduled meetings, events, and general sessions. Loitering/gathering in hotel lobby and other areas will not be tolerated during scheduled conference times. **DRESS**

Please remind all **members**, **chaperons**, **parents**, **visitors**, and **advisers** that business attire is required of all conference attendees for all meetings including campaigning and events. Males must wear a tie. No denim is allowed. The only exception to the dress code will be for the March of Dimes mini-walk and entertainment.

**DRESS CODE WILL BE MONITORED IN ALL MEETINGS. PARTICIPANTS NOT MEETING DRESS CODE WILL NOT BE ALLOWED TO ENTER.**

During unscheduled time, Conference attendees are required to dress appropriately. Inappropriate dress includes, but is not limited to: no shoes, house-shoes, tank tops, mid-riff tops, Capri pants, sleepwear, T-shirts with suggestive words or pictures.

# CAMPAIGN DRESS

All campaigners must adhere to the business attire dress code during the entire conference. The only exception will be during the March of Dimes mini-walk and entertainment. No shorts or jeans may be worn at campaign booths.

# CHAPERONS

There must be a chaperon for every eight (8) students or fraction thereof. The adviser should know where the students are at all times and will be responsible for their behavior. Courtesy should be practiced at all times by all attendees. Middle level must have one chaperon for every five (5) students or fraction thereof.

# CONTESTS

Decisions of the judges in all events will be final. Check the program immediately upon arrival for the location for events and competitions.

**WORKSHOPS**

Workshops will be provided on both days of the conference for students and advisers. ***See schedule below.***

# STATE SCHEDULE

Upon arrival, check the official conference program for event locations and times. A tentative program is included in this packet.

# SHOW OFF YOUR CHAPTER

Display your chapter’s accomplishments this year on a picture board (maximum size 28” X 22”, tri-board). Turn in at headquarters when you register. Claim your board after the closing session on Friday. Take time to show off all the hard work your chapter has done throughout the year.

**FBLA BANNERS FOR BABIES**

Proudly display your chapter’s FBLA banner or sign in the Atrium of the Birmingham Sheraton Hotel during the State Leadership Conference. Signs and banners must have loops or grommets to hang from. Complete the form and mail it, along with a $25.00 donation to the March of Dimes (make checks payable to Alabama FBLA), to the state office with your state registration materials. **Bring your banner or sign to the registration desk at the conference**. Make sure your chapter name is on the banner so that it can be returned to you after the conference.

**KEYNOTE SPEAKER**

We are in contract negotiations with a very exciting keynote speaker. More information to come!

TENTATIVE WORKSHOP AGENDA – Thursday, April 7, 2016

|  |  |  |
| --- | --- | --- |
| TITLE | TIME | LOCATION |
| TBA | 11:00 a.m. | TBA |
| TBA | 11:00 a.m. | TBA |
| TBA | 1:00 p.m. | TBA |
| TBA | 1:00 p.m. | TBA |
| TBA | 2:00 p.m. | TBA |
| TBA | 2:00 p.m. | TBA |
| TBA | 3:00 p.m. | TBA  |
| TBA | 3:00 p.m. | TBA  |
| TBA | 4:00 p.m. | TBA  |
| TBA | 4:00 p.m. | TBA  |

TENTATIVE WORKSHOP AGENDA – Friday, April 8, 2016

|  |  |  |
| --- | --- | --- |
| TITLE | TIME | LOCATION |
| TBA | 9:00 a.m. | TBA |
| TBA | 9:00 a.m. | TBA |

**All students are expected to attend workshops when not in competition.**

**FBLA BANNERS FOR BABIES**

***A Partnership with the March of Dimes***

Proudly display your chapter’s FBLA banner or sign in the Atrium of the Birmingham Sheraton Hotel during the State Leadership Conference. Signs and banners must have loops or grommets to hang from.

$25.00 donation to the March of Dimes (make checks payable to Alabama FBLA)

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Be sure to put your chapter’s name on your banner.*

**Mail this form, along with a check for $25.00 to the Montgomery office with your state registration materials.**

**You may submit your form online at** [**https://alabamafblapbl.wufoo.com/forms/rvmxc2x0xnvz6i/**](https://alabamafblapbl.wufoo.com/forms/rvmxc2x0xnvz6i/)

**Bring your banner or sign to the registration desk at the State Leadership Conference.**

**DO NOT SEND YOUR BANNER TO THE OFFICE.**

**Mail to banner registration form and check to:**

**Alabama FBLA**

**Attn: Lisa Weeks**

**P.O. Box 302101**

**Montgomery, AL 36130-2101**



## SHERATON BIRMINGHAM HOTEL

2101 Richard Arrington Jr. Blvd., North - Birmingham, Alabama  35203 - Fax (205) 307-3103

*SHERATON BIRMINGHAM HOTEL IS PLEASED TO HOST:*

#### FBLA-PBL 2015 ALABAMA STATE CONVENTION

APRIL 7-8, 2016

To secure a reservation, this form must be received by our reservation department by March 5, 2016. Requests received after this date will be accepted based on room and rate availability. RESERVATION REQUESTS MUST BE ACCOMPANIED BY FULL PRE-PAYMENT FOR ALL ROOMS PLUS 17.5% FEE IN LIEU OF TAX PER ROOM. YOUR DEPOSIT WILL BE CHARGED AT THE TIME THE RESERVATION IS MADE.

**Room Type Preference:**   Single        Double     Triple       Quadruple      Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[    ] Deluxe Guest Room 2 beds        **$129.00**       **$129.00       $129.00       $129.00**  [    ]   Request ADA compliant room

(1 king bed).

[    ] Deluxe Guest Room 1 king bed $**129.00**       **$129.00       $129.00       $129.00**  [    ] Bus parking ($25.00 per night).

Room type request will be noted and we will try to accommodate at check-in.

School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Departure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security Code: \_\_\_\_\_\_\_\_\_

E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  [   ]  **Please charge full pre-payment for all rooms plus 17.5% fee in lieu of tax to the credit card listed above.**

I understand that I am liable for one night’s room rate plus 17.5% fee in lieu of tax (per room) which will be covered by my deposit in the event that I do not arrive, cancel less than **72** hours prior to arrival, or depart earlier than scheduled.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF CREDIT CARD HOLDER

* **CHECK-IN TIME AFTER 3:00 P.M. CHECK-OUT TIME IS 12 NOON.** Fee in lieu of tax is subject to change.
* **Cancellation of reservation must be made at least 72 HOURS prior to arrival to avoid forfeiture of deposit. Ask for and retain cancellation number until you receive refund of deposit. Please forward modifications to reservations at least 15 days prior to arrival.**
* All hotel accounts are subject to credit arrangements at time of registration and payable at departure.
* Parking for all hotel guests is **$12.00** per day, allowing for unlimited access to the deck. Parking fees are added to the guest hotel bill daily. Valet parking is available at a cost of **$20.00** per day.
* Luggage and bell service is located in the hotel lobby at the Guest Services Desk.

 For additional information or assistance please call 1-800-325-3535

**Credit cards accepted: MasterCard, Visa, American Express, Carte Blanche/Diners Club, Discover, JCB**

Directions: Exit 22nd Street on I-20/59 East or West.  Hotel located on the corner of 9th Avenue North and Richard Arrington Jr. Boulevard North

#### FBLA-PBL 2015 ALABAMA STATE CONVENTION

APRIL 7-8, 2016

**INSTRUCTIONS:**

1. **PLEASE FILL IN EACH ATTENDEES NAME AND THE ROOM ASSIGNMENT. ONLY 4 PEOPLE PER ROOM ARE ALLOWED PER THE FIRE MARSHALL. DOUBLES WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS. KING ROOMS ARE THE ONLY ROOMS ALLOWED TO HAVE A ROLL AWAY BED (ONE ROLL AWAY PER ROOM AT A COST OF $25 PER DAY)**
2. **UPON ARRIVAL, ONLY ADVISERS ARE TO COME TO THE HOTEL DESK FOR THE KEYS. PLEASE DO NOT UNLOAD THE BUS UNTIL KEYS HAVE BEEN DISTRIBUTED.**
3. **PLEASE PRINT ALL INFORMATION**
4. **FORMS SHOULD BE RECEIVED NO LATER THAN MARCH 5, 2016.**

**RATES PER ROOM, PER NIGHT (INCLUDES 17.5% FEE IN LIEU OF TAX)**

 **SINGLE (1 PERSON) $151.58 DOUBLE (2 PEOPLE) $151.58**

 **TRIPLE (3 PEOPLE) $151.58 QUAD (4 PEOPLE) $151.58**

**SCHOOL NAME:**

|  |  |
| --- | --- |
| ROOM 11)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 41)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ROOM 21)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 51)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ROOM 31)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ROOM 61)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*\*SEND WITH THE FRIST PAGE

\*\*IF YOU NEED ADDITIONAL SHEETS, PLEASE COPY THIS SHEET AND NUMBER THE ROOM ACCORDINGLY.

WHAT IS YOUR APPROXIMATE ARRIVAL TIME? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT IS YOUR MODE OF TRANSPORTATION? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF BUS, HOW MAY BUSES? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Buses will park in the Best Western Parking lot located on the corner of Richard Arrington Jr. Blvd and 22nd street. Directly across from the Alabama Sports Hall of Fame.

\*\*The Sheraton Birmingham Hotel will fax a copy of your invoice and confirmation numbers upon receipt of form and payment.

\*\*\*\*Faxed forms will be accepted if paying by credit card at 205-307-3103.