



State Leadership Conference Guide



February 20-22, 2023

Purpose of the Guidelines

The purpose of the *Conference Guide* is to provide as much information as possible to help prepare students for a successful experience at the State Leadership Conference (SLC).

Important Dates and Deadlines		
DATE	DESCRIPTION	LINK
December 1	State Conference Registration Open	https://www.registermychapter.com/bpa/nm
January 20	Registration Deadline	Forms to be submitted: <ul style="list-style-type: none"> • Advisor Rules and Responsibilities • Activities Verification Form • Abuse Prevention and Reporting Form • Medical/Delegate Form – In possession of the advisor
January 20	State Officer Application DUE	
January 25	Hotel Registration Due	Complete online within the registration site. Send a form of payment to the Hotel in order to secure rooms. If paying by PO a check MUST be received 3 days prior to the event to avoid cancelation of the room or a CC Authorization form must be on file.
January 30 – February 4	Online Testing Window	Objective portion of Events – Only https://www.answerwrite.com/bpa/nm-s
February 6-11		Open Events https://www.answerwrite.com/bpa/nm-s
February 1	All pre-submit event submissions DUE	http://judgespro.registermychapter.com/org/nmstate/conf/jpnm-state/student
February 1	Torch Award Wanda Harriman Scholarship, NM Business Cup	https://nmctso.com/bpa/awardopportunities/

GENERAL GUIDELINES

Attendance Eligibility

All Business Professionals of America members (State and National **dues paid**) are eligible to attend the State Leadership Conference. Each student attending shall be an active member of Business Professionals of America and have the approval of the school administration, chapter advisor, and a parent or guardian unless the student is of legal age.

Forms are to be completed prior to State Conference

All participants:

[Medical/Delegate Form](#)

Advisors/Chaperones:

[Advisor Rules & Responsibility](#)

[Abuse Prevention & Reporting Form](#)

[Activities Verification Form](#) – NMAA

This form, attached to a roster of participating students, should be signed by a school administrator and **[submitted to the NMAA \(505-923-3114 FAX\) prior to the state competition.](#)**

Awards and Recognition

For the Middle Level and Secondary Divisions, winners shall be recognized at the State Leadership Conference based on the minimum competency requirements set by the NM Board of Directors. (State Conference Policy) For judged events, all finalists shall be recognized at SLC.

Chapter Flag

Don't forget your chapter or school flag for the Opening Session of the BPA State Leadership Conference! If you do not have one, this would be a great project for your Chapter Officer Team. As schools are announced at the Opening Session, a representative from your school will be able to go across the stage with your chapter or school flag. Don't be left out!

Torch Awards

To receive the Statesman Award at the State Leadership Conference, you must complete the online resume by **February 1**.

<http://www.registermychapter.com/bpamem> and click the *Torch Award* link.

Wanda Harriman Scholarship

This scholarship is open to all seniors interested in pursuing a degree in Business or Marketing or an interest in becoming a CTE Teacher. Submit an online application for Wanda Harriman Scholarship. The application deadline is **February 1**. [Wanda Harriman Scholarship Guide and Application](#).

State and National Officer Candidates

Any member planning to run for state or national office needs to complete the application and all necessary forms by January 20. Visit [Running for State Office](#) on our website.

Advisors

All chapter advisors will be required to be an Administrator, Proctor, or Grader for **both days** of the conference. You will be assigned a job prior to the conference. A notification on your time and place to report will be sent at a later date. In addition, advisors will have the opportunity to receive professional development through networking, workshops, and observing competitive event processes. Thank you for your help.

Publicity

Your chapter and career technical education in general can use good publicity. Use participation in the State Conference to generate some positive publicity. Who's going? Where? When? Why? Chapter advisors figure prominently in the publicity of the conference. We look to you to provide advanced stories to your local newspapers, television stations, or social media. Alert the contact persons that you will phone information back from the conference about your students.

Insurance

An Insurance policy is carried which covers each person registered for the conference. If you have an illness or injury—contact the BPA Staff before you leave the conference.

Name Badges

Name badges should be worn at all times during the conference by contestants, advisors, and chaperones. Please adhere to this policy for security reasons. It is permissible for contestants to introduce themselves to the judges.

Dress Code

Please adhere to the conference [BPA dress code](#).

REGISTRATION INFORMATION

Each local advisor is responsible for completing the online registration <https://www.registermychapter.com/bpa/nm> and submitting payment with the necessary fees to the address indicated on the invoice. ALL PAYMENTS MUST INCLUDE A COPY OF THE INVOICE. **January 20** is the registration deadline. Questions regarding registration can be directed to christine.phipps@enmu.edu. Please send a copy of your Purchase Order for the registration to Sarah Kinlund at sarah.kinlund@enmu.edu.

Registration Fees – The registration fees include competitive events, workshops, facility rental, audiovisual, conference materials, printing, bus transportation, awards, and other needs related to the conference.

- **S – Student Participant.** \$70.00. This is for all students participating in an event or attending the conference.
- **ES – Enhanced Student Participant.** \$85.00. This is the same as the student rate and includes the Special Event Ticket.
- **A – Adviser.** \$55.00 is for all chapter advisers. This will include a Special Event Ticket if your chapter is attending.
- **CG – Chaperone/Guest.** \$15.00. This includes a t-shirt.
- **SO – State Officers.** Free. This is for current state officers only. All state officers will receive a Special Event Ticket with their registration.
- **STF-Conference Staff.** – this is for state staff only.

There will be a late fee of \$10 per person for any late/or on-site registration. NO REFUNDS after January 20 deadline. As per the NM Board Finance Policy, cancellations made in writing by close of registration will receive a 100% refund. Cancellations after this time (through completion of registration) will be non-refundable.

Special Event

NM BPA fun night at **Main Event** located at 4040 Pan American Fwy, NE, Albuquerque, NM 87107. Join us for 4 hours of BPA fun and networking with friends. Tuesday, February 21, (6:00-10:00 pm) Bowling, Gravity Ropes, Laser Tag, Billiard, Shuffle Board, and a 1-hour Arcade Fun card. **Tickets will be \$15.00 each.**

Option 1 – Event Ticket price included with your registration.

- Select the Enhanced Student Registration under Participant Type

Option 2 – Purchase event tickets separately.

- To add this to your registration, add the number of tickets needed for Main Event as an Item under the student's name OR you can put all the tickets under the advisor's name.

Items for Sale

You may select and order the following from the conference registration site:

- National Trading pins - \$1.00 each
- Special Event Tickets - \$15.00 each. Only if you DO NOT choose the “Enhanced Rate” for your registration or any extra that you would like to purchase.

PAYMENT INFORMATION

Please send a payment for registration only to:

NM BPA
1500 S. Ave K
ENMU-Station 61
Portales, NM 88130
Attention: Sarah Kinlund, Finance Lead

You will need to include a copy of your INVOICE with payment to ensure proper posting.

HOUSING

The conference hotel for the NM BPA State Leadership Conference is the Marriott Pyramid, 5151 San Francisco Rd. NE, Albuquerque, NM. You will need to complete the online housing located in your online registration. Once submitted the form will automatically be emailed to the hotel. **ALL conference attendees are required to stay at the conference hotel.**

Housing registrations are due by **January 25.**

Payment for your hotel rooms **MUST** be received **PRIOR** to checking in. Payment options:

Credit Card – you will need to supply the credit card information in order to hold the room and when you check in for payment.

Purchase Order- The hotel will accept purchase orders; however, a check must be received by the hotel 3 business days before the event. A copy of your Purchase Order MUST be sent to the hotel once you submit your registration. Please email a copy to Zach in order to hold your room reservation. Contact Zach Sturgeon at zach.sturgeon@atriumhospitality.com. Please print your housing from the registration site to use in order to get a PO in place.

A final invoice will not be printed until the time of checkout. **ALL** rooms will have the following rate:

\$119.00 + 13.88% tax = \$135.52 per room, this included breakfast this year only.

*Taxes are subject to change! Please check with the hotel prior to sending the payment. You can find a copy of the W9 for the Marriott [here](#).

ALL conference participants are required to stay at the conference hotel. **There will be a \$200.00 charge to any school not staying at the conference hotel.** This will show on your invoice once you have completed your online registration for our students.

EVENT INFORMATION

Content of the Guidelines

The WSAP Guidelines (*Guidelines*) contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for members attending the State Leadership Conference.

Number of Contests

Middle-Level students may participate in a total of two (2) events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program.

Secondary students may participate in a total of two (2) events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program. All entries will be verified with the lists of winners submitted by the regional advisors. Should you have a regional winner who cannot attend State, or if a contestant cancels after registering, please contact the BPA State Office as soon as possible. **UPON NOTIFICATION, ALL CHANGES ARE FINAL.**

Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team members and the person (s) responsible for chapter entries must be indicated in event registration. (Remember that each student member is limited to only one team event.)

Event Registration Changes

All competitive event changes must be emailed to Robin at robin.slutz@gmail.com no later than **February 1**. No substitutions will be made after this date.

Event Rescheduling

If a student has a time conflict for an event, contact the state office **prior** to the state conference.

Software

SLC will use the same software as posted in the WSAP.

Guidelines

The *WASP Guidelines* contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *WASP Guidelines* are essential for members attending the State Leadership Conference. Please log into your Member Portal to for the most current copy and updates.

Event Length

The length of events varies. Times are listed on the “Events At-A-Glance” chart as well as within the guidelines for each event.

Use of Materials

Contestants may not share equipment, individual supplies and/or materials, including printers, once an event begins.

Reference Materials

Some events allow reference materials. Check the guidelines for each contest for further information. Published/Unpublished non-electronic reference materials may be used for events that allow resources. Reference materials may **not** be used for any Open Event.

Events that Require a Computer

All events that require a computer to complete the production portion will utilize the CNM Workforce training center. Transportation will be provided.

Events to be tested PRIOR to State Conference

The following events will be tested prior to attending the SLC. We will not be able to provide the software for these events: C#, C++ Programming, Java Programming, and Python Programming. Students will need to be registered for the conference and still attend in person in order to participate in the leadership portion of the conference.

Contestant Provided Equipment

Some events permit contestants to bring their own equipment for presentation or

preparation for the competition. In these cases, contestants are permitted to bring their own laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are totally responsible for the set-up, operation, and technical support of their equipment. No projection equipment or computers will be provided at the conference site. Schools/students **MUST** provide their own equipment and extension cords. Projection screens/electrical outlets will be provided.

Style & Reference Manual

A standard style for documents is located in the *Style & Reference Manual*. All events will be authored and scored using the styles given. Failure to follow the *Style & Reference Manual* format for any job will result in a score of zero for that job.

Release Forms

When Release Forms are required, any student included in the project must submit a Release Form; this includes individuals and all team members. Release Forms may be handwritten. Illegible forms will not be accepted.

Use of Previous or Sample Tests

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. **Contestants who violate this rule will be disqualified.**

Admission to Event Testing Sites

Only the registered contestant will be allowed into the event site. Only advisors serving as administrators, proctors, or other authorized personnel will be admitted into the event room. Contestants may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Use of Cellular Phones

The use of cellular phones and/or smart devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation, and presentation rooms is strictly prohibited. If a member is utilizing a cellular phone as a mobile hotspot, the phone may be visible throughout the presentation and used to provide Internet, however, the phone's sole purpose can only be for Internet access or for displaying the contestant's work, no other use will be allowed.

Reproduction Equipment

No reproduction equipment (video cameras, digital cameras, tape or digital

recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the state advisor.

COMPETITIVE EVENT TESTING

AnswerWrite. This site will be used for all competitions that are 100% objective with multiple choice or true/ false questions, and for the objective portion of any events that are 50% objective and 50% application. And last, it will be used for all Open Events. Since most students participate in at least one open event, everyone will need to be familiar with this system.

NOTE: Parliamentary Procedure Team will need to take the objective portion of their test in AnswerWrite. They will need to take the test all in one setting.

When you first reach this site, you will log in using your Member ID and Password. You will access the system by entering your participant ID and password and accepting the student agreement that you will abide by the rules of the competition.

ANSWERWRITE - <https://www.answerwrite.com/bpa/nm-s>

Password: **NMbpas2023**

JudgePro. This website will be used to upload pre-submitted project materials. When you reach this site, you will log in using your member ID and password.

JUDGEPRO - <http://judgespro.registermychapter.com/org/nmstate/conf/jpnm-state/student>

Password: **BPAstate2023**

TESTS WITH OBJECTIVE PORTION ONLY

Use: AnswerWrite

TESTING WINDOW – January 30- February 4

Business Law and Ethics
Computer Network Technology
Computer Security
Device Configuration and Troubleshooting
Linux Operating Systems Fundamentals
Network Admin Using Cisco
Server Administration Using Microsoft
SQL Database Fundamentals

ML - Digital Citizenship

TESTS WITH OBJECTIVE PORTION + Application

Students will need to take the objection portion in AnswerWrite during the testing window.

The application portion will be tested during the state conference.

TESTING WINDOW – January 30- February 4

Advanced Accounting
Advanced Office Systems and Procedures
Banking and Finance
Basic Office System and Procedures
Fundamental Accounting
Fundamentals of Web Design
Health Administration Procedures
Health Insurance and Medical Billing
ICD-10-CM Medical Diagnostic Coding
Legal Office Procedures
Parliamentary Procedure Test (take as a team)
Payroll Accounting
Personal Financial Management

ML – Financial Literacy

OPEN EVENTS

Use: AnswerWrite

TESTING WINDOW – February 6-11

Financial Math & Analysis	ML - Business Communication Skills Concepts
Administrative Support Concepts	ML - Business Fundamentals Concepts
Computer Programming Concepts	ML - Business Math Concepts
Digital Marketing Concepts	ML - Computer Literacy
Digital Communications & Design Concepts	
Information Technology Concepts	
Management, Marketing & Human Resources Concepts	
Medical Terminology Concepts	
Meeting and Event Planning	
Parliamentary Procedure Concepts	

TESTS WITH Application Only Application portion to be tested during the State Leadership Conference

Administrative Support Team	ML – Admin Support Team
Advanced Desktop Publishing	ML – Introduction to Word Processing
Advanced Spreadsheet Applications	ML- Spreadsheet Applications
Advanced Word Processing	
C# Programming	
C++ Programming	
Database Applications	
Fundamental Desktop Publishing	
Fundamental Spreadsheet Applications	
Fundamental Word Processing	
Integrated Office Applications	
Intermediate Word Processing	
Java Programming	
Python Programming	

TESTS to be taken at School

***Test will be sent to the advisor to administer
prior to conference**

C# Programming
C++ Programming
Java Programming
Python Programming

PRE-SUBMIT EVENTS

Use: JudgePro

DUE – February 1

Administrative Support Research Project

Advanced Interview Skills

Broadcast News Production Team

Computer Animation Team

Computer Modeling

Digital Media Production

Economic Research Individual

Economic Research Project Team

Entrepreneurship

Global Marketing Team

Graphic Design Promotion

Interview Skills

Network Design Team

Podcast News Production Team

User Experience Design Team Using Adobe XD

Video Production Team

Visual Design Team Pilot

Website Design Team

ML - Digital Game Design

ML - Entrepreneurship Exploration

ML - Graphic Design Promotion

ML - Human Resource Exploration

ML - Video Production Team

ML – Visual Design Team - Pilot

ML - Website Design Team