



# State Leadership Conference Guide



February 15-17, 2024

## 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	<a href="https://www.registermychapter.com/bpa/nm">https://www.registermychapter.com/bpa/nm</a>
January 15	Registration Deadline	Forms to be submitted: <ul style="list-style-type: none"> <li>• <a href="#">Advisor Rules and Responsibilities</a></li> <li>• <a href="#">Activities Verification Form</a></li> <li>• <a href="#">Abuse Prevention and Reporting Form</a></li> <li>• <a href="#">Medical/Delegate Form</a> – In possession of the advisor</li> </ul>
January 19	State Officer Application DUE	
January 17	Hotel Registration Due	Complete online within the registration site. Send a form of payment to the Hotel to secure rooms. If paying by PO a check MUST be received 3 days before the event to avoid cancelation of the room or a CC Authorization form must be on file.
Jan 29 – Feb 3	Online Testing Window	Objective portion of Events – Only <a href="https://www.answerwrite.com/bpa/nm-s">https://www.answerwrite.com/bpa/nm-s</a>
February 5-10	Online Testing Window	Open Events <a href="https://www.answerwrite.com/bpa/nm-s">https://www.answerwrite.com/bpa/nm-s</a>
February 1	All pre-submit event submissions DUE	<a href="http://judgespro.registermychapter.com/org/nmstate/conf/jpnm-state/student">http://judgespro.registermychapter.com/org/nmstate/conf/jpnm-state/student</a>
February 1	Torch Award Wanda Harriman Scholarship, NM Business Cup	<a href="https://nmctso.com/bpa/awardopportunities/">https://nmctso.com/bpa/awardopportunities/</a>

## **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 before the State Conference**

All participants:

#### **Medical/Delegate Form**

Advisors/Chaperones:

#### **Advisor Rules & Responsibility**

#### **Abuse Prevention & Reporting Form**

Chapter forms:

#### **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) or emailed to Chris Kedge at [chris@nmact.org](mailto:chris@nmact.org) before 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!

### **Voting Delegates**

Each affiliated chapter is allowed 2 voting delegates. Please choose students who will take this privilege seriously and will represent your chapter. Information for your voting delegates will be found in your registration packet when you arrive at the state conference.

## **Torch Awards**

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

<https://register.bpa.org/members> and login to the Student Portal.

## **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 the 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 19**. 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 before 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 15** is the registration deadline. Registration questions can be directed to [christine.phipps@enmu.edu](mailto:christine.phipps@enmu.edu). Please send a copy of your Purchase Order for the registration to Sarah Kinlund at [sarah.kinlund@enmu.edu](mailto: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.** \$87.00. This is the same as the student rate and includes the Special Event Ticket.
- **A – Adviser.** \$57.00 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 the January 15 deadline. As per the NM Board Finance Policy, cancellations made in writing by the 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. Friday, February 16, (6:00-10:00 pm) Bowling, Gravity Ropes, Laser Tag, Billiard, Shuffle Board, and a 1-hour Arcade Fun card. **Tickets will be \$17.00 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 - \$17.00 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 17**.

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

**Credit Card** – you will need to supply the credit card information 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 Analysisia Moya at [amoya@legacydm.com](mailto:amoya@legacydm.com), to hold your room reservation. Please print your housing from the registration site to use 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:

\$125.00 + 15.625% tax = \$144.53 per room, this includes.

**\*Taxes are subject to change!** Please check with the hotel before 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 member 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](mailto: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 **before** the state conference with your request. We will do our best to accommodate.

## **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* is essential for members attending the State Leadership Conference. Please log into your Member Portal for the most current copy and updates.

## **Event Length**

The length of events varies. All online portions of the test will be timed and based on the number of questions. Events with an application portion will have a modified time. All times will be listed on the front of the test.

## **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 before the State Conference**

The following events will be tested before 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 to participate in the leadership portion of the conference.

## **Contestant Provided Equipment**

Some events permit contestants to bring their equipment for presentation or preparation for the competition. In these cases, contestants are permitted to bring



their laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are 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.

NOTE: The 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: **NMbpas2024**

**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: **BPAstate2024**

**TESTS WITH OBJECTIVE PORTION ONLY**  
**ANSWERWRITE - <https://www.answerwrite.com/bpa/nm-s>**

Password: **NMbpas2024**

**TESTING WINDOW – January 29- February 3**

Business Law and Ethics  
Computer Network Technology  
Computer Security  
Device Configuration and Troubleshooting  
Health Insurance & Medical Billing  
Medical Coding  
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.**

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

Password: **NMbpas2024**

**TESTING WINDOW – January 29- February 3**

Advanced Accounting  
Advanced Office Systems and Procedures  
Banking and Finance  
Basic Office System and Procedures  
Fundamental Accounting  
Fundamentals of Web Design  
Health Administration Procedures  
Legal Office Procedures  
Parliamentary Procedure Test (take as a team)  
Payroll Accounting  
Personal Financial Management

ML – Financial Literacy

## OPEN EVENTS

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

Password: **NMbpas2024**

### TESTING WINDOW – February 5-10

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 Concepts
Digital Communications & Design Concepts	
Health Administration Concepts	
Information Technology Concepts	
Management, Marketing & Human Resources Concepts	
Meeting and Event Planning	
Parliamentary Procedure Concepts	

## TESTS WITH Application Only

The application portion to be tested during the  
State Leadership Conference

Administrative Support Team	ML – Admin Support Team
Advanced Desktop Publishing	ML –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

**\*The test will be sent to the advisor to administer before conference**

C# Programming  
C++ Programming  
Java Programming  
Python Programming

## PRE-SUBMIT EVENTS

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

Password: **BPastate2024**

**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