NEW MEXICO
BUSINESS
PROFESSIONALS
of **AMERICA**

State Leadership Conference Guide

February 20-22, 2025

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 15	State Officer Application DUE	
January 20	Registration Deadline	Forms to be submitted: • Advisor Rules and Responsibilities • Activities Verification Form • Abuse Prevention and Reporting Form • Medical/Delegate Form – In possession of the advisor
January 20	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.
February 1	All pre-submit event submissions DUE And Programming Events mailed to the state office	http://judgespro.registermychapter.com/org/nmstate/conf/jpnm-state/student
February 1	Torch Award Wanda Harriman Scholarship, Chapter of Distinction NM Business Cup	https://nmctso.com/bpa/awardopportunities/
February 10-14	Online Testing Window	Open Events and BPA Merit Test **High School site:** https://www.answerwrite.com/bpa/nm-s **Middle Level Site:** https://www.answerwrite.com/bpa/NM-ML

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 Julie Sanchez at julie@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. The State Conference Policy can be found in the NMBPA Policies and Procedure manual. 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 13**. 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 people 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. 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.
- **A – Advisor - $50.00.** This is Chapter Advisor registration only.
- **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.
- **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 20 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 21, (6:00-10:00 pm) Bowling, Gravity Ropes, Laser Tag, Billiard, Shuffleboard, 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:
- Lunch - Thursday, $19.00 (meal, taxes and gratuity included). Marriott
- Lunch – Friday, $19.00 (meal, taxes and gratuity included) Marriott
- 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 <u>check must be received by the hotel</u> **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 Heather at Heather.Kingsbury@marriott.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:

<mark>$131.00 + 15.625% tax = $151.47 per room, this includes breakfast.</mark>

***<u>Taxes are subject to change</u>!** Please check with the hotel **before** sending the payment. You can find a copy of the W9 for the Marriott is located **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 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. It will be used for all Open Events. All other events will be tested on-site. Except for **C#, C++ Programming, Java Programming, and Python Programming.** These will be emailed directly to the chapter advisor to proctor and must be returned by February 1 to the state office.

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 –
High School Site: https://www.answerwrite.com/bpa/nm-s

Middle School Site: https://www.answerwrite.com/bpa/NM-ML

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: **Statebpa2025**

TESTS to be taken at School

***The test will be sent to the advisor to administer before the conference
DUE back to the state office by February 1.**

NM BPA, 1500 S. Ave K, Portales, NM 88130, ATTN: Christine Phipps

C# Programming

C++ Programming

Java Programming

Python Programming

PRE-SUBMIT EVENTS

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

Password: **Statebpa2025**

DUE – February 1

Administrative Support Research Project	ML - Digital Game Design
Advanced Interview Skills	ML - Entrepreneurship Exploration
Broadcast News Production Team	ML - Graphic Design Promotion
Computer Animation Team	ML - Human Resource Exploration
Computer Modeling	ML - Video Production Team
Digital Media Production	ML – Visual Design Team - Pilot
Economic Research Individual	ML - Website Design Team
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	