



Massachusetts Future Business Leaders of America

STATE LEADERSHIP CONFERENCE

2019

REGISTRATION INFORMATION

KEY DATES & DEADLINES

REMINDER: Full payment must be received by the stated deadline.

Registration type will be changed if payments are received after the due dates indicated.

- March 1 Registration and payment receipt deadline for early bird registration
Membership registration dues deadline for national competitive events
Receipt deadline for the following recognition events:
- Good Neighbor
 - Professional Division Recruitment
 - Business Achievement Awards
 - Community Service Awards
- March 15 Registration and payment receipt deadline for regular registration
Last day to register for competitive events
Last day to submit name changes if substituted member is competing
State officer candidate applications due
Receipt deadline for written competitive event materials:
- Digital Video Production
 - Graphic Design
 - Job Interview
 - Public Speaking
- Receipt deadline for the following recognition events:
- Membership Madness
 - Membership Mania
 - Market Share Award
 - 100% Class Participation
 - Outstanding Local Adviser
 - Businessperson of the Year
 - Outstanding Chapter
- March 18-27 Competitive event written exam on-site testing
- March 27 Registration and payment receipt deadline for late registration
Last day to submit name changes for members who aren't competing
- April 8 State Leadership Conferences at Bentley University

REGISTRATION FEES

Early Bird	\$65 for members or \$40 for advisers <i>Registration forms and payment must be received by March 1</i>
Regular	\$75 for members or \$40 for advisers <i>Registration forms and payment must be received by March 15</i>
Late	\$90 for members or \$40 for advisers <i>Registration forms and payment must be received by March 27</i>

Registration fees are non-refundable. If a member is unable to attend the conference after submitting registration and payment, another member can be substituted in their place. Name change requests should be emailed to advisers@mafbla.org. If submitted by March 15, the substituted member may participate in the same competitive events as the original member and must be on the same team(s) as the original member (if applicable). If submitted between March 16-27, the substituted member may not compete in events.

Student attendees must be paid members of FBLA. In order to attend the State Leadership Conference, students must be registered through the national online membership registration system and have paid dues prior to the conference. In order to compete at the State Leadership Conference, members must be registered through that system and have paid dues to the national office in order to be received and processed by March 1.

HOW TO REGISTER

Instructions and forms are available at mafbla.org/slc. Once registered, pay via credit card, or print and mail the invoice along with payment (**checks payable to Massachusetts FBLA with student name in the memo if submitting multiple checks**) to: Blake Reynolds, 12 Haviland Street, Worcester, MA 01602.

Registration and payment must be received by the deadlines above, not postmarked, or additional charges may apply. Be sure to submit your check requests early. Advisers/chaperones must be registered at the time of submission, otherwise the registration will be rejected.

ARRIVAL AND DEPARTURE TIME

Registration opens at 7:30 a.m. Please plan to arrive no later than 8:00 a.m. to register and eat breakfast prior to the opening session. Everyone should be seated by 8:30 a.m. so we can begin the program on time.

The closing session will end by 2:30 p.m. Please make arrangements with conference participants to stay for the duration of the closing session. **Members who leave prior to receiving an award will forfeit their award.**

COMPETITIVE EVENTS

Be sure to review the state competitive event guidelines at mafbla.org prior to the conference. National event guidelines only apply at the National Leadership Conference.

Remember: Members may compete in a maximum of four events at the State Leadership Conference. Only two of these events may contain a performance component.

Login information for written exam testing will be emailed to advisers. Online exams will be taken on-site at your school on March 18-27. See instructions and frequently asked questions in this guide. The testing system will close at 5pm on March 27 and cannot be extended.

Please note that **up to four business days are required from the time registration is submitted until student logins are available.** Please submit registration as soon as possible to ensure your logins are available before testing opens. If you wait until the last minute to register, you may miss the first few days of testing.

Some events (including Digital Video Production, Graphic Design, Job Interview, and Public Speaking) have **pre-judged materials that must be received by the State Chairperson by March 15.** Email to advisers@mafbla.org. Competitive event submissions via hard copy/mail or after the deadline are not accepted.

STATE OFFICER CANDIDATES

Local chapter leaders are encouraged to run for state office. See the State Officer Candidate Guide on mafbla.org for details.

VOTING DELEGATES

As a volunteer-led association, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates will elect state officers at the State Leadership Conference. Each school may submit up to two voting delegates from those present at the conference. Voting Delegates should be present for the candidate speeches at the opening session, attend the question and answer session, and participate in the voting session of the conference.

TENTATIVE AGENDA

SUBJECT TO CHANGE

DRAFT

Chapters should plan to arrive by 8:00 a.m. and stay until 2:30 p.m.

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| 7:30 a.m. – 8:30 a.m. | Registration |
| 8:00 a.m. – 8:30 a.m. | Breakfast and Networking
<i>Coffee, Juice & Assorted Baked Goods</i> |
| 8:30 a.m. – 9:45 a.m. | Opening Session
Competitive Events Begin |
| 10:00 a.m. – 12:00 p.m. | Workshops & Networking
<i>Workshop options to be announced</i> |
| 12:00 p.m. – 12:30 p.m. | Lunch
<i>Boxed lunch includes assorted sandwiches, veggie sticks and dip, fruit, chips, cookie, and soda or bottled water</i> |
| 12:30 p.m. – 1:45 p.m. | Workshops & Networking
<i>Workshop options to be announced</i> |
| 1:45 p.m. – 2:30 p.m. | Closing Session & Awards of Excellence |

INSTRUCTIONS FOR ONLINE TESTING

Massachusetts FBLA uses a vendor called Technology Fluency Institute to manage on-site written competitive events. These instructions will detail how to use the site to complete tests, as well as what to do if you have any questions. Login information will be sent to each adviser prior to testing.

E-SESS Practice Test information for schools

We recommend that everyone take a sample test in the lab students will be using, prior to student testing, to ensure access to our site. To take a sample test, follow these instructions:

- Go to www.techfluency.org/esess and type Sample in all 4 fields (Organization, First Name, Last Name, and Password will all be **Sample**)
- Click Continue, then click begin on any test. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at top of page) and make sure the test can be submitted for grading.

If anyone has any problems with a practice test, please contact TFI Tech Support at 866-277-5061. Hours are Monday – Friday, 9am – 6pm Eastern Time.

Team Login

All collaborative team members will have a password. They will sit down together AT ONE computer and take one test but they will have to verify all team member passwords. They can use any of the passwords for the initial login. They will click "Check in team" and then each member will be required to enter their password (or check not present) then they will click "Begin" and take the test. (Any team member that enters a password will get a score, any team member marked as Not Present will NOT get a score for the collaborative event.)

Trouble shooting common issues during testing (other than password/login issues)

The most important thing is to let students know their time can be reset. When students see the clock 'ticking down' but they are unable to answer questions, they tend to panic. Anytime students lose more than 1 minute on their clock, call Tech Support at 866-277-5061 to have more time added. Internet freeze ups are the most common issue during testing.

Issue: When student clicks "Begin" (or "Check in team" for collaborative teams) nothing happens.

Reason: popup blockers prevented questions from loading. (This is especially common in Mac but has also been reported on PC's. Also common for Teams after they verify passwords and click "Begin".) The timer DOES NOT begin, so there is no need to call to adjust time

Solution: Check the pop up blocker and set it to allow pop ups from techfluency.org and click "Begin" again.

Issue: When student clicks Begin, the timer shows up and starts counting down but there are no questions.

Reason: Test did not load correctly

Solution: Have the student close the page (they will get a warning asking them if they are sure they want to leave the page. Click yes). They will go back to the "Begin" screen. Have them click Begin again. The questions should load correctly. Call tech support if they lose more than 1 minute.

Issue: Student keeps getting a warning that says they have lost internet connection. (Or their warning says their security settings prohibit E-SESS from displaying).

Reason: Typically means there is a slow down in communication with TFI servers. Either as a result of a lot of 'traffic' on the internet at your school or not enough bandwidth available to accommodate fast connections. Another thing that causes internet slow down is having a totally wireless lab.

Solution: 1) Try to test during times you know internet traffic will be lower. 2) Have the student close the page (they will get a warning asking them if they are sure they want to leave the page – click yes). They will go back to the "Begin" screen. Have them click begin again. Sometimes closing and restarting gives them a 'fresher' connection to continue testing. Call tech support if they lose more than 1 minute.

Issue: Students submit their test for grading and they get a processing message. (When students submit they should get a confirmation message that lets them know the test is complete with the date it was completed.)

Reason: Somehow students lost communication with our server and the system can't display the confirmation

Solution: Call tech support to confirm that the test was submitted correctly.