National Fall Leadership Conference 2003

Anaheim: November 7-8
Indianapolis: November 7-8
Atlanta: November 14-15
Baltimore: November 21-22

Dynamic Workshops!
Great New Contacts!

Inspirational Keynote Speakers!

New!
On-line Registration
Baltimore only
Welcome to the 2003 NFLCS!
This year’s fall conferences give you and your students the perfect venue to fine-tune your chapter operations, build on leadership skills, and network with students and advisers from across the country. Don’t miss this unique conference filled with educational content, leadership inspiration, and fun for you and your students.

Adviser Checklist
Here are suggestions that will help in your preparations for the conference.

• Read this guide carefully and thoroughly so that you can maximize your overall conference experience.
• Make sure your chapter has paid state and national dues for all members.
• Check with your state adviser to determine if any travel arrangements are made by your state, and if so, what is included. If not, you must make arrangements for transportation, accommodations, and conference registration.

Schedule a meeting with all conference attendees:
• Discuss expenses and help students determine how much spending money they’ll need for food, entertainment, and souvenirs. Meals are not included in the conference registration fee.
• Discuss appropriate clothing to take. The conference Dress Code is published on the national Web site at www.fbla-pbl.org. Please review it carefully to familiarize yourself with the dress code.
• Discuss appropriate behavior. Conference delegates represent a national organization as well as their school and state. FBLA-PBL delegates must read and complete the Code of Conduct, which will be mailed with your confirmation. Advisers must bring this completed form to conference registration.
• Be sure that all release forms are signed.
• Review all travel plans with attendees and, where appropriate, provide parents and/or guardians with an itinerary and important telephone numbers.
• Emphasize the importance of participating in conference activities to the fullest extent. Schedule a meeting after you arrive at the conference and pick up your registration packet. Then review the conference program in detail.
• Participate in as many workshops as possible.
• Attend all general sessions.

Before you depart for the conference:
• Determine any allergies, physical disabilities, or limitations that any of your students may have. Notify the National Center staff of any disabilities that may require special services. (800-325-2946 ext. 112)
• Check with your school’s accounting department to ensure that all checks have been mailed for conference registration and hotel reservations.
• If you have not received a hotel confirmation, call your hotel to confirm that your reservation was received. Document the name of whom you talked with and the date and time of your conversation.

Bring copies of your original housing and conference registration forms as well as your confirmation for each to the conference.

If you have any unanswered questions, please call the National Center at 800-FBLA-WIN (800-325-2946).
Keynote Speakers

Great Moments with
Bill Cordes
If we are to gain the edge in the business world it is essential that we learn strategies for moving ahead with specific directions and unshakable confidence. In this entertaining and energizing keynote, students will gain success-strategies while discovering how to take advantage of each moment by learning how to laugh their way to success. The greatest moments of our lives are the ones in which we maximize learning. Prepare to learn, laugh, and gain the insights of the super-successful. (Indianapolis - Nov. 8, Atlanta - Nov. 14, Baltimore - Nov. 21)

Who’s In Charge? with Harriet Turk
This dynamic leadership keynote combines humor with a thought-provoking message that shows students and adults that we CAN achieve dreams. By reinforcing the concept that we all possess personal power, participants learn that we are in charge of our choices. Believing in ourselves, developing our character, and making positive choices reaffirms that we DO have power. This “take charge” program gives inspiration and energy to everyone attending. (Indianapolis - Nov. 7, Anaheim - Nov. 8, Atlanta - Nov. 15)

Lead... Achieve...Succeed!
with John Alston
You can do what’s necessary to lead, achieve, and succeed, but will you? John Alston brings wisdom and humor in a message that says, “You can and you will!” (Anaheim - Nov. 7)

What’s Love Got To Do With It?
with Ryan Underwood
What’s love got to do with it? EVERYTHING! Get ready to be dazzled and delighted with Ryan Underwood as you discover the answers to life’s most pressing questions in this media-packed and fun-filled message that is sure to encourage the heart and activate the spirit! (Baltimore - Nov. 22)

You Can Prepare a Parliamentary Team
Learn what you need to know to have your parliamentary team be successful in competition. You can do it!!

Birth Order
You will have fun learning how your place in life affects yourself and others. You will be amazed at how much this new knowledge will help you with the adventure we call “life”.

The Effective Lobbyist
Knowing the facts and convincing others, not only to move to your side, but also to advocate your position, is a true gift. Come learn how to develop that gift.

Teachers R’ Us
Educators hear about the basic four “R’s” of education – Relating, Reaching, Responsibility, and Rejoicing. This session will focus on gaining strategies for relating to both students and faculty members so that you can create a quality education environment!

Workshops

Powerful Principles of Leadership
Leadership is perhaps the most used and underated concept of the new millennium, and in this fun-highly participatory workshop students will acquire hands-on skills for both personal and team effectiveness.

Leading High-Performance Teams in a Virtual World
Tomorrow’s workforce will inevitably participate in and lead teams that are geographically dispersed and culturally diverse - the Virtual Team. This presentation examines roles, methodology, and benefits of leading achievement-oriented teams.

(Workshop topics subject to change and may not be available at all locations.)

Special PBL Programs in Indianapolis and Atlanta!
Watch the FBLA-PBL Web site and e-mail for special information about unique workshops designed especially for PBL members and advisers in Indianapolis and Atlanta.

For AIRLINE DISCOUNT information, please see our national Web site home page at:
www.fbla-pbl.org
located approximately 25 miles southeast of Los Angeles, Anaheim is home to the elite Convention Center, Disneyland, the 2002 World Champion Anaheim Angels baseball team, and the Mighty Ducks Hockey team. This sprawling city of 300,000 is a culturally diverse, dynamic tourist destination that hosts more than 20 million guests annually. Its rich history dating back more than 100 years is well preserved in the central city.

Disneyland® Park
Phone: 714-781-4565
“The Happiest Place on Earth” opened in 1955, defining and setting the standard as the first “themed” amusement park. Today, Disneyland is an evolving 85-acre experience in classic Disney storytelling, featuring more than 60 attractions, including the recently reopened Autopia in Tomorrowland, with new visual show elements and restyled cars. The park also amazes guests with nightly performances of Fantasmic and a spectacular fireworks show.

Downtown Disney®
Phone: 714-781-4565
Downtown Disney® is a public esplanade of theme dining, shopping, and family-oriented entertainment, centrally located between The Disneyland Resort theme park and hotels. The 370,000-square-foot complex includes an AMC 12-plex theater, ESPN Zone, House of Blues, Illuminations, La Brea Bakery, LEGO, Rainforest Cafe, World of Disney, Y Arriba Y Arriba, and much more.

Discovery Science Center
Phone: 714-542-CUBE
The Discovery Science Center is an Orange County non-profit organization dedicated to educating young minds, assisting teachers, and increasing public understanding and appreciation of science, math, and technology through interactive exhibits and programs. Located in Santa Ana and visible from the 1-5 Freeway with its 108 foot tilting steel framed cube, the Discovery Science Center is a place where 200,000 visitors each year let their imagination turn, twist, and fly through approximately 100 hands-on science and technology exhibits. Discovery Science Center is open daily from 10 am to 5 pm Regular admission is free for two-year-olds and under, $8.50 for youths age 3-17 and seniors age 55+, and $11.00 for adults age 18-54. Tickets for the 3-D Laser Theater are an additional $1.00 per person after the purchase of Discovery Science Center admission. Parking is $3. Call 714-542-CUBE or visit www.discoverycube.org for more information.

Hotel Procedures
All hotel reservations will be handled through the Anaheim Marriott Hotel. Reservations will be accepted only on the official hotel reservation form found on page 9 of this guide. Mail the reservation form to Anaheim Marriott Hotel, Attention: Reservations, 700 W. Convention Way, Anaheim, CA 92802. You may also fax the form to 714-748-2449.

Hotel reservation forms must arrive no later than October 10, 2003. Reservations will be on a first-come, first-served basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night’s room rate plus tax for each room. Guarantees may be made by VISA, MasterCard, American Express, Diners Club, money order, school, school district, or personal checks, and school purchase orders. Purchase orders must be made out to the hotel and sent 30 days in advance. Checks should be made payable to the Anaheim Marriott Hotel.

Credit cards will not be charged by the hotels until valid arrival or unless a room is not canceled within 24 hours of the scheduled arrival date. All cancellations must be in writing and mailed or faxed to the Anaheim Marriott Hotel.

Hotel check-in time is 4:00 pm and checkout time is 12:00 noon at the Anaheim Marriott Hotel. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops. Hotel parking fees are $20 for valet and $13.00 for self parking per day.

Ground Transportation
Airport Bus operates an airport shuttle service to the Anaheim Marriott. They are offering a discounted rate of $22 round-trip from Los Angeles Airport and $16 round-trip from John Wayne Airport with a coupon. Go to www.fbla-pbl.org for the coupon and instructions for locating Airport Bus.

At the Conference
Conference registration will be at the Anaheim Marriott Hotel in the Marquis Ballroom Foyer at the Center Registration Desk beginning at 11:00 am on Friday, November 7. Conference workshops will begin at 1:00 pm and run until 4:30 pm. You may sign up for optional business tours, if available, during registration.
Hotel Procedures

All hotel reservations must be sent to your selected
Indianapolis conference hotel.
Reservations will be accepted only on the official hotel reservation form found on page 9 of this guide. The addresses are printed on the registration form. You may also fax the form to 317-405-6101 for the Marriott and to 317-626-6299 for the Hyatt Regency. Hotel reservation forms must arrive no later than October 10.

Reservations will be on a first-come, first-served basis and may not be available after that date. If your preferred hotel is filled, your reservations will be forwarded to the alternate conference hotel. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night’s room rate plus tax for each room. Guarantees may be made by VISA, MasterCard, American Express, Diners Club, money order, school, school district, or personal checks, and school purchase orders. Purchase orders must be received 30 days prior to arrival. Checks should be made payable to your selected conference hotel.

Credit cards will not be charged by the hotels until arrival or unless a room is not canceled within 72 hours (Indianapolis Marriott) or 24 hours (Hyatt Regency Indianapolis) of the scheduled arrival date. All cancellations must be in writing and mailed or faxed to your selected hotel. All methods of guarantee must be indicated on the hotel reservation form.

Hotel check-in time is 4:00 pm and check-out time is 11:00 am at the Indianapolis Marriott Hotel. At the Hyatt Regency Indianapolis check-in time is 3:00 pm and checkout time is noon. Both hotels will provide a holding area where luggage may be stored while you attend meetings or workshops.

Parking rates at the Hyatt Regency are $20 for valet and $12 for self-parking. Parking at the Marriott is $19 for valet and $16 for self parking.

Ground Transportation

Carey Limousine operates an airport shuttle to the conference hotels and offers a discounted rate of $10 one-way, with its coupon that can be downloaded from our Web site at www.fbla-pbl.org. After retrieving your luggage, follow signs to Ground Transportation to locate the Carey booth. For large group reservations call 800-888-INDY (out-of-state) or 317-241-7100.

Indianapolis City Market

222 E. Market St.
Indianapolis, IN 46204
317-634-9266 Fax 317-637-6814

Old World Marketplace featuring prepared foods, ethnic groceries, specialty kitchenware and retail shops. Everything from English teapots to first-class shoe repair; coffee grinders to kiwis. If it’s food or food related, you’ll find it at City Market

Group Reservations

Indianapolis Marriott Downtown
Attention: Reservations
350 W. Maryland Street
Indianapolis, IN 46225
Phone 317-822-3500
Fax 317-405-6101
Tax Rate 12% (Subject to change)
Single/Double - $125
Triple/Quad - $139
72-hr. refund cancellation –
Indianapolis Marriott

Hyatt Regency Indianapolis
Attention: Reservations
One South Capitol Avenue
Indianapolis, IN 46204
Phone 317-632-1234
Fax 317-626-6299
Tax Rate 12% (Subject to change)
Single/Double - $120
Triple/Quad - $130
24-hr. refund cancellation –
Hyatt Regency Indianapolis

Attractions and Activities:

Historic Landmarks Foundation of Indiana
340 W. Michigan St.
Indianapolis, IN 46202-3204
317-639-4534 (800) 450-4534 Fax 317-639-6734
tours@historiclandmarks.org
Join us for Landmarks on Foot, a guided walking tour of downtown Indianapolis on Friday, Saturday, and Sunday at 1 pm. Also offering walking tours on the revitalized canal, downtown, and Indianapolis historic neighborhoods.

Circle Centre
49 W. Maryland St.
Indianapolis, IN 46204
317-681-8000 Fax 317-681-5650
ledavis@simon.com
Nordstrom, Parisian, and Godiva Chocolatier, along with more than 100 shopping, dining and entertainment options.

GameWorks Studio - Circle Centre
317-226-9267 Fax 317-226-9268
jdelvecchio@gameworks.com
A 27,000-square-foot entertainment complex featuring the latest in interactive video game technology and virtual reality simulators.

IMAX Theater
650 W. Washington St.
Indianapolis, IN 46204
317-233-4629 Fax 317-233-2438

Being Indiana’s only IMAX Theater, our specially designed 409-seat auditorium ensures that every seat is the best seat in the house. With a screen six-and-a-half stories high, comfortable stadium seating, and 16,000 watts of digital surround sound, you will live an adventure as our sights and sounds propel you into the heart of the action.

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Indianapolis, IN 46204
317-634-9266 Fax 317-637-6814

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At Attractions and Activities:

Underground Atlanta
50 Upper Alabama St
Suite 007
Atlanta, GA 30303
404-523-2311 Fax 404-523-0507
www.underatl.com
Discover six city blocks in the heart of Atlanta that have been transformed into an urban market with 12 spectacular restaurants & more than 100 stores.

World of Coca-Cola
55 Martin Luther King, Jr. Drive
Atlanta, GA 30303-3505
404-676-5151 Fax 404-676-5432
www.wocatlan.com
The story of Coca-Cola is told through fascinating exhibits, memorabilia, classic ads, and a fanciful representation of the bottling process.

CowParade Atlanta
The world’s largest public art exhibition is making its Southeastern debut in Atlanta this summer. More than 150 life-sized, fiberglass cows painted by local artists decorate the streets of the city for the Chick-fil-A sponsored CowParade Atlanta 2003.

Centennial Olympic Park
265 Park Avenue West, NW
Atlanta, GA 30313
404-223-4412 Fax 404-223-4499
www.centennialpark.com
Located in downtown Atlanta, this 21-acre legacy from the 1996 Centennial Olympic Games features The Fountain of Rings with four shows daily.

ESPN Zone Atlanta
3030 Peachtree Road
Atlanta, GA 30305
404-682-3776 Fax 404-682-3795
liz.greenaway@disney.com
www.espnzone.com
The ultimate sports themed dining and entertainment complex.

Stone Mountain Park
Highway 78 East - P.O. Box 778
Stone Mountain, GA 30086
800-317-2006 Fax 770-498-5735
www.stonemountainpark.com
Georgia’s #1 attraction offers fun for the whole family. Features the world’s largest exposed granite with Confederate carving. Attractions include: Crossroads - replicates an 1870s town w/characters & skilled crafters, Georgia’s only 4D theater, The Great Barn, Sky Lift, Scenic Railroad, new Laser Show, shopping, dining, and more!

Hotel Procedures
All hotel reservations will be handled through the Hyatt Regency Atlanta. Reservations will be accepted only on the official hotel reservation form found on page 9 of this guide. Mail the reservation form to Hyatt Regency Atlanta, Attention: Reservations, 265 Peachtree Street, NE, Atlanta, GA 30303. You may also fax the form to 404-588-4808.

Hotel reservation forms must arrive no later than October 10. Reservations will be on a first-come, first-served basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night’s room rate plus tax for each room. Guarantees may be made by VISA, MasterCard, American Express, Diners Club, money order, school, school district, or personal checks, and school purchase orders. Purchase orders must be received 30 days prior to arrival. Checks should be made payable to The Hyatt Regency Atlanta.

Credit cards will not be charged by the hotels until arrival or unless a room is not canceled within 24 hours of the scheduled arrival date. All cancellations must be in writing and mailed or faxed to the hotel. All methods of guarantee must be indicated on the hotel reservation form.

Hotel check-in time is 4:00 pm and checkout time is 11:00 am. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops.

Parking rates at the Hyatt Regency Atlanta are $19 a day for valet. There is no self-parking available.

Ground Transportation
Atlanta Airport Superior Shuttle operates an airport shuttle to the Atlanta Hyatt Regency. They offer an $18 round-trip rate. After retrieving your luggage, follow the signs to Ground Transportation to locate the shuttle ticket booth. For $1.75 each, you may also take the MARTA (subway) from the airport to the Peachtree Station located ½ block from the Hyatt Regency.

At the Conference
Conference registration will be in the Centennial Ballroom Foyer beginning at 11:00 am on Friday, Nov. 14. Conference workshops will begin at 1:00 pm and run until 4:30 pm. You may sign up for optional business tours, if available, during registration.

Group Reservations
Hyatt Regency Atlanta
Attention: Reservations
265 Peachtree Street NE
Atlanta, GA 30303
Phone 404-577-1234
Fax 404-588-4808
Tax Rate 14% (Subject to change)
$120 Single/Double
$130 Triple/Quad
24-hr. refund cancellation

Underground Atlanta
World of Coca-Cola
CowParade Atlanta
Centennial Olympic Park
ESPN Zone Atlanta
Stone Mountain Park

Centennial Olympic Park
Hotel Procedures
All hotel reservations will be handled through the Baltimore Marriott Waterfront. Reservations will be accepted only on the official hotel reservation form found on page 9 of this guide. Mail the hotel reservation form to Baltimore Waterfront Marriott, Attention: Reservations, 700 Aliceanna Street, Baltimore, MD 21202. You may also fax the form to 410-895-1910.

Hotel reservation forms must arrive no later than October 10. Reservations will be on a first-come, first-served basis and may not be available after that date. If reservations exceed the number of rooms available, additional housing will be secured, if available.

All room reservations must be accompanied by a guarantee of one night’s room rate plus tax for each room. Guarantees may be made by VISA, MasterCard, American Express, Diners Club, money orders, school, school district, or personal checks or purchase orders. Purchase orders must be received 30 days prior to arrival. Checks should be made payable to Baltimore Marriott Waterfront. Credit cards will not be charged by the hotel until arrival or unless a room is not canceled within 24 hours of the scheduled arrival date. All cancellations must be in writing and mailed or faxed to the hotel. All methods of guarantee must be indicated on the hotel reservation form.

Hotel check-in time is 3:00 pm and checkout time is noon. The hotel will provide a holding area where luggage may be stored while you attend meetings or workshops.

Parking rates at the Baltimore Marriott Waterfront are $25 valet and $19 self-parking per day.

Ground Transportation
SuperShuttle operates a BWI Airport shuttle to the Baltimore Waterfront Marriott Hotel and is offering a rate of $18 round-trip. It is located in Baggage Claim at Pier C between baggage carousels 6 and 7. Large groups may make reservations by calling 703-416-2663.

At the Conference
Conference registration will be in the Harborside Ballroom Foyer beginning at 11:00 am on Friday, Nov. 21. Conference workshops will begin at 1:00 pm and run until 4:30 pm. You may sign up for optional business tours, if available, during registration.

Atar Reservations
Baltimore Marriott Waterfront
Attention: Reservations
700 Aliceanna Street
Baltimore, MD 21202
Phone 410-385-3000
Fax 410-895-1910
Tax Rate 12.5% (Subject to change)
$125 Single/Double
$135 Triple/Quad
24-hr. refund cancellation

Attractions and Activities:

Harborplace and the Gallery at Harborplace
200 E. Pratt Street
Baltimore, MD 21202
410-332-4191 Fax 410-547-7317
http://www.harborplace.com
The heart of Baltimore’s renowned Inner Harbor, Harborplace & The Gallery features a mix of 101 unique shops, 16 sit-down restaurants, and 40 diverse eateries, as well as live entertainment on the waterfront. www.harborplace.com

Lexington Market, Inc.
400 W. Lexington Street
Baltimore, MD 21201
410-685-6169 Fax 410-547-1864
http://www.lexingtonmarket.com
Historic public market established in 1782. Over 140 merchants selling and displaying foods of every type and description. Open Monday through Saturday, 8:30 am - 6:00 pm

Maryland Science Center
601 Light Street
Baltimore, MD 21230
410-545-5927 Fax 410-545-5973
http://www.mdsci.org
One of Baltimore’s premiere locations for family entertainment. Located at the famed Inner Harbor, we offer three full floors of hands-on exhibits, IMAX films, planetarium shows, kids room, observatory, Science Store, and a new café.

National Aquarium in Baltimore
Pier 3 501 E. Pratt Street
Baltimore, MD 21202
410-576-3800 Fax 410-576-8641
http://www.aqua.org
Dive in for an unforgettable journey under the sea. Stunning exhibits and more than 11,000 aquatic animals make this Inner Harbor destination Baltimore’s most popular attraction. Express entry available when you purchase tickets on-line at www.aqua.org.

Power Plant/The Cordish Company
601 E. Pratt Street
The Power Plant, 6th Floor
Baltimore, MD 21202
410-752-5444 Fax 410-659-9491
http://www.harborplace.com
The Power Plant, located in Baltimore’s Inner Harbor, is the country’s pre-eminent entertainment complex. Featuring Hard Rock Café, Barnes & Noble, Gold’s Gym, and the first-ever ESPN Zone. It’s the perfect downtown destination.
The 2003 NFLC will be held at the following locations:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaheim Marriott</td>
<td>Anaheim</td>
</tr>
<tr>
<td>Single/Double $120</td>
<td>Single/Double</td>
</tr>
<tr>
<td>Triple/Quad $130</td>
<td>Triple/Quad</td>
</tr>
<tr>
<td>Indianapolis Marriott</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Single/Double $125</td>
<td>Single/Double</td>
</tr>
<tr>
<td>Triple/Quad $139</td>
<td>Triple/Quad</td>
</tr>
<tr>
<td>Hyatt Regency Indianapolis</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Single/Double $120</td>
<td>Single/Double</td>
</tr>
<tr>
<td>Triple/Quad $130</td>
<td>Triple/Quad</td>
</tr>
<tr>
<td>Atlanta Marriott</td>
<td>Atlanta</td>
</tr>
<tr>
<td>Single/Double $120</td>
<td>Single/Double</td>
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<tr>
<td>Triple/Quad $130</td>
<td>Triple/Quad</td>
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<tr>
<td>Hyatt Regency Atlanta</td>
<td>Atlanta</td>
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<tr>
<td>Single/Double $120</td>
<td>Single/Double</td>
</tr>
<tr>
<td>Triple/Quad $130</td>
<td>Triple/Quad</td>
</tr>
<tr>
<td>Baltimore Marriott Waterfront</td>
<td>Baltimore</td>
</tr>
<tr>
<td>Single/Double $125</td>
<td>Single/Double</td>
</tr>
<tr>
<td>Triple/Quad $135</td>
<td>Triple/Quad</td>
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</tbody>
</table>

Check individual hotel information on the Hotel Reservation Form for the applicable tax rate.

Hotel Reservation Instructions

All chapters should send their hotel reservation form on page 9 to the address indicated for that city.

Before the Conference

☐ The deadline for receipt of hotel reservation forms is October 10, 2003. Reservations received after this date will be made on a space-available basis. If your hotel of choice is unable to accommodate your reservation, we will assign you to an overflow hotel.

☐ Advance reservations on the official hotel reservation form will be honored on a first-come, first-served basis. Reservations with credit card deposits may be faxed to the fax number indicated for your city. Reservations will NOT be accepted by phone.

☐ If you are sending a form for a room that will have students from different schools sharing a room, please write the name of the school for each student. One adviser should be listed on the form as the person responsible for the room. Be certain that only one adviser submits a reservation.

☐ The hotels are not authorized to mix delegations to fill a double, triple, or quad accommodation. Reservations will be made only for occupants listed together on the same hotel reservation form.

☐ A deposit of one night’s lodging plus sales tax for each room reserved must accompany the hotel reservation form.

Acceptable forms of payment

For hotel information specific to the city you have selected, please refer to pages 4-7.

When You Arrive

☐ Hotel check-in time is 3:00 pm at the Hyatt Regency Indianapolis, and Baltimore Marriott Waterfront. At all other hotels it is 4:00 pm. If you arrive earlier than the check-in time, the hotel will make every effort to assign as many rooms as possible. Make arrangements to attend workshops or business tours until your room is available if you know you will be arriving early.

☐ A luggage storage area is provided at each hotel for groups arriving prior to the check-in time.

☐ To minimize confusion in the hotel lobby, one FBLA adviser or PBL representative must register the entire delegation. Clearly indicate on the hotel reservation form the name of the person handling the group’s billing. To charge incidentals to your guestroom, such as room service, restaurant, or outside phone line access, you must present a major credit card and driver’s license upon check-in. The assigned delegate or adviser secures room assignments and keys for the entire delegation.

☐ The hotels have been advised of the importance of placing FBLA adviser and chaperone rooms next to the rooms of the students for whom they are responsible. They will make every effort to do so, but room availability is largely dependent upon the checkout time of those departing on the day of your arrival.

☐ Checkout time is noon at the Anaheim Marriott, Hyatt Regency Indianapolis, and Baltimore Marriott Waterfront hotels. It is 11:00 am at all other hotels. One adviser or representative must check out, turn in keys, and pay room bills for the entire delegation. The hotel will provide one bill for each room occupied.

Tips for a Smoother Hotel Check-In

☐ Do not wait until check-in to change reservations. Fax or mail changes to the address indicated on the hotel reservation form. If you must make a change in your reservation AFTER October 10, call your assigned hotel directly. When calling, be sure to document the name of the person you spoke with and the date and time of the conversation.

☐ Have copies of your original reservation form with you, along with any changes called or faxed to the hotel.

☐ Be sure your school’s accounting department sends separate checks for hotel reservations and conference registration to the appropriate addresses on each form. The payments must not be combined in one check.

☐ If you are mailing your balance due, make sure the check clearly indicates to which school/reservation the amount should be applied. To be absolutely clear, send a copy of your reservation form marking it “duplicate” with the balance payment.

☐ Although you only need to send a deposit, paying the full amount in advance speeds check-in time.

☐ Be as accurate as possible when completing the line on the reservation form that asks your delegation arrival and departure time. The hotel uses this information to staff the front desk with enough agents at heaviest arrival times.

☐ If you have not received a hotel confirmation prior to leaving for the conference, call the hotel to verify your reservation and document your conversation.
Deposit of one night's lodging plus tax per room must accompany this form. Reservation will not be made without deposit.

Check enclosed in the amount of $ __________

Please charge my credit card:  
[ ] MasterCard  [ ] Visa  
[ ] American Express  [ ] Diners Club

Name on Card ____________________________  Card Number ____________________________  Expiration Date ____________________________

Signature ____________________________
NFLC Registration Instructions

NEW! On-Line Registration Baltimore

Our new pilot On-Line Registration for the Baltimore NFLC only is available through our Web site at www.fbla-pbl.org. Click on Baltimore On-line Registration on the home page. To register on-line it will be necessary that the e-mail address of the key adviser be a part of your membership record. Please call that information to the membership department at 1-800-325-2946 ext. 135. You must have your chapter number and the password “service” to access on-line registration. If you do not wish to register on-line you may use the registration form found in this booklet. For all other NFLC locations please use the registration form found on page 11.

Carefully read all information before completing the form. Type or print all information. To be pre-registered, registrations must be postmarked no later than October 10, 2003. NFLC registration questions can be directed to 888-FBLA-PBL.

Make your school’s accounting department aware of the postmark deadline dates. No exceptions will be made; send your registration early to take advantage of early bird savings.

Payment

Payment must be made by school, school district, or personal checks, or school purchase orders. Make checks payable to FBLA-PBL. Purchase orders must be numbered and signed. Send payment with your completed registration form to:

FBLA-PBL NFLC REGISTRATION
P.O. Box 79130
Baltimore, MD 21279-0130

Do not send registration and housing payments together.

Confirmation of Registration

Confirmation receipts, including a list of attendees, financial statement, change form (if registration is received by October 10, 2003), Dress Code, and Code of Conduct sheet will be sent. Changes or cancellations should be faxed or mailed as soon as they are known, even if you have not received your confirmation. Refund requests may be faxed to 773-348-3197.

Refund Policy

Registration refund requests must be made in writing before October 31. Requests received by October 31 will receive an 80% refund. No refunds will be given after the October 31 deadline. A refund request form may be downloaded from our Web site at www.fbla-pbl.org.

Registration Hours and Location

Registration will be open on Friday from 11:00 am until 9:00 pm. Please see the information specific to your city on pages 4-7 for the location of registration. One FBLA adviser must pick up the entire chapter’s packet. Partial packets will not be distributed. PBL registrations may be picked up by each registered individual.

Accident Insurance

Arrangements have been made with Federal Insurance Company to provide accident insurance to all registered NFLC participants who wish to purchase insurance. Each person who purchases this insurance will be covered while in attendance at the NFLC, including traveling directly to and from the conference. Coverage begins at the actual start of the trip to the conference, but no more than three days prior to the conference. It ends when attendees return to their permanent residences or the fourth day following the conference, whichever occurs first. The benefits include up to $25,000 for accidental death or dismemberment, and up to $2,500 for accidental excess medical expenses. Federal Insurance Company will pay these benefits within one year from the date of the accident, and maximum group coverage is $500,000. Coverage is subject to the full terms and conditions in the master policy. To enroll, mark the appropriate box on the registration form on page 11 and include the fee ($2 per person) with your check for registration. Insurance is not available for on-site registrants and refunds are made for insurance. For a claim against this policy, notify the FBLA-PBL National Center in writing for verification of coverage and claim information.

Please carefully follow the instructions listed below when completing the conference registration form:

1. Enter all school and adviser information.
2. If adviser is not attending, enter responsible person’s information.
3. Use this conference registration form to register all students, advisers, and chaperones. All registrants listed must pay a registration fee.
4. If the name listed is a student member, place a check mark in the Student column.
5. If the name is an adult, use the Registration Codes on this sheet to indicate applicable codes.
6. Double-check the spelling of each name.
7. Double check that the correct Registration Codes have been entered. If no code is entered, registration cannot be completed.
8. Use one registration form for each chapter. Do not list students from another school on your form, as they will not be recorded correctly for registration.
9. Conference registration may be paid by school, school district, or personal check, or school purchase order. Make checks payable to FBLA-PBL. Purchase orders must be numbered and signed.
10. Do not send your hotel reservation form and deposit money with your conference registration. Hotel reservations and deposits are to be mailed directly to the address indicated on your city’s information. Please do not duplicate your registrations. If you submit your form by mail, do not also fax it. Only registrations paid by credit card may be faxed. For Baltimore only, if you register on-line, please do not also register by form.
11. Make a copy of your registration form for your records. Bring your copy with you to the NFLC.

Registration Codes – indicate code in the appropriate column.

1. Check the student column for student members.
2. For adults, please indicate all appropriate codes from the selections below:
   - A – Adviser
   - A1 – First Year Adviser
   - A2 – First time attending conference as an adviser
   - C – Chaperone
   - S – State Committee Member
   - P – Professional Division Member
   - PL – Lifetime Professional Division Member
   (include your membership number)

Conference Registrations being paid by credit card may be faxed to 703-758-0749.
2003 National Fall Leadership Conference
Conference Registration Form

School/Chapter ____________________________ School Phone ____________________________
School Address __________________________ School Fax ____________________________
School City ___________________________ State _______ Zip Code _______________________
Adviser/Contact Name _________________________ Home Phone _______________________
Home Address _____________________________ State _______ Zip Code _______________________
Home City ___________________________ State _______ Zip Code _______________________

Check if adviser is not attending. If adviser is attending, list as first name under “NFLC Attendees”.
Responsible person at conference if adviser is not attending:
Name ____________________________ School ____________________________ Phone __________

READ REGISTRATION FORM INSTRUCTIONS ON PAGE 10 BEFORE COMPLETING

NFLC ATTENDEES

<table>
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Member
Student Only
Adult only (list all applicable codes from instructions)
Insurance (Yes/No)

TOTALS:
FBLA Early Registration _______ x $55 _______ = Postmarked by Oct. 10
PBL Early Registration _______ x $65 _______ = Postmarked by Oct. 10
FBLA Regular Registration _______ x $65 _______ = After Oct. 10
PBL Regular Registration _______ x $75 _______ = After Oct. 10
Insurance _______ x $2 _______ = Non-refundable

TOTAL PAYMENT _______

Check here if any attendees are physically challenged and require special services while at NFLC. Attach names and services required and all contact information.

DEMOGRAPHICS: Used by FBLA-PBL for funding and other purposes. Please indicate the total number of students in each of the following categories:

- Males
- Females
- Freshmen
- Sophomores
- Juniors
- Seniors
- Caucasians
- African Americans
- Hispanic
- American Indian
- Asian
- Other

Refunds: Refunds received in writing by Oct. 31 will receive an 80% refund. No refunds will be given on cancellations received after Oct. 31.

Mail to: FBLA-PBL NFLC Registration
P.O. Box 79130
Baltimore, MD 21279-0130

Please charge my credit card:

- MasterCard
- Visa

Name on Card ____________________________
Account Number ____________________________ Exp. Date _______
Signature ____________________________
lead...
achieve...
succeed!
in
DENVER

2004 National Leadership Conference

PBL: July 9-12
FBLA: July 14-17