WAFBLA

WINTER LEADERSHIP CONFERENCES 2021

REGISTRATION GUIDE | wafbla.org

Conference Overview

The regions of Washington Future Business Leaders of America are excited to invite your FBLA chapter to attend the Winter Leadership Conferences *virtually* this year. Save the date for **Saturday, January 30, 2021.**

During the WLCs, Washington's finest high school members will have the opportunity to:

- Test business knowledge and career skills in competitive events
- Compete to qualify for the State Business Leadership Conference in Spring 2021
- Earn recognition and attend stimulating virtual workshops
- Meet and network with business and community leaders
- Enjoy LIVE virtual general sessions
- Share your FBLA pride with fellow members from across your region

Location

- Virtual Access information will be provided after the close of registration

Registration Fee

- $20 per student member participant, Adviser registration is complimentary
- Fee includes access to competitions and general sessions

Questions?

Feel free to contact the Washington FBLA State Office at operations@wafbla.org or dawne@wafbla.org.

Important Dates

January 22	REGISTRATION DEADLINE
January 30	Online Testing Window Begins
	Opening Celebration Video (may have sooner!)
	10 a.m. Client Service (due 10:40 a.m.)
	11 a.m. Impromptu Speaking (due 11:30 a.m.)
	12 noon Middle Level Critical Thinking (due 12:30 p.m.)
	1 p.m. Job Interview (due 1:40 p.m.)
	2 p.m. Role Play (practice) prompts available
	12 midnight Recorded Competitions Submission Deadline
	Production Testing must happen on this day (due at midnight)
February 12	Online testing closes at 5 p.m.
February 13-28	Regional Award Sessions (contact your regional adviser)

Registration

Make plans to join us for this event! Registration for this conference will be processed through Blue Panda. If you need help with setting up your Blue Panda account, please contact operations@wafbla.org or dawne@wafbla.org..

Registration Overview | Now – January 22

The registration window for this conference will be from Now – January 22, 2021. Register for this conference through Blue Panda. The **Blue Panda QuickStart Guide** is available to help provide information about using this online registration system.

Registration Payment

When you complete your online registration in Blue Panda (by January 22), you have the option to print an invoice. If you are paying with check or purchase order, you may pay from this invoice. If you would like to pay with credit card, please wait until the following week when our finance team will send invoices directly from QuickBooks that will include a "pay now" link.

Registration checks may be made payable to **Washington FBLA**.

Checks should be mailed to the Washington FBLA Finance Office:

> **Washington FBLA**
> **P. O. Box 1440**
> **Owasso, OK 74055**

Winter Leadership Conference 2021 Virtual Region Competition General Guidelines

Participant Eligibility for Region Level Competition and State Level Qualification / Eligibility

- *For specifics about qualification to the state level of competition, please refer to pages 23-25 in the Washington FBLA Chapter Success Guide: http://leadable.info/wafbla-csg20*

Competition Guidelines and Format for Virtual Regional Competitions

- *For specific guidelines about a competitive event (components of the event, topics for this year, etc.) refer to the National FBLA Competitive Event Guidelines: https://www.fbla-pbl.org/fbla/competitive-events/*
- *Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs.*
  - *Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.*
- *For specific guidelines about how competitive events will be conducted virtually at the regional level, refer to the additional information provided in this document.*

Team Competitions at the Regional Level

- *For objective testing, team members will all test as individuals and the test scores will be averaged for the team's final objective test score.*
- *All videos must be recorded virtually as teams. Even if a team is able to meet together, in-person recording is not allowed. Submitted videos must be recorded virtually to ensure entries are presented in a similar manner for all competitors.*

Tie Breaking Pedagogy

- *To simplify competitive event operations in the brief window we have this year, ties WILL be allowed. You may see ties for winners in competitive events this year.*

Competitor Conduct

Any participants found to be sharing event topics, scenarios, or test questions with any other person (including guests, advisers, chaperones, members from other schools) will be disqualified from ALL competitions. Depending on the severity, the participant may be removed from the conference or in certain cases the entire chapter may be disqualified from competition.

Guidelines for Virtual Competitive Events – Regional Events By Category [FBLA]

Objective Test Events

Accounting I, Accounting II, Advertising, Agribusiness, Business Calculations, Business Communications, Business Law, Computer Problem Solving, Cyber Security, Economics, Health Care Administration, Insurance & Risk Management, Introduction to Business, Introduction to Business Communication, Introduction to Business Procedures, Introduction to FBLA, Introduction to Financial Math, Introduction to Information Technology, Introduction to Parliamentary Procedure, Journalism, Networking Infrastructures, Organizational Leadership, Personal Finance, Political Science, Securities & Investments, Supply Chain Management

Production Test Events

Computer Applications, Database Design & Application, Spreadsheet Applications, Word Processing

Role Play Events

Banking & Financial Systems, Entrepreneurship, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Decision Making, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports & Entertainment Management

Prejudged Projects and Presentation Events

Digital Video

Demonstration Events

E-business, Website Design

Interview Events

Job Interview

Speech Events

Impromptu Speaking, Introduction to Public Speaking, Public Speaking

Presentation Events with Equipment

Broadcast Journalism, Electronic Career Portfolio, Graphic Design, Introduction to Business Presentation, Introduction to Social Media Strategy, Public Service Announcement, Publication Design, Sales Presentation, Social Media Strategies

Presentation Events without Equipment

Business Ethics
Client Service

Objective Test Events

Accounting I, Accounting II, Advertising, Agribusiness, Business Calculations, Business Communications, Business Law, Computer Problem Solving, Cyber Security, Economics, Health Care Administration, Insurance & Risk Management, Introduction to Business, Introduction to Business Communication, Introduction to Business Procedures, Introduction to FBLA, Introduction to Financial Math, Introduction to Information Technology, Introduction to Parliamentary Procedure, Journalism, Networking Infrastructures, Organizational Leadership, Personal Finance, Political Science, Securities & Investments, Supply Chain Management

Dates

Objective Tests
- January 27 | TFI Access Sent to Advisers
- January 30| Objective Testing Window Begins
- February 12 | Objective Testing Closes (Complete by 5:00 p.m.)

Virtual Platforms

- **Technology Fluency Institute** *Objective testing is conducted through Technology Fluency Institute (TFI). Advisers will receive an email with their login and password to retrieve logins and passwords for all students. After the winners are announced, advisers can login to see student scores and how students performed on the competencies for each event.*

Guidelines for Virtual

- Objective tests must be completed within the testing time limit specified in the national guidelines and no notes, books, references, or study materials may be used during the test.
- ANY adult may proctor a test, but students must have a proctor and must name their proctor during the testing session when they are asked.

Production Test Events

Computer Applications, Database Design & Application, Spreadsheet Applications, Word Processing

Dates

Production Tests
- January 15 | Production Test Access Sent to Advisers
- January 30 | Production Testing (Upload by 11:59 p.m.)

Objective Tests
- January 27 | TFI Access Sent to Advisers
- January 30| Objective Testing Window Begins
- February 12 | Objective Testing Closes (Complete by 5:00 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*
- **Technology Fluency Institute** *Objective testing is conducted through Technology Fluency Institute (TFI). Advisers will receive an email with their login and password to retrieve logins and passwords for all students. After the winners are announced, advisers can login to see student scores and how students performed on the competencies for each event.*

Guidelines for Virtual

- Objective tests must be completed within the testing time limit specified in the national guidelines and no notes, books, references, or study materials may be used during the test.
- Production tests must be completed within the testing time limit specified in the national guidelines and no notes, books, references, or study materials may be used during the test.
- ANY adult may proctor a test, but students must have a proctor and must name their proctor during the testing session when they are asked.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for production event submissions are PDF documents.

Role Play Events

Banking & Financial Systems, Entrepreneurship, Help Desk, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Decision Making, Management Information Systems, Marketing, Network Design, Parliamentary Procedure, Sports & Entertainment Management

Dates

Objective Tests
- January 27 | TFI Access Sent to Advisers
- January 30| Objective Testing Window Begins
- February 12 | Objective Testing Closes (Complete by 5:00 p.m.)

Role Play Scenarios + Video Upload (Optional)
- January 30 | Competition Scenario Prompts (Available at 2:00 p.m.)
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*
- **Technology Fluency Institute** *Objective testing is conducted through Technology Fluency Institute (TFI). Advisers will receive an email with their login and password to retrieve logins and passwords for all students. After the winners are announced, advisers can login to see student scores and how students performed on the competencies for each event.*

Guidelines for Virtual

- ANY adult may proctor a test, but students must have a proctor and must name their proctor during the testing session when they are asked.
- Objective tests are taken individually, and the scores will be averaged.
- Ranking for winners are based on test scores.
- Optional – There will be role play scenario prompts available. Participants may choose to review the scenario and create a video submission and upload to the Competition Portal. General feedback will be provided for submissions uploaded but ranking for winners are based on test scores.
- Optional – Role Play participants can review the role play scenario prompt and prepare their role play presentation within the prep time indicated in the national guidelines. After prep time is complete, it is recommended that the participant only film their presentation once to simulate the impromptu format of the events. After the video recording is complete, upload the video to the Competition Portal. Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

- Optional – A schedule with specific times prompts will be released on January 30th is provided above. Similar to state, the prompts and interview questions will be published on the website (Washington FBLA Competition Portal) and participants will be given a specific amount of time to prep, record, upload, and submit their video. Please know that recordings *do not* have to include prep time, just their presentation.

Prejudged Projects and Presentation Events

Digital Video

Dates

Video Upload
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

- There is no limit to the number of times participants film their video. They may perfect their video to their liking and upload their best video submission by the deadline.
- The final video submissions must have been recorded virtually in one take (No video editing, special effects, or additional graphics are allowed).
- All videos must be recorded virtually as teams. Even if a team is able to meet together, in-person recording is not allowed. Submitted recordings must be recorded virtually to ensure all recordings are presented in a similar manner for all competitors.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

Demonstration Events

E-business, Website Design

Dates

Video Upload
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

- There is no limit to the number of times participants film their video. They may perfect their video to their liking and upload their best video submission by the deadline.
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Interview Events

Job Interview

Dates

Pre-Judged Materials Upload
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Interview Questions + Video Upload
- January 30 | Interview Question Prompts (Available at 1:00 p.m.)
- January 30 | Upload Submission (Upload by 1:40 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

- Interview questions will be posted to the Competition Portal for participants.
- Interview participants should review the questions and record their video within the provided timeframe referenced above. Participants should only film their video once to simulate the impromptu format of the events. After the video recording is complete, participants should upload the video to the Competition Portal.
- A schedule with specific times prompts will be released on January 30th is provided above. Similar to state, the prompts and interview questions will be published on the website (Washington FBLA Competition Portal) and participants will be given a specific amount of time to prep, record, upload, and submit their video. Please know that recordings **do not** have to include prep time, just their presentation.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

Speech Events

Impromptu Speaking, Introduction to Public Speaking, Public Speaking

Dates

Impromptu Speaking

Impromptu Speaking Prompt + Video Upload
- January 30 | Impromptu Prompt (Available at 11:00 a.m.)
- January 30 | Upload Submission (Upload by 11:30 a.m.)

Introduction to Public Speaking & Public Speaking
Video Upload
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

- Impromptu Speaking prompt will be posted to the Competition Portal for participants.
- Impromptu Speaking participants should review the prompt and record their video within the provided timeframe referenced above. Participants should only film their video once to simulate the impromptu format of the events. After the video recording is complete, participants should upload the video to the Competition Portal.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

Presentation Events with Equipment

Broadcast Journalism
Electronic Career Portfolio
Graphic Design
Introduction to Business Presentation
Introduction to Social Media Strategy
Public Service Announcement
Publication Design
Sales Presentation
Social Media Strategies

Dates

Video Upload

- January 30 | Upload Submission (Upload by 11:59 p.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

- There is no limit to the number of times participants film their video. They may perfect their video to their liking and upload their best video submission by the deadline.
- The final video submissions must have been recorded virtually in one take (No video editing, special effects, or additional graphics are allowed).
- All videos must be recorded virtually as teams. Even if a team is able to meet together, in-person recording is not allowed. Submitted recordings must be recorded virtually to ensure all recordings are presented in a similar manner for all competitors.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

Presentation Events without Equipment

Business Ethics
Client Service

Dates

Business Ethics
Video Upload
- January 30 | Upload Submission (Upload by 11:59 p.m.)

Client Services
Client Services Prompt + Video Upload
- January 30 | Client Services Prompt (Available at 10:00 a.m.)
- January 30 | Upload Submission (Upload by 10:40 a.m.)

Platforms

- **Competition Portal** *The competition portal will be linked through our website. Through the portal, participants will obtain the information they need for their competition, including access to online submission of their competitive event entry. Upon submission, an email notification (including a copy of the submission) will be sent to the local chapter adviser.*

Guidelines for Virtual

Client Services
- Client Services prompt will be posted to the Competition Portal for participants.
- A schedule with specific times prompts will be released on January 30th is provided above. Similar to state, the prompts and interview questions will be published on the website (Washington FBLA Competition Portal) and participants will be given a specific amount of time to prep, record, upload, and submit their video. Please know that recordings **do not** have to include prep time, just their presentation.
- Client Services participants should review the prompt and record their video within the provided timeframe referenced above. Participants should only film their video once to simulate the impromptu format of this event. After the video recording is complete, participants should upload the video to the Competition Portal.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.

Business Ethics
- There is no limit to the number of times participants film their video. They may perfect their video to their liking and upload their best video submission by the deadline.
- The final video submissions must have been recorded virtually in one take (No video editing, special effects, or additional graphics are allowed).

- All videos must be recorded virtually as teams. Even if a team is able to meet together, in-person recording is not allowed. Submitted recordings must be recorded virtually to ensure all recordings are presented in a similar manner for all competitors.
- Competitive entries will be uploaded online through the Washington FBLA Competition Portal. The only entries that are allowed for submissions are documents in a PDF format or URLs. Before you submit a URL, please make sure to check the permissions on the destination (i.e., Google Drive or YouTube should be set to "anyone with link can access the file") so that all entries can be judged. Due to quick turnaround time, links that are set to private or locked will be unable to be judged.