

lead...



achieve...

succeed!

in

DENVER

NEW!
Online registration!
See page 21 for details.



2004 National Leadership Conference
and Institute for Leaders

PBL IFL: July 8-9
PBL NLC: July 9-12

FBLA IFL: July 13-14
FBLA NLC: July 14-17

Keynote Speaker: **ERIC CHESTER**

Eric Chester is the premier expert on Generation Why; in fact, he coined the term. Since 1986, Eric Chester has been speaking to and working with Generation Why youth. He has personally addressed more than two million teenagers and is dialed-in to the mindset of this burgeoning generation. He frequently appears on national media (Good Morning America, MSNBC, Fox News, CNN, Canada AM, etc.) to provide insight and perspective to concerned adults.



MISSION LIFT CELEBRATION!



The March of Dimes will sponsor a special activity to celebrate the success of the 2003-2004 Mission LIFT partnership. **All members and advisers who bring a roll of dimes to contribute to the March of Dimes will be eligible for special prizes.** Watch the national Web site (www.fbla-pbl.org) for details.

2004 FBLA-PBL NLC Internship Application

Enhance your NLC experience by working as an intern at the National Leadership Conference in Denver.

Meeting Planner interns help national staff with conference logistics and headquarters office management. Interested applicants must be available to attend the Denver NLC (see dates below). To participate as an intern, it is necessary for you to be available during the majority of the NLC. All interns will receive a \$100 stipend plus complimentary NLC registration, but are responsible for their own room, travel, and meal expenses. Complete the application form below and send or fax it with a current resume and two (2) letters of recommendation to the national center. **Refer to the Dress Code on page 19 for conference attire guidelines.** Hurry, the application receipt deadline is May 1, 2004.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Daytime Phone _____

Fax No. _____ E-mail _____

School Name _____ City _____ State _____

Attach a brief statement of reason for seeking this internship and any special skills you have.

APPLICATIONS MUST BE RECEIVED OR FAXED BY May 1, 2004

Send completed applications and required materials to:
FBLA-PBL NLC Internships
1912 Association Drive
Reston, VA 20191
FAX: 703-758-0749

NLC Intern Hours

PBL Interns:
Noon, July 9—5:00 pm, July 12

FBLA Interns:
Noon, July 14—5:00 pm, July 17

General Information

The 2004 National Leadership Conference (NLC) in Denver is only months away and it's time for you to make plans to attend. Denver promises to be an exciting location to enhance the NLC experience. Here are suggestions that will help you prepare for the conference.

- Read this guide carefully 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.
- See page 23 for information on travel discounts for airfare, car rental, and ground transportation.
- See pages 18-20 for instructions on making room reservations.
- See page 22 for registration instructions.
- See page 8 for information on certification opportunities for you and your students.
- See pages 9-12 for tour information.

If you have a student who is competing:

- Carefully read the 2003-2004 Competitive Event Guidelines, which are in your *Chapter Management Handbook*.
- Check with your state adviser or competitive event coordinator for special deadlines for report or resume submissions. State advisers also will receive any competitive events updates.

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.
- Discuss having walking shoes to walk from hotels to the convention center and tote dress shoes for activities. (FBLA)
- Discuss appropriate behavior. Conference delegates represent the national organization as well as their school and state. FBLA 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.
- Adviser Orientations are scheduled for the first few days of the conference to review safety precautions in more detail.

Denver, Colorado

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Denver photos courtesy of the Denver Metro Convention and Visitors Bureau

- Discuss the various sightseeing options and review the tours outlined in this guide on pages 9-10.
- Emphasize the importance of participating in conference activities to the fullest extent. Schedule a meeting after you've arrived at the conference and picked up your registration packet. Then review the conference program in detail.
- Participate in as many workshops as possible. Attend all general sessions and regional meetings.

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 using the Special Needs form on the national Web site (www.fbla-pbl.org) under Conferences.**
- Check with your school's accounting department to ensure that all checks have been mailed for conference registration and hotel reservations.
- If you did not receive a hotel confirmation, call the hotel to confirm that your reservation was received. Document the name of with whom you talked and the date and time of your conversation.

Bring copies of your original housing, copy of tax exempt certificate, and conference registration forms as well as your confirmation for each person to the conference.

General Information

Advisers' Hospitality Center

Share refreshments and conversation with members of the Board of Directors and national staff while discussing ideas and issues concerning FBLA-PBL national programs, partnerships, and services. Meet other advisers and exchange ideas in a relaxed environment. Check the conference program for dates and time.

National Officer Elections

An important and exciting part of the NLC is the election of the 2004-2005 national officers. If you have a student interested in running for national office, request the National Officer Candidate Guide from your state adviser, or download from www.fbla-pbl.org.

Exhibits

Visit favorite fundraising companies, universities, and vendors and check out new opportunities. Learn about additional educational programs through the FBLA-PBL partnership organizations. It's a great chance to network and gather new ideas for successful chapter activities.

FBLA-PBL MARKETPlace

Whether you need educational or insignia items, you'll find them at the FBLA-PBL MarketPlace. See the latest and greatest products you can't afford to miss. Be sure to bring school purchase orders to ease processing. Cash, check, and all major credit cards will be accepted.

Open Testing Opportunity!

Everyone can compete! The Open Events program includes a number of tests that members can take without pre-qualification or preregistration. You don't have to be a state winner—just a member. A member may only take a test once, but may take all the open tests if time permits.

Tests being offered at the 2004 National Leadership Conference are:

- Access Database (FBLA only)
- Computer Operating Systems (FBLA & PBL)
- Cost Accounting (PBL only)
- Database Theory (PBL only)
- E-Commerce (FBLA & PBL)
- Human Relations & Ethics (FBLA & PBL)
- Investments (FBLA only)
- Leadership (FBLA & PBL)
- Sports Marketing (FBLA & PBL)

The open tests will be given on a first-come, first-served basis on July 11 (PBL) and July 16 (FBLA).

FBLA and PBL Campaign Hall

In the campaign hall, candidates will display their literature, and you can talk with them about their platform. Don't miss the spirited competition and bid for delegate votes by the candidates and their campaign staff.

Do You Sing?

FBLA-PBL, Inc. currently is looking for a PBL member and a FBLA member to sing the national anthem at their respective NLC. If you sing or know someone who would like to perform the national anthem, make a demo tape or CD and send it to:

Jane Anderson
PDC Multimedia Productions
3217 North Flood Avenue
Norman, OK 73069

The deadline for accepting audition tapes is Friday, May 14. The PDC staff will review all tapes and CDs and the person chosen will receive notification from PDC Multimedia Productions. Audition tapes and CDs will not be returned.

NASSP Requirement

The National Association of Secondary School Principals (NASSP) requires adult chaperones for high school students attending NASSP-sponsored conferences.

Voting Delegate Session

A voting delegate session has been scheduled on day two to explain voting procedures and voting delegate responsibilities. The session is required for all voting delegates. July 10 (PBL) and July 15 (FBLA).

FBLA and PBL Local Voting Delegates

Local FBLA voting delegates vote on matters that come before the regional meetings, including election of the regional vice president. PBL voting delegates vote to determine all national officers (president, secretary, treasurer), their regional vice presidents, and bylaw amendments. The number of voting delegates to which a chapter is entitled is determined by the following breakdown:

- Less than 50 paid chapter members: 2 voting delegates
- 50-100 paid chapter members: 3 voting delegates
- More than 100 paid chapter members: 4 voting delegates

No chapter may have more voting delegates than the number of members in attendance at the NLC. For example, even though a chapter is entitled to three voting delegates, if only two members are present, only two votes may be cast.

To qualify as a voting delegate, members must meet these requirements:

- Pay national, state, and local dues by the national membership receipt deadline of March 1, 2004. (FBLA)
- Pay national, state, and local dues by the national membership receipt deadline of April 15, 2004. (PBL)
- Conference registration must be postmarked by June 14.

FBLA State Voting Delegates

State voting delegates vote on all matters that come before the general session, including the election of the national president, secretary, treasurer, and bylaw amendments. Two state voting delegates are registered by each state chapter prior to the conference.

General Information

Silent Auction

On July 11 (PBL) and July 16 (FBLA) we will host our fourth Silent Auction. A variety of items including gift baskets will be available for bids. Proceeds will go to Student and Adviser Recognition Programs.

Roving Photographers

FBLA-PBL photographers will be taking candid photos throughout the conference for publishing in organizational publications and on the FBLA-PBL National Web Site. Those not wishing to have their photos published must inform the photographer before the photo is taken.

Climate/Attire

Denver can be very warm in the summer with a high average temperature of 87 and a low average temperature of 59. Visitors are advised to bring light jackets or sweaters for the evenings and comfortable clothing and shoes for outside activities and touring. For those not accustomed to a higher altitude, drink plenty of water to help your body adjust to the new altitude. Refer to the Dress Code on page 19 for conference attire guidelines.

FBLA Conference Location

All FBLA conference activities will be held at the Colorado Convention Center. Comfortable walking shoes are recommended for walking between your hotel and the convention center and carry dress shoes for all activities. Limited public transportation brings you to within two blocks of the convention center.

Visitor Information

For more detailed information about Denver, visit www.denver.org for the Denver Metro Convention and Visitors Bureau Web site, or call 1-800-233-6837.

National Association of Parliamentarians

The National Association of Parliamentarians (NAP) will offer its national membership test during the NLC. The test is 100 objective questions selected from the NAP's official test bank and is available free at www.parliamentarians.org/membership.htm. The cost of the test is the student membership fee of \$30.00 plus applicable state association dues. To find out the total cost of the test, go to www.fbla-pbl.org and click on Library, Online Documents, to download the state dues sheet and the student application. A check made out to NAP, along with the application, must be brought to the testing site. If a member doesn't pass the test, a refund is issued by NAP.

The NAP membership exam will be offered on July 11 from 3:00 pm—4:00 pm for PBL and on July 16 from 3:00 pm—4:00 pm for FBLA. No preregistration is required but payment will be expected at the time the test is taken.

Denver, Colorado

NLC PBL attendees meet with agents from the U.S. Bureau of Customs about career opportunities.



Career Expo 2004

PBL members have a unique opportunity for face-to-face interviews with corporations and organizations looking for new talent.

Have resumes ready on July 10, 8:30 am—1:00 pm when you can meet with key contacts from a wide range of leading businesses. And dress for success!

The following companies have already accepted invitations to the Career Expo:

First Bank Holding Company, Hormel Foods.

Companies that have been invited for the 2004 Career Expo include:

American Greetings, Americorps, Booz Allen Hamilton, Caterpillar, Cisco, Commonwealth Industries, Deloitte, Disney, FBI, Target, Kodak, and Wal*Mart.

The PBL Career Expo is a fantastic avenue for members to explore job opportunities, find an internship, learn more about leading employers, and practice their interviewing skills. Make sure that you take advantage of this NLC experience! Check the national Web site (www.fbla-pbl.org) for updates as more companies sign up for the Career Expo.

Deadline Calendar

ASAP: Make airline reservations. See page 23.

April 1:	FBLA Chapter Business Achievement Awards receipt deadline due at national center
April 1	PBL Chapter Membership Recognition Program receipt deadline due at national center
May 1:	FBLA and PBL NLC Internship application receipt deadline. Applications are in this guide and at www.fbla-pbl.org .
May 7:	NLC Competitive Events entries postmark deadline including all forms and chapter reports (by state chapters).
May 15:	March of Dimes Mission LIFT report postmark deadline
May 15:	Receipt deadline for FBLA and PBL national officer candidate applications
June 14:	Housing forms must be received by the housing bureau.
June 14:	FBLA local voting delegate registration postmark deadline
June 14:	NLC & IFL early bird registration postmark deadline
June 14	PBL local voting delegate registration postmark deadline
June 14:	Microsoft Office Specialist and IC ³ Certification registration postmark deadline
June 14:	Deadline for requesting NLC or IFL registration refunds
June 14:	Tour order form receipt deadline

Schedules

PBL Conference Schedule - Adam's Mark Hotel

Day Prior: Thursday, July 8

8:00 am—5:30 pm Institute for Leaders
 Noon—4:00 pm Tour Desk
 2:00 pm—7:00 pm Registration
 7:00 pm—8:30 pm IFL Twilight Honors Session (optional)
 Optional State Meetings

Day 1: Friday, July 9

7:30 am—8:45 am IFL Early Bird Honors Session (optional)
 7:30 am—1:00 pm Tour Desk
 8:00 am—Noon Registration, MarketPlace
 9:00 am—4:00 pm Institute for Leaders
 Optional State Meetings
 10:00 am—11:00 am Event Confirmation
 2:30 pm—4:00 pm Event Confirmation
 3:00 pm—7:00 pm Registration, Exhibits, Tour Desk
 MarketPlace, Photography Desk
 5:30 pm—6:15 pm Adviser Orientation
 7:30 pm—10:00 pm Opening General Session &
 Campaign Rally
 10:15 pm—11:00 pm Adviser Orientation

Day 2: Saturday, July 10

7:30 am—8:15 am Adviser Orientation
 7:30 am—5:00 pm Competitive Events
 8:00 am—Noon Tour Desk
 8:00 am—4:00 pm MarketPlace
 8:30 am—1:00 pm Career Expo
 8:30 am—3:15 pm Workshops
 9:00 am—2:45 pm Certification Testing
 9:00 am—4:00 pm Exhibits and Campaign Booths
 10:00 am—4:00 pm Photography Desk
 3:00 pm—5:00 pm Tour Desk
 4:00 pm—5:00 pm Regional Campaign Rallies
 5:10 pm—5:45 pm Voting Delegate Session
 6:30 pm—7:30 pm Mission LIFT Mini WalkAmerica

Day 3: Sunday, July 11

8:00 am—9:30 am Voting Delegates/State Presidents' Q&A
 8:00 am—Noon Tour Desk
 8:00 am—4:00 pm MarketPlace
 8:15 am—4:30 pm Competitive Events
 8:30 am—3:15 pm Workshops
 9:00 am—2:45 pm Certification Testing
 9:30 am—4:00 pm Silent Auction
 10:00 am—11:00 am State Supervisor & Key Contact Meeting
 10:00 am—4:00 pm Photography Desk
 Noon—4:00 pm Open Events
 3:00 pm—4:00 pm NAP Test
 4:30 pm—5:15 pm Professional Division Meeting/Reception

Day 4: Monday, July 12

8:00 am—9:30 am National Voting Session
 8:00 am—Noon MarketPlace, Photography Desk
 8:00 am—1:00 pm Tour Desk
 9:00 am—2:45 pm Certification Testing
 9:45 am—10:45 am Regional Voting & Recognition Sessions
 11:00 am—Noon Adviser Forum (BOD & NAP Committee)
 7:00 pm—9:30 pm Awards of Excellence Program
 9:30 pm—11:30 pm Awards Dance

**Please note this schedule is subject to change*

PBL Competitive Events - Adam's Mark Hotel

Friday, July 9

Job Interview—application & writing exer. 5:00 pm—6:00 pm
 Future Business Executive—test & writing exer. 5:00 pm—7:00 pm
 Future Business Teacher—test & writing exer. 5:00 pm—7:00 pm

Saturday, July 10

Accounting for Professionals 12:30 pm—2:30 pm
 Accounting Principles 12:30 pm—2:30 pm
 American Enterprise—preliminary 9:00 am—2:00 pm
 Business Communication 12:30 pm—2:30 pm
 Business Decision Making—preliminary 7:30 am—9:30 am
 Business Law 12:30 pm—2:30 pm
 C++ Programming 9:45 am—11:45 am
 Community Service—preliminary 9:00 am—2:00 pm
 Computer Applications—written 9:45 am—11:45 am
 Computer Concepts 12:30 pm—2:30 pm
 Desktop Publishing—written 7:30 am—9:30 am
 Economics 12:30 pm—2:30 pm
 Emerging Business Issues—first team 8:45 am
 Emerging Business Issues—preliminary 9:00 am—2:00 pm
 Finance 7:30 am—9:30 am
 Future Business Executive—preliminary 9:00 am—3:00 pm
 Future Business Teacher—preliminary 9:00 am—3:00 pm
 Hospitality Management 9:45 am—11:45 am
 Human Resource Management 12:30 pm—2:30 pm
 Impromptu Speaking—sequestered 8:30 am
 Impromptu Speaking—preliminary 9:00 am—12:30 pm
 Information Management 12:30 pm—2:30 pm
 International Business 9:45 am—11:45 am
 Java Programming 7:30 am—9:30 am
 Job Interview—preliminary 9:00 am—3:00 pm
 Management 9:45 am—11:45 am
 Marketing 9:45 am—11:45 am
 Network Design—written 7:30 am—9:30 am
 Networking Concepts 12:30 pm—2:30 pm
 Parliamentary Procedure—practice 5:30 pm—8:00 pm
 Parliamentary Procedure—written 7:30 am—9:30 am
 Partnership with Business—preliminary 9:00 am—2:00 pm
 Public Speaking—preliminary 9:00 am—12:30 pm
 Quantitative Methods 9:45 am—11:45 am
 Sales Presentation—preliminary 1:00 pm—5:00 pm
 Telecommunications 9:45 am—11:45 am
 Visual Basic Programming 9:45 am—11:45 am
 Word Processing—written 9:45 am—11:45 am

Sunday, July 11

American Enterprise—practice 8:00 am—10:30 am
 American Enterprise—finals Noon—4:30 pm
 Business Decision Making—sequestered 8:15 am
 Business Decision Making—finals 9:00 am—2:00 pm
 Business Plan—practice 8:00 am—10:30 am
 Business Plan—finals Noon—4:30 pm
 Community Service—practice 8:00 am—10:30 am
 Community Service—finals Noon—4:30 pm
 Emerging Business Issues—first team 8:45 am
 Emerging Business Issues—finals 9:00 am—2:00 pm
 Future Business Executive—finals 9:00 am—3:00 pm
 Future Business Teacher—finals 9:00 am—3:00 pm
 Impromptu Speaking—sequestered 8:30 am
 Impromptu Speaking—finals 9:00 am—12:30 pm
 Job Interview—finals 9:00 am—3:00 pm
 Network Design—sequestered 8:15 am
 Network Design—finals 9:00 am—2:00 pm
 Open Events Noon—4:00 pm
 Parliamentary Procedure—sequestered 8:20 am
 Parliamentary Procedure—finals 9:00 am—2:00 pm
 Partnership with Business—practice 8:00 am—10:30 am
 Partnership with Business—finals Noon—4:30 pm
 Public Speaking—finals 9:00 am—12:30 pm
 Sales Presentation—finals 9:00 am—1:00 pm

**Please note this schedule is subject to change*

FBLA Conference Schedule - Colorado Convention Center

Day Prior: Tuesday, July 13

7:30 am—1:30 pm	Tour Desk
8:00 am—5:30 pm	Institute for Leaders
2:00 pm—7:00 pm	Registration
3:00 pm—7:00 pm	Tour Desk
7:00 pm—8:30 pm	IFL Twilight Honors Session (optional) Optional State Meetings
Midnight	Curfew

Day 1: Wednesday, July 14

7:30 am—8:45 am	IFL Early Bird Honors Session (optional)
7:30 am—1:00 pm	Tour Desk
8:00 am—Noon	Registration, MarketPlace
9:00 am—4:00 pm	Institute for Leaders Optional State Meetings
10:00 am—11:30 am	Event Confirmation
1:00 pm—1:45 pm	Adviser Orientation
2:30 pm—4:00 pm	Event Confirmation
3:00 pm—7:00 pm	Registration, Exhibits, Tour Desk MarketPlace, Photography Desk
5:00 pm—5:45 pm	Adviser Orientation
7:30 pm—10:00 pm	Opening General Session & Campaign Rally
10:30 pm—11:15 pm	Adviser Orientation
Midnight	Curfew

Day 2: Thursday, July 15

7:30 am—8:15 am	Adviser Orientation
7:30 am—5:00 pm	Competitive Events
8:00 am—Noon	Registration, Tour Desk
8:00 am—4:00 pm	MarketPlace
8:30 am—3:15 pm	Workshops
9:00 am—2:45 pm	Certification Testing
9:00 am—4:00 pm	Exhibits and Campaign Booths
10:00 am—4:00 pm	Photography Desk
4:00 pm—5:00 pm	Regional Campaign Rallies
5:10 pm—5:45 pm	Voting Delegate Session
6:30 pm—7:30 pm	Mission LIFT Mini WalkAmerica
Midnight	Curfew

Day 3: Friday, July 16

8:00 am—9:30 am	Voting Delegates/State Presidents' Q&A
8:00 am—Noon	Tour Desk
8:00 am—4:00 pm	MarketPlace
8:15 am—4:30 pm	Competitive Events
8:30 am—3:15 pm	Workshops
9:00 am—2:00 pm	Exhibits & Campaign Booths
9:00 am—2:45 pm	Certification Testing
9:30 am—4:00 pm	Silent Auction
10:00 am—11:00 am	State Supervisor & Key Contact Mtg.
10:00 am—2:00 pm	Open Events
10:00 am—4:00 pm	Photography Desk
3:00 pm—4:00 pm	NAP Test
4:30 pm—5:15 pm	Professional Division Meeting/Reception
Midnight	Curfew

Day 4: Saturday, July 17

8:00 am—9:00 am	National Voting Session
8:00 am—Noon	MarketPlace, Photography Desk
9:00 am—2:45 pm	Certification Testing
9:15 am—10:45 am	Regional Voting & Recognition Sessions
10:00 am—1:00 pm	Tour Desk
11:00 am—Noon	Adviser Forum (BOD & NAP Committee)
7:00 pm—9:30 pm	Awards of Excellence Program
9:30 pm—11:30 pm	Awards Dance
Midnight	Curfew

**Please note this schedule is subject to change*

FBLA Competitive Events - Colorado Convention Center

Wednesday, July 14

Future Business Leader—written test	5:30 pm—6:30 pm
Job Interview—application	5:30 pm—6:30 pm

Thursday, July 15

Accounting I	Noon—2:00 pm
Accounting II	Noon—2:00 pm
American Enterprise—preliminary	1:00 pm—5:00 pm
Banking & Financial Systems	9:45 am—11:45 am
Business Calculations	9:45 am—11:45 am
Business Communication	9:45 am—11:45 am
Business Law	9:45 am—11:45 am
Business Math	2:15 pm—4:15 pm
Business Procedures	2:15 pm—4:15 pm
C++ Programming	9:45 am—11:45 am
Community Service—preliminary	1:00 pm—5:00 pm
Computer Applications	9:45 am—11:45 am
Computer Concepts	2:15 pm—4:15 pm
Desktop Publishing—written	7:30 am—9:30 am
Economics	2:15 pm—4:15 pm
Emerging Business Issues—sequestered	8:30 am
Emerging Business Issues—preliminary	9:00 am—2:00 pm
Entrepreneurship—written	7:30 am—9:30 am
FBLA Principles & Procedures	9:45 am—11:45 am
Future Business Leader—preliminary	9:00 am—2:30 pm
Impromptu Speaking—sequestered	8:30 am
Impromptu Speaking—preliminary	9:00 am—12:30 pm
International Business	2:15 pm—4:15 pm
Introduction to Business	9:45 am—11:45 am
Intro to Business Communication	Noon—2:00 pm
Intro to Parliamentary Procedure	Noon—2:00 pm
Java Programming	Noon—2:00 pm
Job Interview—preliminary	9:00 am—2:30 pm
Marketing	Noon—2:00 pm
Network Design—written	7:30 am—9:30 am
Networking Concepts	Noon—2:00 pm
Parliamentary Procedure—practice	5:30 pm—8:00 pm
Parliamentary Procedure—written	7:30 am—9:30 am
Partnership with Business—preliminary	1:00 pm—5:00 pm
Public Speaking I—preliminary	9:00 am—12:30 pm
Public Speaking II—preliminary	9:00 am—12:30 pm
Technology Concepts	Noon—2:00 pm
Visual Basic Programming	2:15 pm—4:15 pm
Word Processing I—written	2:15 pm—4:15 pm
Word Processing II—written	2:15 pm—4:15 pm

Friday, July 16

American Enterprise—practice	8:00 am—10:30 am
American Enterprise—finals	Noon—4:30 pm
Business Plan—practice	8:00 am—10:30 am
Business Plan—finals	Noon—4:30 pm
Community Service—practice	8:00 am—10:30 am
Community Service—finals	Noon—4:30 pm
Emerging Business Issues—sequestered	8:30 am
Emerging Business Issues—finals	9:00 am—2:00 pm
Entrepreneurship—sequestered	8:30 am
Entrepreneurship—finals	9:00 am—1:00 pm
Future Business Leader—finals	9:00 am—3:00 pm
Impromptu Speaking—sequestered	8:30 am
Impromptu Speaking—finals	9:00 am—12:30 pm
Job Interview—finals	9:00 am—3:00 pm
Network Design—sequestered	8:30 am
Network Design—finals	9:00 am—1:00 pm
Open Events	10:00 am—2:00 pm
Parliamentary Procedure—sequestered	8:20 am
Parliamentary Procedure—finals	9:00 am—2:00 pm
Partnership with Business—practice	8:00 am—10:30 am
Partnership with Business—finals	Noon—4:30 pm
Public Speaking I—finals	9:00 am—12:30 pm
Public Speaking II—finals	9:00 am—12:30 pm

**Please note this schedule is subject to change*

"CERTIFY" YOUR SUCCESS!

TODAY'S COMPETITIVE BUSINESS AND ACADEMIC ENVIRONMENTS REQUIRE NOT JUST KEEPING, BUT STAYING AHEAD OF THE COMPETITION. ONE WAY THAT YOU CAN ENSURE YOUR SUCCESS IS THROUGH TECHNICAL SKILLS CERTIFICATION. MICROSOFT® OFFICE SPECIALIST AND IC³® (INTERNET AND COMPUTING CORE CERTIFICATION) CERTIFICATIONS ARE EXCELLENT CREDENTIALS FOR YOUR RESUME AND CAN GIVE YOU THE EDGE YOU NEED.

You know you're good, and now you can prove it with Microsoft Office Specialist certification. Microsoft Office Specialist certification is an excellent way to demonstrate your knowledge and skills in Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook. For more information go to www.microsoft.com/officespecialist



The Internet has changed the way we work, learn, and live in ways never before imagined. Now, IC³ certification can take your education and business success to levels you may have only dreamed about. IC³ is comprised of three exams: Computing Fundamentals, Key Applications, and The Internet. For more information go to www.certiport.com/ic3

You can become Microsoft Office Specialist and IC³ certified while attending the FBLA-PBL conference. Certification exams will be offered July 10-12 for PBL and July 15-17 for FBLA. Exam schedule is 9:00 am to 2:00 pm each day, with exams starting on the hour. Each exam takes from 45-60 minutes to complete. You must pass all three IC³ exams for certification.

CERTIFICATION EXAM REGISTRATION FORM

Include this registration form with your Visa or MasterCard information or submit with a separate check for payment with your NLC Registration Form.

Name _____ PBL FBLA School/Chapter _____
 Adviser _____ Mailing Address _____ E-mail _____
 City _____ State _____ Zipcode _____
 Phone _____ Fax _____

Select the exams desired:

Microsoft Office 2000 or XP: Word Excel Access PowerPoint Outlook @ \$45/exam \$ _____

IC³ (three exams required):

Computing Fundamentals Key Applications The Internet @ \$20/exam \$ _____

Make check payable to FBLA-PBL, Inc. Total \$ _____

Visa MasterCard Card # _____ Exp. Date _____ Name on Card _____

If Credit Card, fax to 703-758-0749. Attn: Karin Baker or mail to FBLA-PBL NLC Certification, 1912 Association Drive, Reston, VA 20191-1591. Deadline July 1. On site registration will be accepted on a first come, first served basis.

PBL July 10
 9:00-9:45 am
 10:00-10:45 am
 11:00-11:45 am
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm

PBL July 11
 9:00-9:45 am
 10:00-10:45 am
 11:00-11:45 am
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm

PBL July 12
 9:00-9:45 am
 10:00-10:45 am
 11:00-11:45 am
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm

Exam space is limited.
 Pre-registration is strongly recommended.

FBLA July 15
 9:00-9:45 am
 10:00-10:45 am
 11:00-11:45 am
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm

FBLA July 16
 9:00-9:45 am
 10:00-10:45 pm
 11:00-11:45 pm
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm

FBLA July 17
 9:00-9:45 am
 10:00-10:45 am
 11:00-11:45 am
 Noon-12:45 pm
 1:00-1:45 pm
 2:00-2:45 pm



See Tour Registration form
on page 11 for days/times

Six Flags Amusement Park (Tickets Only) \$25

Six Flags Elitch Gardens and the Island Kingdom Waterpark are full of world-class thrills and adventure — all at a Mile High! This park features more than 45 rides, shows, and attractions including the first of its kind flying coaster. Tickets may be used on any one day. No transportation is provided. There are (2) options to get to the park: (1) Take the 16th street shuttle to Union Station. Board the light rail and the park is the first stop. Cost: \$1.25/person. (2) Take a taxi cab (the fare is approximately \$6.00/one way).

Colorado Rockies Baseball (Tickets only) \$20

See the Colorado Rockies in action at Coors Field as they compete against the San Francisco Giants. Seats will be located at the left field pavilion on the lower level based on a first-come, first-serve basis. If tickets sell out, additional tickets will be sold for the upper reserved outfield at the same cost. If game is called due to weather tickets will be refunded. Directions – take the 16th street shuttle to the Blake Street stop and walk 4 blocks north to the stadium at 20th street.



Denver City Tour \$25 (3 hours)

Experience two sides of Denver - an historic western town and thriving modern city. See lovely residential areas, stop at two of Denver's over 200 parks, take pictures at the Denver Museum of Natural History, drive past the zoo, the Botanic Gardens, the Governor's residence, the sports complexes, and then up to the Colorado State Capitol. Wear walking shoes, casual pants, and light jacket. Tour includes transportation, guide. *Tour 1, 8, 15, 23, 29, 37*

Denver Biking – Platte Park \$41 (4 hours)

Start with a short walk to the 16th street shuttle, which takes you to the Historic Union Rail Road Station. Board the RTD Light Rail System for sightseeing of the Colorado Front Range Mountains. At the end of the line we'll get on our bikes and ride north along the winding Platte River for 12 miles without crossing a street. This ride is on a paved bike trail. There will be places for photos, water, or rest rooms. We'll end by riding past the Denver Bronco Stadium, the Denver Kids Museum, Six Flags Amusement Park, and back to the Historic Union Rail Road Station to return on the 16th street shuttle. Wear sturdy shoes, comfortable shorts/pants, t-shirt, sunglasses, and sunscreen. Tour includes bikes, helmets, and certified guide. *Tour 2, 12, 22, 33*

Gunslingers, Ghosts, and Gold (Walking Tour) \$23 (3 hours)

It all begins and ends in the heart of LoDo. Stroll as we tell the tale of Colorado's capital city beginning with the Pike's Peak gold rush of 1858. Downtown Denver has had a colorful history of rags to riches, miners, desperadoes, saloons, thieves, and upstanding citizens. This is a walking tour. Wear walking shoes. Tour includes guide. *Tour 3, 31*

Rocky Mountain National Park/Estes Park

\$45 (8 hours)

We head west toward the mountains, past the town of Golden, and along Clear Creek stream, and through a scenic canyon. Then it's on to the top of Berthoud Pass for our first view of our majestic Rocky Mountains at an elevation of 11,318 feet. We descend into the valley below and it's on to lunch in the quaint mountain town of Grand Lake, and visit Rocky Mountain National Park. The highest point on our drive today is on Trail Ridge Road, the highest continuous automobile route in North America, at an elevation of 12,138 feet. We return through Estes Park, into the rugged North St. Vrain Canyon, and on back to Denver. Wear comfortable walking shoes and a light jacket. Tour includes transportation and certified guide. Lunch is on your own. *Tour 4, 11, 26*



Horseback Riding \$75 (6 hours)

Are you ready to go for a fun relaxing horseback ride in beautiful Colorado? You will travel to a beautiful ranch in the Colorado Mountains where you will be met by professional staff at the horseback stable area who will saddle you up for a two-hour ride. After your ride, we will stop in town for lunch on your own. Wear sturdy shoes, long pants, hat, sunglasses and sunscreen. **Restrictions include a weight limit of 220 lbs and no children under 7 years of age.** Tour includes transportation, horseback ride, and guide. *Tour 5, 20*

Colorado River Rafting \$70 (5.5-6 hours)

This tour is a Class III and is perfect for beginners as well as intermediate rafters. You will be provided wet suits, helmets, and life jackets. Your guide will discuss rafting and safety procedures to ensure fun for everyone. Wear shorts (preferably nylon) or swimsuit, tennis shoes & wool socks or sport sandals (no flip flops), cool weather gear (avoid cotton; choose fleece, polypropylene, or wool) sunglasses & sunscreen. **Restrictions – you must be able to swim.** Tour includes transportation, 3-3.5-hour raft trip with guide, wetsuit, splash jacket, helmet, and sack lunch on bus. *Tour 6, 27*

Colorado Mills Shopping \$17 (5 hours)

Introducing the best place to shop ever - Colorado Mills. Best selection, best designers, and best styles. At up to 70% off, you'll find top brand savings at over 200 manufacturers' and retail outlets and unique specialty stores—Last Call Clearance Center from Neiman Marcus, Off 5TH Saks Fifth Avenue, Borders Books and Music, Bath & Body Works, Levi's/Dockers/Anchor Blue, Eddie Bauer Outlet, restaurants and engaging entertainment venues—Jillian's, United Artist Theatres, and ESPN X Games Skatepark. Tour includes transportation and guide. *Tour 7, 36*

Colorado Sports – Stadium Tour \$28 (3 hours)

Located in the heart of LoDo, short for Lower Downtown, Coors Field is one of Denver's newest additions to "The Greatest Sports City in America." You will be given a private tour of this unique \$215 million structure including the visitors clubhouse, the club level, private boxes, and other limited access areas of the ball park. Then we head off to the new Invesco Field, the Hall of Fame Museum, visitor's locker room, the field, television production area, United club level, a party suite, and even the mascot Thunder's stall. Wear comfortable walking shoes. Tours includes transportation, certified guide, and admission fees. *Tour 9, 30*

Tour Descriptions

Relentless Comedy **\$48 (4 hours)**

Winner of the 42nd annual Downtown Denver Awards and nominated for *Best Comedy* and *Best Theater Season* by the Denver Post Ovation Awards, Rattlebrain Theater has become Denver's popular home for original comedy. You will enjoy a pasta buffet dinner as you prepare for laughs and humor. This show is a wildly funny mix of comedy, theater, and audience interaction. The quick-witted cast of talented actors keeps you laughing from start to finish. You take the 16th street shuttle with your guide to Arapaho Street where the theatre is located. Tour includes guide, admission, and buffet dinner. *Tour 10, 17, 24*

Hiking Trip at Golden Gate State Park **\$41 (4 hours)**

Located at a beautiful state park 25 miles west of Denver, you'll see great vistas, wildflowers, aspen trees, and an old homestead. This loop trail is a rocky, dirt foot trail and is moderate to easy. The hike starts at 6,200 feet and goes up to 7,000 feet. Be sure to bring your camera! Wear sturdy shoes, long pants, hat, sunglasses, and sunscreen. Tour includes transportation, certified guide, and 2.5 hours of hiking time. *Tour 13, 34*

Denver Red Rocks and Golden Tour **\$36 (4 hours)**

Driving west our first stop is at Red Rocks Park & Amphitheater, a popular venue for performances due to its nearly perfect acoustics and beautiful mountain setting. We continue up Bear Creek Canyon along the route of pioneer stagecoaches to the town of Evergreen, Colorado. Wildlife may be seen throughout the trip including elk, deer, and the great North American Bison. Our final stop is at Buffalo Bill Cody's gravesite and museum overlooking the entire Denver area. Tour includes transportation and certified guide. *Tour 14, 35*



Discover Boulder **\$25 (4 hours)**

Eclectic, stunningly beautiful, environmentally responsible and intellectual; this describes the magical town of Boulder. The brick, pedestrian-only Pearl Street Mall is perfect for a day of boutique shopping and munching at adorable bistros. Local galleries display a range of high-quality finds produced by a large community of local artists. And on "the hill," just south of downtown, you'll find the renowned University of Colorado (CU). Tour includes transportation and certified guide. *Tour 16*

Whistles, Bells, and Mountain Peaks – Georgetown **\$55 (8 hours)**

Heading west into the foothills, we climb past the "Squaw's Apron," to our first stop, Echo Lake. The historic Echo Lake Lodge provides refreshments, some wonderful views of the mountains, and the lake. Then it's down the hill to the old historic town of Idaho Springs, whose main street offers shopping and places for lunch. After lunch, we drive to the Georgetown Loop Railroad. At an elevation of over 9,000 feet, you will ride this scenic narrow gauge train down and back up a beautiful mountain canyon. Tour includes transportation, train ride, and certified guide. Refreshments and lunch are on your own. *Tour 18*

Colorado Springs Tour **\$53 (8 hours)**

Colorado Springs, located just over an hour South of Denver, is home to the shining military and to historic landmarks. Begin with

the U.S. Air Force Academy where you will see the Cadet Fieldhouse, the famous Chapel, Falcon Stadium, and an authentic B-52 from a tour in Vietnam. You will gain insight to cadet life, their education, and military responsibilities. Next is a driving tour of the Garden of the Gods. Once used as sacred grounds for the Uncompadre Indians, this area offers a true taste of Colorado's colorful history combined with breathtaking scenery. For lunch we will stop in Old Colorado City, the first capital of the Colorado Territory. **Note: Air Force Academy tour subject to last minute cancellation based on current U.S. security code level.** Tour includes transportation, all admissions, and certified guide. Lunch is on your own. *Tour 19*

Denver Museum Tour **\$46 (5.5 hours)**

This tour takes you to the most popular museums in Denver, the Denver Art Museum and the Denver Museum of Nature & Science. At the Denver Art Museum, you will be free to explore the museum's six floors featuring collections of Native American, Asian, pre-Columbian and Spanish arts, architecture, modern and contemporary paintings, and sculpture. Next is The Denver Museum of Nature & Science. Take a tour of the Prehistoric Journey, and be invited to explore the *Hall of Life*, which is an interactive exhibit. The museum also houses the IMAX Theatre. Tour includes transportation, certified guide, museum, and IMAX admissions. Lunch is on your own. *Tour 21*



Film on the Rocks **\$33 (6 hours)**

Red Rocks Amphitheatre is Colorado's premier location for a spectacular summer adventure of extraordinary music or a movie under the stars! Attending an event at Red Rocks is not only to experience the incredible music, and the inspiring performances, it's also the enjoyment of being just 30 minutes outside of Denver and at the same time in another world. It's the rapture of hearing great music along with the occasional sighting of a bald eagle and the friendly sound of crickets. Tour includes transportation, guide, and admission. *Tour 25*

Denver Zoo **\$31 (5 hours)**

Consistently ranked as one of the top ten zoos in America, the Denver Zoo is home to more than 3,500 different animals, including several of the world's most endangered species. Guests will enjoy time to explore all the exhibits and animals on their own. The Denver Zoo has evolved into an impressive 80-acre wonderland in Denver's beautiful City Park! Tour includes transportation and admission. Lunch is on your own. *Tour 28*



Hawaiian Luau **\$66 (4 hours)**

The Island indoor volleyball facility is the perfect venue for an evening in tropical paradise. The facility has seven indoor sand volleyball courts and four outdoor courts, and plenty of other fun games, such as pool tables, foosball, ping pong, and darts. You will enjoy an All-American fabulous meal: blue corn chips with salsa and guacamole, fresh green salads, hamburgers, cheeseburgers, hot dogs, grilled chicken sandwiches, and to top it all off freshly baked cookies and brownies. Tour includes transportation, guide, admission, and dinner. *Tour 32*

FBLA/PBL Tour Registration Form

July 8—July 18, 2004 – Denver, Colorado

PLEASE RETURN TO: **Destination Services of Colorado, Inc.**
621 17th Street, Suite 1421
Denver, Colorado 80293

Make checks payable to: Destination Services of Colorado, Inc.

RESERVATIONS MUST BE RECEIVED BY JUNE 14, 2004
You may fax this form to: 303-292-5213 if paying with credit card
 You may also register via Internet at www.fbla-pbl.org
 If you have questions, please call: 303-292-5203

SPECIAL NEEDS, Please check here: _____ You must attach a written description of your disability/diet-related needs to your registration form.

PREREGISTRATION DEADLINE

The deadline for tour preregistration is **June 14, 2004**. Notice will **only** be sent if the tour you signed up for is full. No other confirmation will be sent.

TERMS AND CONDITIONS: Please see **Tour Ticket Information** in accompanying materials for all tour terms and conditions including tour cancellation policy.

PICK-UP OF TICKETS & ON-SITE TICKET PURCHASES: Tickets will be held for pickup at the Tour Desk. Tickets will be sold on-site, space permitting, and will incur a \$2.00 per ticket on-site fee. See **Tour Ticket Information** for Tour Desk hours and location.

TOUR DEPARTURE INFO: Arrive 20 minutes before the departure time to allow for boarding. Tours depart on time. No refunds for missed tours. Tour departure location will be noted on your tour ticket.

Name: _____ Address: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____ Daytime Phone: _____
 E-mail: _____ Emergency contact: _____ Home Phone: _____

Tickets only for Six Flags and Rockies Baseball Games (no transportation provided)

Six Flags (Student and Adult)	Tickets @ \$25 = _____
Rockies Baseball Game (Student and Adult)	
- Friday, July 16 @ 7:05 pm	Tickets @ \$20 = _____
- Sunday, July 18 @ 1:05 pm	Tickets @ \$20 = _____

** A bold tour and double asterisk after a tour requires a waiver form to be signed and mailed or faxed back to Destination Services of Colorado along with the registration form. If guest is under 18 years of age, a parent or legal guardian must sign the waiver. Waiver forms can be found via Internet at www.fbla-pbl.org

#1	Thursday, July 8, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____
#2	Thursday, July 8, 2004	1:00 pm—5:00 pm	Denver Biking- Platte Park**	Tickets @ \$41 = _____
#3	Thursday, July 8, 2004	1:00 pm—4:00 pm	Gunslingers, Ghosts, and Gold (walking tour)	Tickets @ \$23 = _____
#4	Friday, July 9, 2004	9:00 am—5:00 pm	Rocky Mountain National Park/Estes Park	Tickets @ \$45 = _____
#5	Friday, July 9, 2004	9:00 am—3:00 pm	Horseback Riding**	Tickets @ \$75 = _____
#6	Friday, July 9, 2004	8:30 am—2:30 pm	Colorado River Rafting**	Tickets @ \$70 = _____
#7	Friday, July 9, 2004	11:00am—3:00 pm	Colorado Mills Shopping	Tickets @ \$17 = _____
#8	Friday, July 9, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____
#9	Friday, July 9, 2004	1:00 pm—4:00 pm	Colorado Sports – Stadium Tour	Tickets @ \$28 = _____
#10	Sunday, July 11, 2004	5:30 pm—9:30 pm	Relentless Comedy	Tickets @ \$48 = _____
#11	Monday, July 12, 2004	9:00 am—5:00 pm	Rocky Mountain National Park/Estes Park	Tickets @ \$45 = _____
#12	Monday, July 12, 2004	1:00pm—5:00 pm	Denver Biking – Platte Park**	Tickets @ \$41 = _____
#13	Monday, July 12, 2004	1:00 pm—5:00 pm	Hiking Trip at Golden Gate State Park**	Tickets @ \$41 = _____
#14	Monday, July 12, 2004	1:00 pm—5:00 pm	Denver Red Rocks and Golden Tour	Tickets @ \$36 = _____
#15	Monday, July 12, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____
#16	Monday, July 12, 2004	1:00 pm—5:00 pm	Discover Boulder	Tickets @ \$25 = _____
#17	Monday, July 12, 2004	6:00 pm—10:00 pm	Relentless Comedy	Tickets @ \$48 = _____
#18	Tuesday, July 13, 2004	9:00 am—5:00 pm	Whistles, Bells, and Mountain Peaks (Georgetown)	Tickets @ \$55 = _____
#19	Tuesday, July 13, 2004	9:00 am—5:00 pm	Colorado Springs Tour	Tickets @ \$53 = _____
#20	Tuesday, July 13, 2004	9:00 am—3:00 pm	Horseback Riding**	Tickets @ \$75 = _____
#21	Tuesday, July 13, 2004	11:30 am—5:00 pm	Denver Museum Tour	Tickets @ \$46 = _____
#22	Tuesday, July 13, 2004	1:00 pm—5:00 pm	Denver Biking – Platte Park**	Tickets @ \$41 = _____
#23	Tuesday, July 13, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____
#24	Tuesday, July 13, 2004	6:00 pm—10:00 pm	Relentless Comedy	Tickets @ \$48 = _____
#25	Tuesday, July 13, 2004	5:30 pm—11:30 pm	Film on the Rocks	Tickets @ \$33 = _____
#26	Wednesday, July 14, 2004	9:00 am—5:00 pm	Rocky Mountain National Park/Estes Park	Tickets @ \$45 = _____
#27	Wednesday, July 14, 2004	8:30 am—2:30 pm	Colorado River Rafting**	Tickets @ \$70 = _____
#28	Wednesday, July 14, 2004	10:00 am—3:00 pm	Denver Zoo	Tickets @ \$31 = _____
#29	Wednesday, July 14, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____
#30	Wednesday, July 14, 2004	1:00 pm—4:00 pm	Colorado Sports – Stadium Tour	Tickets @ \$28 = _____
#31	Wednesday, July 14, 2004	1:00 pm—4:00 pm	Gunslingers, Ghosts, and Gold (walking tour)	Tickets @ \$23 = _____
#32	Friday, July 16, 2004	6:00 pm—10:00 pm	Hawaiian Luau	Tickets @ \$66 = _____
#33	Saturday, July 17, 2004	1:00 pm—5:00 pm	Denver Biking – Platte Park**	Tickets @ \$41 = _____
#34	Saturday, July 17, 2004	1:00 pm—5:00 pm	Hiking Trip at Golden Gate State Park**	Tickets @ \$41 = _____
#35	Saturday, July 17, 2004	1:00 pm—5:00 pm	Denver Red Rocks and Golden Tour	Tickets @ \$36 = _____
#36	Saturday, July 17, 2004	1:00 pm—5:00 pm	Colorado Mills Shopping	Tickets @ \$17 = _____
#37	Saturday, July 17, 2004	1:00 pm—4:00 pm	Denver City Tour	Tickets @ \$25 = _____

METHOD OF PAYMENT:

____ Check Enclosed (\$USD) ____ American Express ____ MasterCard ____ Visa ____ Discover

Card Number _____ Exp Date: _____

Print Name on Card: _____ Authorized Signature: _____

Denver, Colorado

Total Amount Due: _____

Tour Ticket Information/Photography

Tour Ticket Information

After reviewing all the tour options and making your decisions on which tours you would like to order, go to **page 11** to complete the tour order form.

There are three ways to register:

1. **Mail** the registration form with check to the address indicated on the form.
2. **Fax** the form (if paying by credit card) to 303-292-5213.
3. Register via the **Internet** (if paying by credit card) at www.fbla-pbl.org.

**Waiver forms are located on our Web site under Conference and are required for specific tours. On the registration form each tour that is bolded with a double asterisk requires a waiver form to be submitted along with the registration form.

When booking tours on your arrival day, allow plenty of time for possible flight delays or delays in shuttle transfers. **No refunds will be given due to late arrival at the conference, as monies have to be paid in advance to tour venues.**

Preregistration: All tour sales will be preregistered with first priority given to conference delegates who make tour reservations in advance. When completing the tour order form, double check that you have selected the right date, time, and cost for your desired tours.

In order to avoid confusion and disappointment, please complete all areas on the tour registration form. Include the correct amount of money for the tours you have selected. Notice will **only** be sent to guests who signed up for a tour that is already full. No other confirmation will be sent.

Tour Desk: Pick up all tour tickets at the tour desk. Purchase tours, if available, on-site at an additional charge. The tour desk will be located in the Adam's Mark Hotel from Thursday, July 8 – Monday, July 12, 2004. The tour desk will be located at the Convention Center from Tuesday, July 13 – Saturday, July 17, 2004.

Tour Departures: All tours will meet 20 minutes before scheduled departure times.

July 8 – July 12, 2004: Departures will leave on time from the Plaza Entrance of the Adam's Mark Hotel.

July 13 – July 17, 2004: Departures will leave on time from Lobby B of the Convention Center.

No refunds will be given for missed tours.

All prices are based on a minimum number of people participating. If the minimum does not sign up for a particular tour, that tour may be cancelled. Several tours have a maximum number of people who can participate; these tours will be filled on a first-come, first-serve basis. Tours that are cancelled or filled to capacity will be fully refunded.

In the event that a tour is filled or cancelled, you may exchange the tour ticket for another of equal value or receive a refund.

Tours are subject to change. Tours are under the professional guidance of Destination Services of Colorado, Inc. The listed tour descriptions are representative of the tenor of the tour. Destination Services of Colorado, Inc. reserves the right to alter the order in which sites are visited and provide equitable substitutions when necessary as well as to cancel a tour if an attraction becomes unavailable for reasons beyond its control.

Tour Refund Policy: If it is necessary to cancel tour tickets, please notify the tour company in writing via certified US mail or fax 303-292-5213 no later than June 14, 2004. Registration forms (and cancellations) must be received in the Destination Services of Colorado, Inc. Office by June 14, 2004. There will be NO refunds or ticket exchanges after the registration deadline.

Tour Desk Hours

Located at the Adam's Mark – Plaza Entrance

July 8	Noon – 4:00 pm
July 9	7:30 am – 1:00 pm; 3:00 pm – 7:00 pm
July 10	8:00 am – Noon; 3:00 pm – 5:00 pm
July 11	8:00 am – Noon
July 12	8:00 am – 1:00 pm

Located at the Convention Center – Lobby B

July 13	7:30 am – 1:30 pm; 3:00 pm – 7:00 pm
July 14	7:30 am – 1:00 pm; 3:00 pm – 7:00 pm
July 15	8:00 am – Noon
July 16	8:00 am – Noon
July 17	10:00 am – 1:00 pm

Gene Cohn Photography

Gene Cohn Photography is the official photographer for the 2004 NLC in Denver. Have your official state and chapter photo taken with the official FBLA-PBL logo and conference date printed on each group photo. Advisers should call 415-586-3530 prior to the conference to schedule group photo times. Order forms (with quantity pricing) and information packets will be mailed to you prior to the conference.

Payment Terms: Cash, Check, or Money Order
Large Groups, Small Groups, and Portraits (no quantity pricing on-site)

5 x 7	\$ 9.00 each
8 x 10	\$12.00 each
11 x 14	\$16.00 each

Please call for additional sizes and special orders.

Free chapter photos (1 photo/chapter) will be taken during the Photography Desk hours:

Photo Desk Hours – PBL		Photo Desk Hours – FBLA	
July 9	3:00 pm – 7:00 pm	July 14	3:00 pm – 7:00 pm
July 10	10:00 am – 4:00 pm	July 15	10:00 am – 4:00 pm
July 11	10:00 am – 4:00 pm	July 16	10:00 am – 4:00 pm
July 12	8:00 am – Noon	July 17	8:00 am – Noon
Awards	7:00 pm – 9:30 pm	Awards	7:00 pm – 9:30 pm

State/chapter photos will be taken by appointment and on a drop-in/space available basis. For large groups we recommend making an appointment. Advisers may receive quantity discounts only if they call prior to the conference and guarantee a minimum print order. There will be no quantity pricing on-site.

Award Photos

Photographs of the top ten award winners in each category will be taken and may be ordered at the Photography Desk immediately after each award is received during the Awards of Excellence Program.

Award Photo Prices:

1 – 5x7	\$ 9.00	2 – 5x7	\$15.00
3 – 5x7	\$20.00	1 – 8x10	\$12.00

Workshops/Academic Credits/Practice Tests

Workshops

An extremely important element of our 2004 NLC is the dynamic and diversified array of workshops that will be awaiting both students and advisers. A full schedule of workshops will be held on July 10 and 11 for PBL and on July 15 and 16 for FBLA. Read below for a sampling of the topics to be offered:

Adviser Share Tables

Come learn new ideas and share your expertise on recruitment, fundraising activities, program of work, preparing students for competitive events, and classroom integration.

CMAP – Career and Membership Achievement Program

Discover a new program designed exclusively for PBL members. Through the completion of three individual levels of this program PBL members will have created a complete interview portfolio. Come and hear from a student who has successfully completed the program.

Working and Dealing with Difficult People/Conflict Resolution

Learn to define conflicting traits, identify potential barriers, and overcome problematic situations with a variety of personalities.

Histories of the Rich and Famous

Learn how some of the richest and most successful people made it to the top such as Bill Gates and Oprah Winfrey.

The Power of Yes

Explore the three components of the most powerful word in the English language—Yes!

How to Turn Your School into a Computer Certification Testing Center

Find out how your school can offer globally recognized computer certifications to students. Discover the steps to becoming an Authorized Computer Certification Testing Center.

“But, Wait! There’s More! The New Sales Success System for Business Leaders

Learn from this unique action program based on guaranteed success secrets. Profit from this seven step system if you have a product, idea, or service to sell.

Five Star Speaking and Speechwriting

This engaging workshop will teach valuable public speaking tips, along with effective tools for awesome speechwriting and presenting—guaranteed to help you lead, achieve, and succeed!

As the NLC approaches, check our Web site for a more complete listing of workshops and their descriptions. If you would like to suggest a topic or recommend a speaker, please call the National Center at (800)-FBLA-WIN, ext. 112. All workshops are subject to change.

Denver, Colorado



Graduate Academic Credit for Advisers

Northern Arizona University is pleased to offer optional 500-level credit to FBLA-PBL advisers and PBL students attending and participating in the 2004 FBLA-PBL National Leadership Conference. This credit could be used in an undergraduate or graduate program. There are two options for credit:

CTE503 | **Special Problems in CTE**

3 credit hrs(Pass/Fail)

CTE599 | **Contemp Dev: Topic CTSO/VSO Leadership**

3 credit hrs (Graded: A, B, C)

The total cost will be \$559-\$607 depending upon admission status. For more information on class requirements and registration please visit <http://www4.nau.edu/cte/leadership.htm> or contact Nicole Snow at 928-523-2560 or Nicole.Snow@nau.edu

GMAT Strategy Session

If you've never taken the GMAT, you won't want to miss this opportunity to learn great strategies and techniques for scoring higher. The Princeton Review will provide a 90-minute strategy session for those seriously interested in taking the GMAT. The Princeton Review will cover the basics for taking the test as well as helpful MBA admissions information. For those interested in taking a practice GMAT test prior to the strategy session, log on to www.princetonreview.com, to take a free practice GMAT. Strategy Sessions will be given Saturday, July 10, noon—1:30 pm and Sunday, July 11, 1:00 pm—2:30 pm. (PBL students)

SAT Practice Test and Strategy Session

The Princeton Review will administer a 3½ hour practice SAT. There will be a 1½ hour review session the following day, at which time the participants will receive their test results, analysis of their strengths and weaknesses, the latest advice on the SAT, and discover some effective strategies for maximizing their score. As the SAT is changing for the class of 2006, rising juniors will have the opportunity to take the New SAT! Those who are in the class of 2005 will take a practice SAT in its current form. The practice test will be Thursday, July 15, Noon—3:30 pm and the Review will be Friday, July 16, 1:00 pm—2:30 pm. (FBLA students)

FBLA-PBL Institute for Leaders 2004

*“Get ready to **change!**
Take on the **challenge** of leadership!
Harness the **courage** to **commit** to
excellence!” IFL Speaker Byron Garrett*

Experience FBLA-PBL's best and most powerful leadership training program yet! Plan your NLC schedule to graduate from the FBLA-PBL Institute for Leaders (IFL)!



Each year FBLA-PBL's best and most promising leaders come together at the FBLA-PBL Institute for Leaders. For nearly a decade, IFL has been the place where members from around the world come to learn, explore, plan, and practice the leadership skills that add up to big time success. At IFL dreamers become doers and leadership adventures become life changing experiences!



“People who do big things do small things well!” H. Jackson Brown



FBLA-PBL Institute for Leaders is two days of exhilarating training. At IFL you'll:

- ▽ Choose hands-on adventure training from specialized tracks in FBLA and PBL.
- ▽ Work with FBLA-PBL's top training experts like Byron Garrett, Jay Hollowell, Ryan and Carrie Underwood, Skip Lemoine, Darmeny Jones, and more!
- ▽ Learn from distinguished FBLA-PBL alumni who have been where you are and know what it takes to reach the top!
- ▽ Meet our national leaders and Fortune 500 trainers and consultants.
- ▽ Expand your network of friends and contacts with hundreds of FBLA-PBL officers and leaders from across the globe.
- ▽ Distinguish yourself as a leader among leaders through outstanding, fun, and moving training!



IFL 2004 HIGHLIGHTS

IFL 2004 features exciting tracks for FBLA and PBL including new and enhanced tracks. Each track is customized to meet the distinct needs of a particular group of leaders. The tracks are refined each year based on feedback from graduates to ensure that they are focused, effective, and exciting! New tracks at IFL 2004 include Advanced OfficerShip (FBLA) and Career Success.

“IFL—where members become leaders and leaders become great!”

Three time IFL graduate & FBLA National President Abby Bergeron

FBLA-PBL LEADERSHIP ZONE

Principles of OfficerShip Track

For members starting their first year of FBLA-PBL leadership service!

- Officer as a Team Player
- Officer as a Recruiter
- Officer as a Planner
- Officer as a Communicator
- Officer as a Fundraiser
- Officer as a Professional
- The Best of FBLA-PBL

Advanced OfficerShip New Track—FBLA Only

For newly elected state officers and leaders with one year leadership experience.

- Officer as a Manager
- Officer as a Promoter
- Officer as a Speaker
- Officer as a Fund Developer
- Officer as a Meeting Master
- Officer as an Ambassador
- Officer as a Project Manager

Mastering OfficerShip Track*

For leaders with extensive leadership experience. By application only.

- Officer as a Coach
 - Officer as a Marketer
 - Officer as a Corporate Partner
 - Officer as an Advocate
 - Officer as a Conference Planner
 - Officer as a Presenter
- National officer candidates required to attend this track.***

Sign up your whole local or state officer team!

Officers and leaders will work with their teams to exchange ideas, brainstorm, set goals, and plan programs of work utilizing the skills taught in these tracks. Additional sessions will focus on vision, understanding FBLA-PBL programs, setting goals, and the role of ethics in leadership.

BUSINESS LEADERSHIP ZONE

Career Success Leadership - New Track!

Designed for launching high-powered careers!

- Professionalism
- Career Discovery
- Getting (and Keeping) the Job
- Your First Day on the Job
- Networking
- Career Ethics
- Getting into Management
- Moving Up and Moving On!

Features career path and coaching from career experts!

Communication Leadership Track

Designed for leaders who want to practice and perfect their communication.

- Non-Verbal Communication
- Interpersonal Edge
- Public Speaking
- Networking
- Presenting Workshops
- Professional Image
- Ethics in Communications

Features actual speaking time with participants and coaching by speech experts!

Entrepreneurship Leadership Track

Combines business and leadership to help participants succeed in any enterprise!

- Turning Mission into Action
- Business Ethics
- Turning Managers into Leaders
- Turning Marketing into Magic
- Turning Ideas into Sales
- Turning Customers into Clients
- Turning Groups into Teams
- Turning Profits into Performance

Features business plan competition and mock venture capital presentations!

Adviser Leadership Track

This track features training by the leading FBLA-PBL student track presenters. Advisers will be treated to sessions with leadership experts and have the opportunity to learn new teaching techniques and materials through observation of their choice.

*Mastering OfficerShip Note: Members who wish to enroll in this track must apply for acceptance. A one-page summary of their FBLA-PBL leadership experience and statement of their objectives for this training must be e-mailed to IFLMastering@fbla.org. Applicants should indicate a second choice track on their registration form.

TENTATIVE SCHEDULE

(Note: All IFL Sessions will be held at the Adam's Mark Hotel.)

Day 1 *July 8 (PBL); July 13 (FBLA)*
8:00 am–9:00 am Registration
9:00 am–9:30 am Opening Mega Message Session
9:45 am–12:15 pm Leadership Achievement Sessions
12:15 pm–1:30 pm Lunch
1:30 pm–5:30 pm Leadership Achievement Sessions
7:00 pm–8:30 pm Twilight Honors Session (optional)

Day 2 *July 9 (PBL); July 14 (FBLA)*
7:30 am–8:45 am Early Bird Honors Session (optional)
9:00 am–11:30 am Leadership Achievement Sessions
11:30 am–12:45 pm Lunch
12:45 pm–3:00 pm Leadership Achievement Sessions
3:00 pm–4:00 pm Closing Mega Message Session

Early Bird and Twilight Bonus Sessions

The Institute for Leaders will offer bonus sessions on the evening of Day 1 and the morning of Day 2. Attending either session is required for graduation with honors. Always a highlight of IFL, these sessions are designed for dedicated leaders who want personal coaching and want a deeper leadership experience including local and state officers, committee chairs, and dedicated members.

Graduation and Honors Requirements

Join the 3,000-plus members of FBLA-PBL who have already improved their chances of success by graduating from the Institute for Leaders! Graduation from the Institute requires attendance and active participation on both days of the program. Honors distinction will be awarded to those members who demonstrate leadership proficiency and participate in either the Early Bird or Twilight Bonus Sessions.

Attire

Training on Day 1 is “corporate casual” or “FBLA-PBL spirit attire.” Corporate casual means slacks and collared shirts for the gentlemen and similar shirt/blouse with slacks or skirts for the ladies. FBLA-PBL spirit attire means that you can wear a polo or other nice shirt with an FBLA-PBL logo. Jeans and shorts are not appropriate on either day. Training on Day 2 is professional dress according to the FBLA-PBL Dress Code. The IFL will be held at the Adam's Mark Hotel. For those not staying there, wear comfortable shoes for walking and carry your dress shoes.

Registration Fee

Registration for IFL 2004 will be conducted online and is \$125 per student and \$60 per adviser. To register, complete the IFL Registration form online at www.fbla-pbl.org. If you are unable to register online use the form on page 17. Note that if you are also attending the NLC, you must register for that conference separately.

Early Bird, Group, and Special Discounts Available

Plan ahead and bring your friends — and save! FBLA-PBL offers several discounts that combine to make the Institute for Leaders an even more amazing value. Make sure you review these options and take advantage of any that apply to you!

- ▲ **Early Bird Discount.** Register early and save. The member registration rate is reduced to \$115 if received by June 14. Adviser fees are reduced to \$50 prior to the same date.
- ▲ **National Officer Candidates.** National Officer Candidates are **required** to register for and attend the Institute for Leaders Mastering OfficerShip track. Candidates will be assessed a reduced registration fee of \$100.
- ▲ **Group Discounts.** If your state chapter sends at least 25 people to the Institute for Leaders, then all members receive a \$25 discount on their registration rates. Due to the already discounted nature of the adviser rates, these rates are not discounted further, but advisers and candidates count toward the 25 participant requirement. Refunds, if appropriate, will be distributed following the IFL when final participant numbers are known. Allow 6-8 weeks for processing refunds following the NLC.

Restricted Track Attendance

In order to ensure that all participants in the Institute for Leaders have the highest quality experience possible, and to ensure that all tracks fit within the limited space available, registration in all tracks will be limited to a maximum of 120 participants.

Additionally, the **Communications Leadership, Entrepreneurship Leadership, and Mastering OfficerShip** tracks will be restricted to a maximum of 80 participants each. All other tracks will be limited to a maximum of 120 participants.

Mastering OfficerShip Special Registration Procedure

Members enrolling in the **Mastering OfficerShip** track must apply for acceptance to assure they have the necessary background and experience. Members must have completed at least two years of FBLA-PBL leadership at the local, state, or national level. National officer candidates are required to register for this track. To apply for this track, members should follow this procedure:

1. Register for the Institute for Leaders online. Indicate that your first choice track is the Mastering OfficerShip track. Also, be sure to include a second choice track in case you are not accepted in the Mastering OfficerShip track. Additionally, be sure to include both an e-mail address and a direct phone number where you can be notified of your registration status.
2. Second, write a one-page summary of your FBLA-PBL leadership experience and include a short statement of what you hope to achieve by attending the Institute for Leaders and, particularly, the Mastering OfficerShip track. Be sure to include your name, chapter, state, phone number, and e-mail address on this document. E-mail your summary/statement to IFLMastering@fbla.org.
3. Members who submit their summary/statement by the initial registration cut-off of June 14, 2004 will receive notice of their track assignment prior to the Institute for Leaders. Advanced notice cannot be guaranteed for members who register after June 14, but all effort will be made to contact members seeking acceptance to the Mastering OfficerShip track. If not, you will be notified of your track assignment when you check-in for the Institute for Leaders.



Institute for Leaders - 2004

Delegate Registration Form

Division: FBLA PBL

School/Chapter _____ School Phone _____
 School City _____ State _____ Zipcode _____
 Adviser _____ Home Phone _____
 Home Address _____ E-mail _____
 Home City _____ State _____ Zipcode _____

NEW! Save time!
 Register online at
www.fbla-pbl.org

READ REGISTRATION FORM INSTRUCTIONS ON PAGE 16 BEFORE COMPLETING

Make copies of this form as needed. FBLA-PBL reserves the right to combine or modify any session or track based upon enrollment or program needs.

IFL ATTENDEES (Please type)

Student	Adviser	Last Name	E-mail Address	Office Currently Held
1.		How many IFLs have you attended? (circle one) 0 1 2 3 4 5 6 7 8	SELECT TRACK. Choose a primary (1) and alternate (2) choice track in case your first selection is already filled.	<input type="checkbox"/> Career Success Leadership <input type="checkbox"/> Communication Leadership <input type="checkbox"/> Entrepreneurship Leadership <input type="checkbox"/> Principles of OfficerShip <input type="checkbox"/> Advanced OfficerShip (FBLA only) <input type="checkbox"/> Mastering OfficerShip <input type="checkbox"/> Adviser Leadership
2.		How many IFLs have you attended? (circle one) 0 1 2 3 4 5 6 7 8	SELECT TRACK. Choose a primary (1) and alternate (2) choice track in case your first selection is already filled.	<input type="checkbox"/> Career Success Leadership <input type="checkbox"/> Communication Leadership <input type="checkbox"/> Entrepreneurship Leadership <input type="checkbox"/> Principles of OfficerShip <input type="checkbox"/> Advanced OfficerShip (FBLA only) <input type="checkbox"/> Mastering OfficerShip <input type="checkbox"/> Adviser Leadership

TOTALS:

Member Early Registration _____ x \$115 = _____ Postmarked by June 14
 Adviser Early Registration _____ x \$ 50 = _____ Postmarked by June 14
 Candidate Registration _____ x \$100 = _____ Postmarked by June 14
 Member Regular Registration _____ x \$125 = _____ After June 14
 Adviser Regular Registration _____ x \$ 60 = _____ After June 14
TOTAL PAYMENT \$ _____

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

Male _____ Female _____
 Freshman _____ Sophomore _____ Junior _____ Senior _____
 Caucasian _____ African American _____ Hispanic _____ Native American _____ Asian _____ Other _____

Refunds: IFL registration refunds requested in writing by June 14 will receive an 80 percent refund. **No refunds will be given on cancellations postmarked after June 14. Please allow 6-8 weeks for refund processing following the NLC.**

Mail to: FBLA-PBL IFL Registration
 1912 Association Drive
 Reston, VA 20191-1591



Special Needs

Request-Complete special needs form found on www.fbla-pbl.org under Conference.

Please charge my credit card: MasterCard Visa
 Name on Card _____
 Account Number _____ Exp. Date _____
 Signature _____

Hotel Information

Housing for the 2004 NLC will be at the Adam's Mark for PBL and at the Adam's Mark, Holiday Inn, Hyatt, and Marriott hotels for FBLA.

Here is specific hotel information:

Adams Mark Hotel 1550 Court Place Denver, CO 80202 303-893-3333	Holiday Inn Denver Downtown 1450 Glenarm Place Denver, CO 80202 303-573-1450	Hyatt Regency Denver 1750 Welton Street Denver, CO 80202 303-295-1234	Marriott City Center 1701 California Street Denver, CO 80202 303-297-1300
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Hotel Room Rates

Room rates are as follows:

Adams Mark Hotel Single - \$125 Double - \$135 Triple/Quad - \$140	Holiday Inn Denver Downtown Single/Double - \$120 Triple/Quad - \$130	Hyatt Regency Denver Single - \$125 Double - \$135 Triple/Quad - \$140	Marriott City Center Single - \$125 Double - \$135 Triple/Quad - \$140
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(All rooms are subject to a 13.45% sales/occupancy tax.) Please include a copy of your tax exemption certificate. A portion of the room rate is being used to offset convention costs.

State assignments for the NLC are as follows:

PBL – All states are assigned to the Adam's Mark Hotel.

FBLA – States are assigned as follows:

Adam's Mark Hotel	Holiday Inn Downtown	Hyatt Regency Denver	Marriott City Center
Arkansas	Bermuda	Alabama	California
Colorado	DoDDS Europe	Arizona	Maryland
Connecticut	Illinois	Maine	Nevada
District of Columbia	Kansas	Michigan	North Carolina
Florida	Vermont	New Jersey	Rhode Island
Georgia	West Virginia	Ohio	South Dakota
Indiana	Wisconsin	Ontario	Tennessee
Iowa		South Carolina	Virgin Islands
Kentucky		Texas	
Louisiana		Utah	
Massachusetts			
Mississippi			
Missouri			
Nebraska			
New Hampshire			
New York			
North Dakota			
Oklahoma			
Oregon			
Pennsylvania			
Puerto Rico			
Virginia			
Washington			
Wyoming			

Hotel Reservation Instructions

A deposit of one night's room rate plus tax must accompany all hotel reservation forms. **All deposit checks must be made payable to your assigned hotel and mailed to the following address:**

FBLA-PBL Housing Bureau
1555 California Street, Suite 300
Denver, CO 80202

For questions only call 303-892-1112, x-601, Mon.—Fri. 9:00 am—4:45 pm MST
Fax 303-571-9435 (only reservation forms with credit card deposit can be faxed)

Acceptable forms of payment may be in the form of school, school district, or personal checks; money orders; school purchase orders; or a valid Visa, MasterCard, American Express, Discover, or Diners Club card. Your reservation acknowledgement will come from the FBLA-PBL Housing Bureau. Allow two weeks for this acknowledgement. For a quicker response, include your fax number and e-mail address on the hotel reservation form.

The Housing Bureau will NOT keep or deposit any checks. All checks will be immediately forwarded to your assigned hotel. The hotel will not apply the check to your reservation until early July when they receive their list of reservations from the Housing Bureau.

The balance due for room rates and taxes must be paid at the time you check into the hotel.

Deposit Refund Policy: To obtain a full refund of your deposit, you must notify the hotel at least 24 hours prior to arrival.

Hotel Information/Dress Code

Before the Conference

The **receipt** deadline for all hotel reservation forms is **June 14, 2004**. Reservations received after this date will be made on a space-available basis. If the conference hotels are unable to accommodate your reservation, we will assign your reservation 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 303-571-9435. 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 Housing Bureau is 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.

When You Arrive

Hotel check-in time is 3:00 pm. Plan your arrival after that time. 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 tour the area until your room is available if you know you will be arriving early.

A luggage storage area is provided at all conference hotels for groups arriving prior to the 3:00 pm check-in time.

To minimize confusion in the hotel lobby, one PBL representative or FBLA adviser must register the entire delegation. Clearly indicate the name of the person handling the group's billing on the rooming reservation. When charging incidentals to your guest room, 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/or 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. 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.

Verify your departure date on arrival. Early departure may result in a penalty fee.

Tips for a Smoother Hotel Check-In

Do not wait until check-in to change reservations. Changes and cancellations prior to July 1 must be made online or by contacting the Housing Bureau at 303-892-1112, ext 601, Mon.-Fri., 9:00 am-4:45 pm MST or e-mail dmcvb-housing@dmcvb.org. Be sure to identify you are with the FBLA-PBL Conference. Starting July 1, call your assigned hotel directly. When making changes, be sure to document the name of the person you spoke with and the date and time of the conversation.

Bring to the NLC copies of your original reservation form along with your tax exempt certificate, and any information on changes that were made.

Denver, Colorado

The school's accounting department must send separate checks for hotel reservations, NLC registration, certification registration, tour registration, and IFL 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 and which room reservations the amount should be applied. To be absolutely clear, send another copy of each room acknowledgement that is affected. Full payment in advance will speed check-in time.

Double check your delegation's arrival and mode of transportation on the reservation form. The hotels use this information to appropriately staff their front desk at heaviest arrival times.

If you have not received a housing acknowledgement prior to leaving for the conference, call the hotel and verify your reservation. Be sure to document your conversation.

DRESS CODE (Revised January 12, 2001)

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- .. Business suit with collar dress shirt and necktie or
- .. Sport coat, dress slacks, collared shirt, and necktie or
- .. Dress slacks, collared shirt, and necktie.
- .. Banded collar shirt may be worn only if sport coat or business suit is worn.
- .. Dress shoes and socks.

Females

- .. Business suit with blouse or
- .. Business pantsuit with blouse or
- .. Skirt or dress slacks with blouse or sweater or
- .. Business dress.
- .. Dress shoes and nylons.

Inappropriate attire, for both men and women, includes:

- .. Jewelry in visible body piercing, other than ears
- .. Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- .. Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- .. T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- .. Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- .. Athletic wear, including sneakers
- .. Hats or flannel fabric clothing
- .. Bolo ties
- .. Visible foundation garments

CLARIFICATION—Many women's two-piece suits currently are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

2004 NLC Hotel Reservation Form

Division: PBL FBLA State Chapter _____

Read Hotel Reservation Information on page 18 and 19 before proceeding.

Deadline RECEIPT date: June 14, 2004. Reservations may not be available after that date. Keep a copy for your files.

Your reservation will be made at your state's assigned hotel. (Hotel assignments are listed on page 18.)

Please make your reservations online at www.fbla-pbl.org or mail this form to:

FBLA-PBL Housing Bureau
 1555 California Street, Suite 300
 Denver, CO 80202
 303-892-1112, x-601 (Mon.—Fri., 9:00 am—4:45 pm MST [questions only])
 Fax: 303-571-9435 (Only reservation forms with a credit card deposit may be faxed.)

Adams Mark Hotel	Holiday Inn Denver Downtown	Hyatt Regency Denver	Denver Marriott City Center
Single - \$125	Single/Double - \$120	Single - \$125	Single - \$125
Double - \$135	Triple/Quad - \$130	Double - \$135	Double - \$135
Triple/Quad - \$140		Triple/Quad - \$140	Triple/Quad - \$140

(All rooms are subject to a 13.45% sales/occupancy tax). Please enclose a copy of your tax exemption certificate. A portion of the room rate is being used to offset convention costs.

Person responsible for group's billing:

Name _____ Daytime Phone _____ Home Phone _____
 School _____ Fax Number _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____

Person responsible on-site

Type or print clearly all occupants for each room. Please duplicate this form if additional space is needed.

Room #1	First Name	Last Name	Room #2	First Name	Last Name
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Earliest Arrival Date _____	Earliest Arrival Date _____
Latest Departure Date _____	Latest Departure Date _____
Special Needs Request _____	Special Needs Request _____

Check-in time is 3:00 pm.

Check-out time is Noon.

Approximate Time of Arrival _____

Mode of Transportation _____

Conference hotels do not have large van or bus parking available. For information on off-site parking please see our Web site at www.fbla-pbl.org.

Deposit of one night's lodging plus 13.45% tax per room must accompany this form. Reservation will not be made without deposit. Check enclosed in the amount of \$ _____ payable to your assigned hotel.

Please charge my credit card:
 VISA MC AMEX Discover Diners Club

Name on card _____

Card Number _____

Exp. Date _____ Signature _____

Deposit Refund Policy: Full refunds will be given if the hotel is notified 24 hours prior to arrival and a cancellation number is obtained.

NLC Registration Information

NEW!

REGISTER ONLINE NOW
at www.fbla-pbl.org

Check out our new online registration capabilities. You can register for FBLA, PBL, and IFL conferences. Member and adviser information is already in our database so this will make your registration process quick and easy.

Here' all you do... It's as simple as ABC

- Review the Guide completely.
- Have your chapter number and password available.
- Go to www.fbla-pbl.org and click on Register Now
- Select the conference you want to attend
- Enter your chapter number and password (service)
- Select which member you want to attend
- Select member type and insurance (optional)
- Click the Add Registrant button
- Now add another registrant, or chaperone, or guest
- When done adding registrants click on Continue Registration
- When completed, select your payment option and click on Finalize Registration process
- Print this final screen for your confirmation and bring with you to the conference

Deadline

Registrations must be received no later than June 14, 2004. NLC registration questions can be directed to 888-FBLA-PBL (888-325-2725). Make sure your school's accounting department is aware of the registration (and postmark) deadline.

Early bird rates

Register early to take advantage of early bird savings.

Payment

Payment must be made by VISA, MasterCard, school check, personal check, or school purchase order. Make checks payable to FBLA-PBL. Purchase orders must be numbered and signed. Send NLC registration payments to:

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

Note: IFL registrations, Certification Exam registrations, Tours, and Housing reservations must all be paid separately and mailed to their individual addresses. Please do not combine any of these payments.

Registration Types

Indicate the appropriate registration type that best describes your role. Students will only select "Student Member".

- A Adviser
- A1 Adviser, First Year
- A2 Adviser, and First Conference
- A3 Adviser with more than 25 years of service
- A4 Adviser with more than 30 years of service
- A5 Adviser with more than 35 years of service
- A6 Adviser with more than 40 years of service
- A7 Adviser with more than 45 years of service
- C1 Chaperone paying adviser fee (acting as adviser)
- C2 Chaperone paying guest fee (parent or adviser' spouse.)
- SM Student Member
- S State Committee Member
- P Professional Division Member
- PL Lifetime Professional Division Member
- G Guest

Denver, Colorado

Guest/Chaperone Registration

Guests are non-members of FBLA-PBL, including spouses, children, and parents. **Advisers and members do not qualify for guest registration.** The NLC guest registration includes a name badge, conference program, tour participation, and admission only to the opening and closing sessions.

Guest Tickets for Awards of Excellence Program Only

Guest tickets to the Awards of Excellence Program may be purchased at conference headquarters for \$10 each. These tickets are for delegates' family members who do not attend any other session. Tickets will be sold on a cash basis only. **Please note that tickets will not be sold to the Opening Session. To attend the Opening Session you must purchase the guest registration for the NLC.**

Registration Changes or Cancellations

Please fax your changes or cancellations to 773-348-3197 as soon as they are known. A change and cancellation form is available on our Web site under Conferences.

Refund Policy

Guest fees and insurance are non-refundable regardless of cancellation date. Registration refund requests must be made in writing before **June 14, 2004**. Requests postmarked by June 14 will receive an 80% refund. No refunds will be given after the June 14 postmark date. Please allow 6-8 weeks for processing following the NLC. Forms to request a refund are located on our Web site under conferences. **Please fax Refund requests to 773-348-3197.**

Registration Hours and Location

Pick up your chapter's packet at the Registration Desk in the *Adam's Mark Hotel for PBL* and the *Colorado Convention Center for FBLA* during the hours listed on pages 6 and 7. 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 NLC participants who wish to purchase insurance. Each person who purchases this insurance will be covered while in attendance at the NLC, 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, select the insurance option and make sure to include the \$2 fee per person with your conference registration payment. Insurance is not available for on-site registrants, and refunds cannot be made for insurance. Please note that this is an accident insurance and does not cover illnesses not related to an accident. Sunburn is not classified as an accident. For a claim against this policy, notify the FBLA-PBL National Center in writing for verification of coverage and claim information.

NEW! Save Time! Register Online!

2004 National Leadership Conference

Delegate Registration Form

Division: FBLA PBL

School/Chapter _____ School Phone _____
 School Address _____ School Fax _____
 School City _____ State _____ Zipcode _____
 Adviser/Contact Name _____ Home Phone _____
 Home Address _____ E-mail _____
 Home City _____ State _____ Zipcode _____
 Check if adviser is not attending. If adviser is attending, list as first name under "NLC Attendees".
 Responsible person at conference if adviser is not attending: _____
 Name _____ School _____ Phone _____

VOTING DELEGATES: Registration must be postmarked by June 14 in order to vote. (2 votes under 50 members, 3 votes 50-100 members, 4 votes over 100 members)
 TOTAL number of members in your chapter: _____

READ REGISTRATION INSTRUCTIONS ON PAGE 21 BEFORE COMPLETING

First Name	NLC ATTENDEES		Student Member	Adult only (list all applicable codes from instructions)	Insurance		Special Needs Request*	
	Last Name				Yes	No	Yes	No

* Complete special needs form found on www.fbلا-pbl.org under Conference.

DEMOGRAPHICS: Used by FBلا-PBL for funding and other purposes. Please indicate the total number of students in each of the following categories:
 Male _____ Female _____ Freshman _____ Sophomore _____ Junior _____ Senior _____
 Caucasian _____ African American _____ Hispanic _____ Native American _____ Asian _____ Other _____

Refunds: Guest fees and insurance are NOT refundable. NLC registration refunds requested in writing by June 14 will receive an 80 percent refund. **No refunds will be given on cancellations postmarked after June 14, 2004. Please allow 6-8 weeks for refund processing following NLC.**

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

TOTALS:
 FBلا Early Registration _____ x \$90 = _____ Postmarked by June 14
 PBL Early Registration _____ x \$98 = _____ Postmarked by June 14
 Guest Early Registration _____ x \$45 = _____ Postmarked by June 14
 FBلا Regular Registration _____ x \$100 = _____ After June 14
 PBL Regular Registration _____ x \$108 = _____ After June 14
 Guest Regular Registration _____ x \$55 = _____ After June 14
 Insurance _____ x \$2 = _____ Non-refundable
TOTAL PAYMENT \$ _____

Please charge my credit card: MasterCard Visa
 Name on Card _____
 Account Number _____ Exp. Date _____
 Signature _____

FBLA-PBL is pleased to announce that it has been able to secure special travel discounts with United Airlines, Delta Air Lines, Enterprise Rent-A-Car, and SuperShuttle which are unavailable to the general public.

Airlines



A 5% discount off the lowest applicable fare will be offered ONLY when you or your travel agent call United's toll-free number 1-800-521-4041 and refer to the Meeting ID Number 572YO. A 10% discount off the unrestricted mid week coach fares is available when purchased 7 days in advance. **An**

additional 5% discount will apply when you purchase your tickets at least 30 days in advance of your travel date. Discounts apply on United, United Express and United code share flights (UA*) operated by US Airways, US Airways Express, and Air Canada. Dedicated reservationists are on duty 7 days a week, 8:00 AM to 10:00 PM EST. Book early to take advantage of promotional fares that give you the greatest discount. Mileage Plus members receive full credit for all miles flown to this meeting.

Call 800-521-4041

Refer to Meeting ID #572YO



Delta Air Lines

Delta Air Lines is offering special rates which allow you a 5% discount off Delta's published roundtrip fares. By purchasing your ticket 60 days or more prior to your departure date, you can receive an additional 5% discount.

Call Delta Meeting Network® Reservations at 1-800-241-6760, between 8:00 am and 11:00 pm EST. Or have your travel agent call Delta's toll-free number to obtain these same advantages for you.

Call 800-241-6760

Refer to File# **DMN203733A**

Car Rental

Enterprise Rent-A-Car

Enterprise Rent-A-Car will provide **the FBLA-PBL National Leadership Conference** with a special account number. Attendees, family, and friends must use this number when making reservations to insure discounted rates. Reservations can be booked online at www.enterprise.com, simply enter your special account number **12C2270** in the Optional Account Box and hit enter, then enter the first 3 letters of your event name **FBL** and hit enter. Or you may book through our Corporate Reservations at **1-800-593-0505**. All renters must be at least 21 years of age and have a valid driver's license and credit card in their possession when they plan to pick up the rental vehicle.

Car Class	Daily	Weekly
Economy (Metro)	\$26/day	\$143/week
Compact (Neon, Escort, or similar)	\$28/day	\$154/week
Intermediate (Corolla, Cavalier, or similar)	\$30/day	\$165/week
Standard (Grand Am, Malibu or similar)	\$32/day	\$176/week
Full Size (Taurus, Century, or similar)	\$35/day	\$190/week
Premium (Impala, Park Avenue, or similar)	\$45/day	\$248/week
Minivan (Windstar, Venture, or similar)	\$57/day	\$342/week
Small 4x4 (Blazer, Explorer, or similar)	\$57/day	\$342/week
Large 4x4 (Expedition, Durango, or similar)	\$89/day	\$534/week
15 Passenger Van	\$105/day	\$630/week

**Unlimited miles in Colorado*

Rates are available for Colorado only and good two weeks prior to NLC and two weeks following other discounts. Weekly rates are up to 7 days. Specialty vehicles may need to be guaranteed with a major credit card at the time of booking. Rates do not include taxes, governmental or airport fees, or optional charges such as refueling service charges. Collision Damage Waiver, Personal Accident Insurance, Supplemental Liability Insurance, or any other optional items or services are also not included in the rates given.

Denver, Colorado

Airport Shuttle

SuperShuttle

SuperShuttle Denver operates an airport shuttle service to the conference hotels. A special coupon for a discounted rate of \$15 one-way and \$28 roundtrip is being offered to FBLA-PBL. The SuperShuttle Denver booth is located on Baggage Claim Level 5 near Hertz Car Rental. Please download the coupon from the FBLA-PBL Web site at www.fbla-pbl.org.

For Shuttle to the Hotels –

1. Take the train from the concourse to the terminal. Proceed up the escalators to the Baggage Claim Level 5.
2. Locate the SuperShuttle Denver counter by turning to your right after you come up the escalators from the train to the Baggage Claim Level 5.
3. Present your coupon at the SuperShuttle Denver counter and pay the discounted roundtrip fare. You will be given a two-part ticket, one for your trip to downtown and one for your return to the airport. The SuperShuttle Denver representative will give directions to your van.
4. Claim your luggage and proceed to the van loading area as directed to be transported to your hotel.

Return to Airport from Hotels –

No reservations are needed from the hotels since the vans depart every 15 minutes. However, a SuperShuttle Denver representative will be on-site on July 11 and July 16 to assist with arrangements for the return to the airport and will suggest the pick-up time from your hotel, approximately 2-1/2 hours prior to flight time. Be sure to have your return portion of your roundtrip ticket for the trip back to the airport.



Future Business Leaders of America -
Phi Beta Lambda, Inc.
1912 Association Drive
Reston, VA 20191-1591
703-860-3334
E-mail: conference@fbla.org
www.fbla-pbl.org

Future Conferences

National Leadership Conferences

2005 Orlando, FL

FBLA: June 24-27 PBL: June 29 - July 2

2006 Nashville, TN

PBL: June 24-27 FBLA: June 29 - July 2

2007 Chicago, IL

PBL: June 23-26 FBLA: June 28 - July 1

2004 National Fall Leadership Conferences

November 5-6 Omaha, NE

November 12-13 Buffalo, NY

November 12-13 Chicago, IL

November 19-20 New Orleans, LA

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