



**BUSINESS  
PROFESSIONALS**  
*of AMERICA*

# **SLC 2025 AT A GLANCE**

**March 6-8, 2025  
Hyatt Regency Minneapolis**

**Minnesota BPA Secondary Division**



# MN BPA STATE LEADERSHIP CONFERENCE OVERVIEW March 6-8, 2025

**CONFERENCE REGISTRATION WILL OPEN ON OR BEFORE JANUARY 15, 2025**

## **REGISTRATION FEE – TWO PARTICIPATION OPTIONS**

### **OPTION A**

Registration fee for members & advisors for the State Spring Leadership Conference is \$80.00 for those utilizing housing at the Hyatt Regency. The registration fee includes, but is not limited to, conference and competitive event materials including a conference t-shirt, the on-sight computer lab, entertainment, judges' meals, awards and awards sessions, printing, transportation, officer expenses, grading supplies and other miscellaneous items, tax and gratuities. Two night stay is required for this registration fee.

### **OPTION B**

Registration for those **not using housing** and are commuting, the fee is \$125.00 per attendee. This fee is specific to attendee, not by chapter. Registration system will determine registration fee as it is linked to hotel reservation for each individual attendee submitted into a room at the Hyatt Regency Hotel.

Registration materials including registering online are due on or before **February 6, 2025** to receive the \$80 conference rate. Registration submitted in registration system **after** this date will be assessed the increased rate of \$85.00 per attendee or \$130.00 for commuter fee rate. **Your chapter's fees must be paid to receive registration materials and participate at the start of the conference. You will need to provide check upon receipt if unpaid.**

## **CANCELLATIONS/LATE REGISTRATION**

The registration deadline policy is as follows:

1. All conference registration materials received on or before February 6, 2025 will be charged the early-bird registration fee.
2. All other registration materials received that are not submitted on or before February 6, 2025 will be charged a registration fee of \$85.00 per person or \$130.00 for commuter rate.

To be accepted, cancellations must be submitted through the registration system. The following administrative charge policy will be followed:

- 75% refund will be made on cancellations submitted and received on or before February 25, 2025, on State Leadership Conference Registration. Substitutions are encouraged.
- Substitutions are allowed after February 25, 2025.
- Chapter Advisor is responsible for making all cancellations and/or substitutes with the hotel.

## **HYATT REGENCY LODGING COSTS**

Room fees are as follows:

# OF PEOPLE	ROOM TYPE	RATE	TAX 15.025%	DOWNTOWN IMPROVEMENT DISTRICT RECOVERY FEE	TAX 15.025%	TOTAL PER ROOM PER NIGHT	PER PERSON PER NIGHT	TWO NIGHT TOTAL/PER PERSON
1	Single	\$ 158.00	\$ 23.74	\$ 2.00	\$ 0.30	\$ 184.04	\$ 184.04	\$ 368.08
2	Double	\$ 158.00	\$ 23.74	\$ 2.00	\$ 0.30	\$ 184.04	\$ 92.02	\$ 184.04
3	Triple	\$ 168.00	\$ 25.24	\$ 2.00	\$ 0.30	\$ 195.54	\$ 65.18	\$ 130.36
4	Quad	\$ 168.00	\$ 25.24	\$ 2.00	\$ 0.30	\$ 195.54	\$ 48.89	\$ 97.77

*Because of fire codes, the Hyatt is not permitted to put 5 to a room.*

Room Selection must be submitted no later than February 6, 2025, as our room block will be released on that date and above room rates do not have to be honored after the cutoff date.



# MN BPA STATE LEADERSHIP CONFERENCE OVERVIEW

March 6-8, 2025

## TENTATIVE AGENDA

MN SECONDARY BUSINESS PROFESSIONALS OF AMERICA

*Registration materials available at 8:30 am on Thursday.*

### **THURSDAY, MARCH 6, 2025**

8:30 - 11:00 AM  
8:00 - 11:00 AM  
11:00 - 11:45 AM  
12:00 noon - 8:00 PM  
12:00 - 9:00 PM  
2:00 - 4:00 PM  
8:00 - 8:45 PM  
9:00 - 10:00 PM  
  
10:00 - 11:00 PM  
11:00 PM

General Conference Registration  
Contest Proctor Review  
Advisor Meeting followed by APG Meeting  
Contests  
Grading Center  
Workshop Opportunity  
Voting Delegate Briefing  
General Session  
\*Includes Torch Awards Recognition  
Candidate Rally  
Curfew

### **FRIDAY, MARCH 7, 2025**

7:30 AM - 8:30 AM  
7:00 AM - 9:00 PM  
7:00 AM - 5:00 PM  
7:00 AM - 5:00 PM  
10:00 AM  
11:30 AM - 2:00 PM  
2:00 PM  
8:00 - 10:30 PM  
9:30 - 11:15 PM  
10:00 PM  
11:30 PM

Judges Meeting & Orientation  
Grading Center  
Judged Contests  
Contests  
Workshop Opportunity  
Judges Luncheon  
Workshop Opportunity  
Region Caucuses & Voting  
Entertainment  
Advisor's Meeting  
Curfew

### **SATURDAY, MARCH 8, 2025**

8:00 AM - 2:00 PM  
9:00 AM - 12:00 NOON  
12:30 PM

Luggage Storage  
Grand Awards Session  
Depart

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# WHAT YOU NEED TO KNOW ABOUT COMPETING THIS YEAR WITH MN BPA

## HOT SPOT POLICY

- If member(s) choose to use their own equipment, they may access the Internet through a mobile hotspot or a hotspot on a cellular phone. If a member chooses to use their own device(s) to access the Internet, **the device(s) must be set up prior to entering the presentation room and used on student provided equipment only.**
- **Members may NOT connect their device(s) to State provided projectors.**
- **Members may NOT connect their hotspot to State provided laptops.**

## LATE ARRIVAL TO CONTEST POLICY

- Non-judged events: Student may still compete but will only be allowed to use the remaining competition time at the moment of their check in.
- Judged events: No guarantee that late arrivals will be allowed to participate.

## CONTEST IMPLEMENTATION POLICY

- MN BPA reserves the right to adjust the allocated times for event setup and questions depending on the number of contestants competing. Final timing decisions will be communicated prior to SLC competition.

## SLC REGISTRATION FEE POLICY

- Any chapter with outstanding SLC payment(s) must pay onsite by check prior to SLC participation and release of registration materials.

## TORCH AWARDS POINT OF INFORMATION

All Torch Awards will be reviewed by the Chapter Advisor rather than the State Association. All submitted Torch Awards participants will receive recognition at SLC. Advisors should note that MN BPA is not responsible for possible NLC Torch Award rejections.



612.805.4839



<http://www.mnbpa.org>



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Detroit Lakes, MN 56501

# MINNESOTA BPA PRE-SUBMISSION GUIDELINES

Submission Deadline: February 6, 2025 @ 11:59 pm

*\*PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS\**

Event	What to Submit	Saved File Name
<b>Finance (100's)</b>		
(155) Economic Research Project - Individual	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPI-MemberID-School.pdf
(160) Economic Research Project - Team	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPT-MemberID-School.pdf
<b>Business Administration (200's)</b>		
(260) Administrative Support Research Project	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ARPI-MemberID-School.pdf
<b>Management Information System (300's)</b>		
(325) Network Design Team	In 1 combined PDF: <input type="checkbox"/> Written Proposal (Report Format) <input type="checkbox"/> Works Cited	NDT-MemberID-School.pdf
<b>Digital Communication &amp; Design (400's)</b>		
(410) Graphic Design Promotion	In 1 combined PDF: <input type="checkbox"/> Logo <input type="checkbox"/> Wrap Around <input type="checkbox"/> Fridge Pack <input type="checkbox"/> POP Display/Shelf Stand <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Form(s)	GDP-MemberID-School.pdf
(420) Digital Media Production	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	DMP-MemberID-School.pdf
(425) Computer Modeling	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Concept Art / Prototypes <input type="checkbox"/> 1 Page Profile <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CM-MemberID-School.pdf
(430) Video Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	VPT-MemberID-School.pdf
(435) Website Design Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	WDT-MemberID-School.pdf
(440) Computer Animation Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CAT-MemberID-School.pdf

Event	What to Submit	Saved File Name
<b>Digital Communication &amp; Design (400's)</b>		
(445) Broadcast News Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Promo URL <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	<b>BNPT-MemberID-School.pdf</b>
(450) Podcast Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	<b>PT-MemberID-School.pdf</b>
(455) User Experience Design Team	In 1 combined PDF: <input type="checkbox"/> Project URLs <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	<b>UED-MemberID-School.pdf</b>
(460) Visual Design Team	In 1 combined PDF: <input type="checkbox"/> Logo <input type="checkbox"/> 3 Promotional Items <i>(The promotion package components can be JPG, PNG, MP4 or PDF format)</i> <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	<b>VDT-MemberID-School.pdf</b>
<b>Management, Marketing &amp; Communication (500's)</b>		
(500) Global Marketing Team	In 1 combined PDF: <input type="checkbox"/> Marketing Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	<b>GMT-MemberID-School.pdf</b>
(505) Entrepreneurship	In 1 combined PDF: <input type="checkbox"/> Business Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	<b>ENT-MemberID-School.pdf</b>
(515) Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	<b>IS-MemberID-School.pdf</b>
(520) Advanced Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	<b>AIS-MemberID-School.pdf</b>

## SPECIAL RECOGNITION AWARDS

Event	Where to Submit	Any Saved File Name
<b>Service Learning Awards</b>		
Community Service Award	One combined PDF of activities	<b>CSA-MemberID-School.pdf</b>
Environmental Action/Awareness Award	One Combined PDF of activities	<b>EAAW-MemberID-School.pdf</b>
Safety Awareness Award	One combined PDF of activities	<b>SAA-MemberID-School.pdf</b>
Service Learning Individual Award	One combined PDF of activities	<b>SLIA-MemberID-School.pdf</b>
Special Olympics Award	One combined PDF of activities	<b>SOA-MemberID-School.pdf</b>
<b>Special Recognition Award</b>		
BPA Marketing and Public Relations	One combined PDF of activities	<b>BMPR-MemberID-School.pdf</b>
Chapter Activities Award of Excellence	One combined PDF of activities	<b>CAAE-MemberID-School.pdf</b>
Membership Explosion Award	One combined PDF of activities	<b>MEA-MemberID-School.pdf</b>
Social Media Award	One combined PDF of activities	<b>SMA-MemberID-School.pdf</b>
Scholarship	One combined PDF of activities	<b>BPAS-MemberID-School.pdf</b>



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Giving Purpose to Potential