



Future Business Leaders of America

WISCONSIN

MIDDLE & HIGH SCHOOL NATIONAL LEADERSHIP CONFERENCE TIMELINE & CHECKLIST

Last revised: 3/4/2025

NLC PREPARATION GUIDE

NOTE: This list was created to serve as a guide for Local Chapter Advisers as they prepare for NLC. Advisers should also reference the [National Leadership Conference Adviser Guide](#).

Primary Source for Conference Information:

<https://www.wifbla.org/conferences/national-leadership-conference>

Key Contacts

- Jen Jackson, jennifer.jackson@dpi.wi.gov

Timeline

March 1	- NLC Registration Opens Blue Panda
April 2	- NLC Housing Opens Housing Form
April 15	NLC Scholarship Application due
April 18	NLC Competitor Cancellation Form due (4 PM)
April 25	NLC Housing Deadline (4 PM)
May 9	- Competitive Event Prejudge Submission Deadline by Local Adviser (4 PM) - Uploaded into Blue Panda BAA Capstone Competitive Review Deadline. Local Advisers register students for this in Blue Panda.
May 9	NLC Registration Deadline for Competitors
May 23	NLC Housing Payment due to State Office
June 1	Deadline for LEAD and BAA Recognition at NLC
June 5	NLC Payment Deadline to National Office
June 10	MS & HS NLC Chaperone Orientation from 6:00-7:00 PM <i>All advisers/chaperones must attend an onboarding</i>
June 11	Judge Manager Orientation from 4:30-5:30 PM
June 12	MS & HS NLC Chaperone Orientation from 12:00 - 1:00 PM

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| | ○ <i>All advisers/chaperones must attend an onboarding</i> |
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Pre-Conference Information

- All Advisers Must Complete the Adviser Orientation before NLC
 - June 10 (6 - 7 PM)
 - [Link to Zoom Meeting Sign-Up](#)
 - June 12 (12 - 1 PM)
 - [Link to Zoom Meeting Sign-Up](#)

Registration

- Registration Platform: [Blue Panda](#) (make sure to change the Group to National FBLA)
 - Registration Opens - March 1
 - Registration Closes - May 7
 - [Registration Step-by-Step Directions](#)
- Conference Registration Fees
 - Member Fee: \$195
 - Adviser and/or Chaperone Fee: \$125
 - Payment Options
 - Check, Credit Card, or Purchase Order
 - Payment Deadline - June 5
- Cancellation
 - Email conferences@fbla.org with all cancellation requests by June 12 for a 50% refund. No refunds will be given after June 12.

Hotel Reservations

- All housing will be managed by the Wisconsin FBLA State Office
- Wisconsin FBLA will be housed at the:
 - Springhill Suites Anaheim Resort/Convention Center
1801 S Harbor Blvd
 - Residence Inn Anaheim Resort/Convention Center
640 W Katella Ave
 - King with sofa bed = \$325/night
 - Double/Double with sofa bed = \$350/night
 - Kids Suite (limited availability) = \$350/night
 - Above rates include taxes (Wisconsin schools are not tax exempt in California)
 - Wisconsin FBLA will invoice chapters and payment is due May 23 to the State Office
 - Check In Time: 4:00 PM; Check Out Time: 11:00 AM
 - Both hotels are across the street from the convention center
 - [Housing Opens](#) - April 2; Housing Closes - April 25

- Be sure to note on the form any ADA or other specific room needs that the State Office will need to work with the hotel directly on.
- Wisconsin chapters can coordinate to share rooms to reduce costs. If interested, please use the [NLC Room Share](#) spreadsheet and contact other advisers to share. Only one chapter will need to complete the Housing Request form.
- All conference competitors must follow the [FBLA Housing Policy](#) and must stay in a conference hotel or face disqualification from competition.

Materials Pick Up Instructions

- TBD - Awaiting on information from the national office

Essential Policies and Resources

- Conference attendees are expected to abide by the following:
 - [Chaperone Policy](#)
 - [Honor Code](#)
 - [Dress Code](#)
 - [Code of Conduct](#)
 - [Adviser Responsibilities](#)

Additional Resources to Share

- Spirit Packages - Information Coming Soon

Competitive Event Information

Schedules

- Conference schedules will be confirmed following the verification of registration by the state and national office.
- Performance Event schedules will be created and released following the verification of registration and submission of prejudice materials.

Event Specific Information

- [Materials Received Checklist](#)
- [HS Competitive Events](#)
- [MS Competitive Events](#)
- [Policy & Procedures Manual](#)

Adviser & Chaperone Duties

- All advisers registered for the conference are asked to serve in a role to support the conference. If all roles that are assigned to Wisconsin FBLA are not filled by volunteers, the State Office will assign duties to advisers who are registered for NLC. If the role you are assigned is related to competitive events, more detailed information is provided below on role expectations:

- [Wisconsin Adviser & Chaperone Duty Sign-Up](#)

Conference Schedule

Saturday, June 28	
2:00 PM - 5:00 PM	Early Conference Check-In & Info Desk Open
6:30PM	Optional Outing - Los Angeles Angels Baseball Game
12:00 AM	Curfew
Sunday, June 29	
8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
8:00 AM - 5:00 PM	Production Test and Objective Testing
10:00 AM - 4:00 PM	Workshops & Expo Hall Open
12:00 PM - 4:30 PM	MS Preliminary Presentation Events
6:00 PM	Pre-Show for Opening Session
7:00 PM - 9:00 PM	Opening Session
12:00 AM	Curfew
Monday, June 30	
7:00 AM - 5:00 PM	Conference & Competitive Event Info Desks Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events and Objective Testing
9:00 AM - 4:00 PM	Workshops & Expo Hall Open
1:00 PM - 1:45 PM	North Central Region Campaign Rally
12:00 AM	Curfew
Tuesday, July 1	
7:00 AM - 5:00 PM	Conference & Competitive Event Info Desks Open

8:00 AM - 5:30 PM	MS & HS Final Presentation Events
9:00 AM - 1:30 PM	Workshops & Expo Hall Open
1:00 PM - 1:45 PM	Membership Awards and Partner Awards Recognition Session
12:00 AM	Curfew
Wednesday, July 2	
8:00 AM - 4:00 PM	Enjoy Anaheim
4:00 PM	Pre-Show for Awards of Excellence Ceremony
5:00 PM - 9:00 PM	Awards of Excellence Ceremony
12:00 AM	Curfew

Tentative Event Schedule (as of 3/4/25)