

**2026 DE State Leadership Conference  
Pre-Submit Guide as of 11.14.25**

**Submission Dates**

**\*\*\*Pre-submit – Yellow / January 16th, 2026 11:59 PM ET\*\*\***

**Production (Testing Day) – Grey / Jan 14, 2026**

**Presentation at SLC – Purple / ML 2.4.26 / SL 2.5.26**

EVENT	What to submit:	Saved File Naming Convention
100 Fundamental Accounting	Answer Write Test All files saved to pdf– 1.14.26	FA-MemberID.pdf
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145 Banking & Finance	Answer Write Test All files saved to pdf– 1.14.26	BF-MembershipID.pdf
150 Financial Analyst Team	Works Cited & BPA Release Form Live presentation - @ SLC 2.5.26	
155 Economic Research Project – Individual	Research Paper, Works Cited and BPA Release Form in one combined pdf – 1.16.26  Live presentation - @ SLC 2.5.26	ERPI-MemberID.pdf
160 Economic Research Project - Team	Research Paper, Works Cited and BPA Release Form in one combined pdf – 1.16.26  Live presentation - @ SLC 2.5.26	ERPT-MemberID.pdf
165 Personal Finance Management	Answer Write Test – 1.14.26	PFM-MemberID.pdf
200 Fundamental Word Processing	All files saved to pdf– 1.14.26	FWP-Job1-MemberID.pdf FWP-Job2-MemberID.pdf FWP-Job3-MemberID.pdf
205 Intermediate Word Processing	All files saved to pdf– 1.14.26	IWP-Job1-MemberID.pdf IWP-Job2-MemberID.pdf IWP-Job3-MemberID.pdf
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<b>260 Administrative Support Research Project-Individual</b>	<b>Research Paper, Works Cited and BPA Release Form in one combined pdf – 1.16.26</b>  <b>Live presentation - @ SLC 2.5.26</b>	ARPI-MemberID.pdf
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