

# 2025 NATIONAL LEADERSHIP CONFERENCE

## Registration Guide

**DALLAS, TEXAS**  
**MAY 31–JUNE 2**

# 2025 NLC REGISTRATION GUIDE

## Dallas, Texas from May 31 – June 2, 2025

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### Get Ready for the 2025 National Leadership Conference!

We can't wait to see you in Dallas! This guide contains everything you need to know to register for the 2025 National Leadership Conference.

FBLA members have the competitive edge, as the best and brightest of FBLA convene to compete in leadership events, share their successes, and learn new ideas about shaping their career future through workshops and exhibits. This four-day conference is considered the pinnacle of the FBLA experience, especially for those running for national office.

#### Conference Location

**Sheraton Dallas Hotel**  
 400 Olive St  
 Dallas, TX 75201

#### Important Resources

- [NLC Website](#) – The NLC Website will continue to be populated with more information leading up to NLC. Please check it regularly.
- [NLC Helpdesk](#) – Do you have a question? The NLC Helpdesk has answers to frequently asked questions. If you can't find the answer to your question in the helpdesk, submit a ticket and a member of the conference planning team will get back to you as soon as possible.

#### Road to NLC Timeline

Below are key events and deadlines to keep in mind as you prepare for the 2025 National Leadership Conference!

Date	Event/Deadline
March 1	<ul style="list-style-type: none"> <li>✓ By 12 PM ET - NLC Registration &amp; Housing Open</li> <li>✓ Membership Deadline for Elections and Competition Eligibility</li> </ul>
March 14	<ul style="list-style-type: none"> <li>✓ <a href="#">NLC Workshop Proposal Submission Deadline</a></li> </ul>
March 20 by 11:59 PM ET	<ul style="list-style-type: none"> <li>✓ <a href="#">NLC Scholarship Deadline</a></li> </ul>
April 11	<ul style="list-style-type: none"> <li>✓ National Officer Candidate Application Deadline</li> </ul>
April 15	<ul style="list-style-type: none"> <li>✓ By 11:59 PM: Scholarship Deadlines               <ul style="list-style-type: none"> <li>○ <a href="#">Distinguished Business Leader Scholarship</a></li> <li>○ <a href="#">NTHS Scholarship Deadline</a></li> </ul> </li> </ul>

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April 18	<ul style="list-style-type: none"> <li>✓ <b>By 12 PM ET - NLC Registration &amp; Housing Deadline</b> (Registrations after this date will be assessed late fees)</li> <li>✓ Competitive Event Prejudged Assets Submission Deadline by Local Advisers (Uploaded into Blue Panda: Community Service Project   Future Business Facilitator   Future Business Executive   Job Interview)</li> </ul>
April 23	<ul style="list-style-type: none"> <li>✓ <b>National Officer Candidate Zoom Interviews from 5:30 PM to 8:30 PM ET</b></li> </ul>
April 26	<ul style="list-style-type: none"> <li>✓ <b>1st Round of NLC Late Fees Opening</b> – Any conference registration and/or competitive event changes <i>between April 26-May 6</i> will be subject to the following late fees: <ul style="list-style-type: none"> <li>o <b>Conference Reg:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$25 late fee</b></li> <li>o <b>Competitive Event Change Fee:</b> <b>\$50 per change</b></li> </ul> </li> </ul>
May 1	<ul style="list-style-type: none"> <li>✓ <b>Excellence Award Recognition Deadline</b> at NLC</li> </ul>
May 6	<ul style="list-style-type: none"> <li>✓ <b>1st Round of NLC Late Fees Closing</b> – Any conference registration and/or competitive event changes <i>between April 26-May 6</i> will be subject to the following late fees: <ul style="list-style-type: none"> <li>o <b>Conference Registration:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$25 late fee</b></li> <li>o <b>Competitive Event Change Fee:</b> <b>\$50 per change</b></li> </ul> </li> </ul>
May 7	<ul style="list-style-type: none"> <li>✓ <b>2nd Round of NLC Late Fees Opening</b> – Any conference registration and/or competitive event changes <i>between May 7-May 24</i> will be subject to the following late fees: <ul style="list-style-type: none"> <li>o <b>Conference Reg:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$35 late fee</b></li> <li>o <b>Competitive Event Change Fee:</b> <b>\$150 per change</b></li> </ul> </li> <li>✓ <b>By 11:59 PM - NLC Check Postmark Deadline:</b> Payment by check must be postmarked by this date. Chapters submitting payment by check after this deadline will be charged an additional \$25 administration fee and unable to pick up registration materials without paying this fee.</li> </ul>
May 14	<ul style="list-style-type: none"> <li>✓ <b>By 11:59 PM - NLC Payment Deadline:</b> All payment by credit card must be received by this date. Chapters submitting payment after this deadline will be charged an additional \$25 administration fee and unable to pick up registration materials without paying this fee.</li> </ul>
May 20	<ul style="list-style-type: none"> <li>✓ <b>7 PM ET: NLC Orientation (Option 1)</b> – <a href="#">Register Here</a></li> </ul>
May 22 at 1:00 PM ET	<ul style="list-style-type: none"> <li>✓ <b>1 PM ET: NLC Orientation (Option 2)</b> – <a href="#">Register Here</a></li> </ul>

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<p><b>May 24</b></p>	<p>✓ <b>2nd Round of NLC Late Fees Deadline</b> – Any conference registration and/or competitive event changes <i>between May 7-May 24</i> will be subject to the following late fees:</p> <ul style="list-style-type: none"> <li>○ <b>Conference Reg:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$35 late fee</b></li> <li>○ <b>Competitive Event Change Fee:</b> <b>\$150 per change</b></li> </ul>
<p><b>May 25-May 29</b></p>	<p>✓ <b>3rd Round of NLC Late Fees</b> – Any conference registration and/or competitive event changes <i>between May 25-May 29</i> will be subject to the following late fees:</p> <ul style="list-style-type: none"> <li>○ <b>Conference Reg:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$50 late fee</b></li> <li>○ <b>Competitive Event Change Fee:</b> <b>\$350 per change</b></li> </ul>
<p><b>May 30</b></p>	<p>✓ <b>Final Round of NLC Late Fees</b> – Any conference registration and/or competitive event changes <i>after May 29</i> will be subject to the following late fees:</p> <ul style="list-style-type: none"> <li>○ <b>Conference Reg:</b> \$195 for members/\$125 for advisers + \$25 state registration + <b>\$50 late fee</b></li> <li>○ <b>Competitive Event Change Fee:</b> <b>\$500 per change</b></li> </ul>

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### NLC Registration

Conference registration fees include access to the Future Leaders Expo Hall, three days of workshops, general sessions, access to the conference app, networking opportunities, and costs associated with competition.

#### Overview

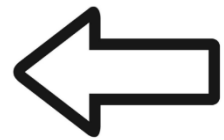
##### Conference Registration Fees

- Member Fee: \$195.00 + \$25 state registration
- Adviser & Chaperone Fee: \$125.00 + \$25 state registration



##### Registration Deadlines

- **April 18, 2025:** All competitors must be registered no later than April 18, 2025. This is also the last date for regular rate registration.
- **After April 18, 2025:** Late fees will apply for both competitors and conference attendees. Competitive event changes must be made by your state leader.



Date Range	Late Fee
April 26-May 6	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$25</li> <li>✓ \$50 per Competitive Event change</li> </ul>
May 7-May 24	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$35</li> <li>✓ \$150 per Competitive Event change</li> </ul>
May 25-May 29	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$50</li> <li>✓ \$350 per Competitive Event change</li> </ul>
After May 29	<ul style="list-style-type: none"> <li>✓ Conference Registration + \$50</li> <li>✓ \$500 per Competitive Event change</li> </ul>

#### Registration Instructions

Registration for the 2025 National Leadership Conference will be completed with [Iowa FBLA](#) through [Blue Panda](#).

**DO NOT register with National FBLA for the 2025 National Leadership Conference. Iowa FBLA will review and verify your chapter’s registration on your behalf and complete your registration. This service is included in the \$25 state registration fee.**

#### Payment Instructions

Payment Options: Card or Check

Payment Deadline: May 14, 2025

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### Payment by Check

All checks (with invoice) must be made payable to FBLA and mailed to the address below:

Iowa FBLA  
723 Curtis Ave  
Chariton, IA 50049

### Payment by Card

All card payments will be charged a 3% fee.

### Late Payments

Payments made after the May 14th deadline will be charged a 10% late fee

## Conference Refund & Cancellation Policy

FBLA provides refunds for conference fees under the following conditions and timelines:

### 1. Cancellations After April 18, 2025:

- Refunds will be limited to 50% of the conference fee per attendee.
- Refund requests must include written documentation and be submitted to [conferences@fbla.org](mailto:conferences@fbla.org) no later than 7 days before the conference start date.

### 2. No Refunds After May 24, 2025:

- Refunds will not be granted for cancellations received after this date, including no-shows.

### Process for Refund Requests due to Extenuating Circumstances:

- All refund requests must go through your FBLA State Adviser and emailed to [conferences@fbla.org](mailto:conferences@fbla.org).
- Include the attendee's name, chapter name, reason for cancellation, and supporting documentation.
- Approved refunds will be processed within 30 days of the request.

### Non-Refundable Items

The following items are not eligible for refunds under any circumstances:

- \$25 Registration Fee (included in Conference Registration Fee)
- Accident Insurance
- Late fees
- Add-on purchases (e.g., T-shirts, guest passes, excursions)

## Change Fees

Attendee substitutions can be made in the conference registration system (Blue Panda) until April 18th without penalty. Substitutions made after April 18th will incur a \$25 administrative change fee.

## Accessibility and Accommodations

FBLA is committed to providing an inclusive and accessible experience for all attendees. We strive to accommodate requests related to disabilities, dietary needs, and religious observances to the extent possible. This policy applies to all attendees at the conference for general conference activities.

**COMPETITORS:** Specific accommodation requests for competitors must follow the guidelines as stated in the [Competitive Events Policy & Procedure Manual](#).

### 1. Request Process:

- *Submission Timeline:* Accommodation requests should be submitted via the [Accommodation Request Form](#) at least 30 days before the conference start date to allow for appropriate planning.

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- **Late Requests:** FBLA understands that unforeseen circumstances may arise. Requests submitted within 30 days of the conference will be evaluated on a case-by-case basis, and reasonable efforts will be made to accommodate attendees.

**2. Dietary Needs:** FBLA will make every effort to accommodate attendee dietary restrictions at conferences where catered meals are provided. If a venue is unable to meet a specific dietary restriction, FBLA will work directly with the attendee to identify alternative options.

- **Scope of Accommodations:** Requests for dietary accommodations apply only to official conference events where catered meals are served.
- **Non-Catered Events:** If an event does not include a catered meal, attendees are responsible for identifying and securing their own food options. FBLA can provide information on nearby dining options upon request.

**3. Flexible Accommodations Policy:** FBLA acknowledges that some circumstances may require unique or last-minute accommodation outside of standard policies.

- **Process:** Attendees or their representatives should notify FBLA staff as soon as possible to discuss alternative arrangements.
- **Evaluation:** Each request will be reviewed individually, and FBLA will make reasonable efforts to address the attendee's needs.

**4. On-Site Support:** FBLA will have a designated Accessibility Coordinator available on-site to assist with urgent needs or unforeseen situations, such as mobility challenges or medical equipment requirements.

**5. Contact Information:** For questions, please contact FBLA at [conferences@fbla.org](mailto:conferences@fbla.org).

### Attendee Communication and Data Use

FBLA will only use attendee contact information for official conference communications, including updates, schedules, and logistical details.

- **Restricted Sharing:** FBLA will not share or sell participant email addresses, phone numbers, or other personal details to third parties. However, FBLA may share personal data with third-party service providers to fulfill event-related functions, such as event registration, security measures, and logistics support.
- **Communication Channels:** Official updates will be sent via email, the conference app, or FBLA's official social media platforms.
- **Unsubscribing:** Attendees may opt out of post-conference communications by contacting FBLA at [communications@fbla.org](mailto:communications@fbla.org). Please note that opting out of post-conference communications will not affect transactional communications that are necessary for event administration or follow-up.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

### Attendee Media Consent



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By attending the National Leadership Conference (NLC), participants consent to the use of their photographs, videos, and other media recordings by FBLA for promotional, educational, or informational purposes in print, digital, or online formats.

**Opt-Out Procedure:** Attendees who do not wish to be included in media coverage must submit a written request to FBLA at [conferences@fbla.org](mailto:conferences@fbla.org) at least two weeks prior to the event. Upon arrival, they will be provided with an identifier to signal their preference to photographers and videographers.

**Use of Media:** Media recordings will not include personally identifiable information (e.g., names) without explicit written consent.

To review FBLA's full Privacy Policy and learn more about how we handle your data, [please visit FBLA's Privacy Policy](#).

### Add-On Options

Additional add-ons can be purchased during conference registration. Some add-on options will also be available in an NLC online store accessible to members, advisers, and parents in mid-March. Instructions will be posted on the [NLC homepage](#). \*All add-on purchases are non-refundable.

Iowa FBLA Promo Package: \$30 per attendee - Includes the official NLC t-shirt & 5 Iowa FBLA trading pins

### Accident Insurance

#### Accident Insurance (\$2.00 per attendee)

Accident insurance is available for purchase from Federal Insurance Company. Those who purchase this insurance will be covered while in attendance at the NLC, including travel directly to and from the conference. Coverage begins at the actual start of the trip to the NLC and continues on a 24-hour basis during the trip. It ends when attendees return to their permanent residence. Benefits include up to \$25,000 for accidental death or dismemberment and up to \$2,500 for accidental excess medical expenses. The maximum limit of insurance is \$500,000 per accident. Coverage is subject to the full terms and conditions in the master policy. To enroll, select the insurance option and include the \$2 fee per person with your conference registration payment. Refunds are not available.

*Please note: This is accident insurance; it 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 National Center in writing for verification of coverage and claim information.*

### Pre-Order the Official NLC T-shirt

Make sure you show your FBLA spirit while you're in Dallas with the official NLC T-shirt! The FBLA Shop will have a limited number of official NLC T-shirts available on-site for \$25. T-shirts purchased through the registration process may be exchanged for size only depending on availability.

### Pre-Registration for Special Programming

Some programming may require pre-registration or an application. Additional information on new programming opportunities will be made available on the [NLC website here](#). Below are examples of programming that will require pre-registration through the NLC registration system or external application.

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- Student Enterprise Application
- NLC Student Internship Program
- FBLA Career Foundations Certificate
- And more!

### NLC Scholarship Application

Applications for the 2025 National Leadership Conference Scholarship are available! The NLC Scholarship provides \$500 and complimentary registration (\$195) for up to 50 students. The deadline to apply is March 20th by 11:59 PM ET. For more information, visit the Collegiate division's [Awards & Recognition page](#).

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### Hotel Reservations

#### Housing Policy

##### Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

#### Housing Overview

##### Key Dates

- **March 1, 2025:** Housing Opens
- **April 18, 2025:** Housing Deadline

**Room Blocks Available:** May 28 – June 3

**Rate per Night including Taxes & Fees:** \$240

<b>“4 Nights” is the recommended timeline to participate in all conference activities including competitive events and awards.</b>				
<b>Check-in &amp; Check-out</b>	<b>2 nights</b>	<b>3 nights A</b>	<b>3 nights B</b>	<b>4 nights</b>
5/30				
5/31	<b>\$480 Stay Total</b>	<b>\$720 Stay Total</b>	<b>\$720 Stay Total</b>	<b>\$960 Stay Total</b>
6/1				
6/2				
6/3				

#### Instructions for Making Housing Reservations

Reservations can be made online using the instructions below – please review all instructions before making your housing reservations.

**1. Review the Housing Instructions:** [NLC Housing Instructions](#)

**2. Changes & Cancellations:**

- o *Before April 18, 2025* - Changes and/or cancellations can be made until April 18, 2025 without a fee.
- o *April 18-May 31, 2025* - If a cancellation occurs after May 31st, attendees will be charged one night’s room and tax.
- o *Ways to Change or Cancel Reservations* - All changes and cancellations must go through Iowa FBLA by emailing [info@iowafbla.org](mailto:info@iowafbla.org).

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### Hotel Overview

**Sheraton Dallas Hotel**  
400 Olive St  
Dallas, TX 75201

**Room Rate (including taxes & fees): \$240**  
*Included taxes and fees*

### Cancellation Policy

Reservations cancelled after April 18, 2025 will be subject to a one night room and tax cancellation fee.

### Check-In Instructions

**Check-In Time:** 4:00:00 PM  
**Check-Out Time:** 11:00:00 AM  
**Check-In Instructions:** A credit card will be required at check in with a hold for incidentals.

*\*Must be 21 to check in without an adult.*  
**Amount Held on Credit Cards:** \$50 per day per room for incidentals

### Additional Hotel Notes

**Complimentary Breakfast?** No  
**Parking & Transportation Options:**

- Self-Parking: Attendees will receive 25% off the current rate. Rate is currently set to \$30 per day.

**Parking Notes:** In and out access  
**Additional Amenities:**

- Pool
- Fitness Club
- Restaurant On-Site

## Travel Logistics

Additional travel information and discounts will be available on the [NLC website](#) as it becomes available.

### Airline Discounts

A few of the major airline companies have discounted tickets for groups. Please see below for more information. All questions regarding these discounted tickets should be directed to the airline and not FBLA.

#### American Airlines

American Airlines does not offer conference-specific meeting codes; however, groups can request discounted pricing by completing this [request form](#).

#### Delta Air Lines

Delta Air Lines is pleased to offer special discounts for Future Business Leaders of America. Please [click here](#) to book your flights. All flights must be in/out of Dallas-Fort Worth (DFW) or Austin-Bergstrom (AUS).

You may also call Conferences and Events® at 1.800.328.1111\* Monday–Friday, 8:00 a.m. – 6:30 p.m. (EST) and refer to **Meeting Event Code NM4FC**.

\*Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.

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### United Airlines

We are pleased to partner with United Airlines for air travel for our upcoming event.

- All flights must be in/out of Dallas-Fort Worth (DFW)
- Discount Code: ZQS3189192
- Booking Options
  - Make Reservations Online: [Discount Code - ZQS3189192](#)
    - [Step by step instructions can be found here.](#)
  - You may also call United Meetings Reservation Desk Monday – Friday at (800) 426-1122 for booking assistance. (Booking fees are waived when using FBLA's discount code)
- *MileagePlus members earn valuable miles for their travel when using the Meetings discount code.*

### Airport Shuttle

Please note: FBLA does not provide transportation; chapters are responsible for coordinating their own travel arrangements to and from the airport. Below are some options available in Dallas:

- **Texas Shuttle** – Reservations can be made by calling (817) 403-6196, by emailing [texasshuttlereservations@gmail.com](mailto:texasshuttlereservations@gmail.com) or by [booking online here](#).
- **Ride Centric** - Reservations can be made by [booking online here](#).
- **GO Airport Shuttle (GO)** - Reservations can be made by [booking online here](#).

### Dallas Discounts

#### DALLAS TOURS

Looking for tours while you are in town? [Fun Dallas Tours](#) offers a variety of tour packages for your chapter.

#### DALLAS CITYPASS

Dallas CityPASS® tickets include the Perot Museum of Nature and Science and Reunion Tower GeO-Deck. Plus your choice of admission to 2 of the following attractions: Dallas Zoo, George W. Bush Presidential Museum or the Dallas Holocaust and Human Rights Museum. Dallas CityPASS®

- Price: Adult: \$55 (value \$110) and Child, ages 3-12: \$37 (value \$79).
- For more information and to purchase mobile tickets, [click here](#).

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### Experience NLC

#### Tentative Schedule at a Glance

*\*Below is a tentative schedule at a glance. Please note these times are subject to change between now and the conference.*

#### Friday, May 30, 2025 (Day 0)

7:00 PM – 9:00 PM Welcome Social at the Sheraton Downtown Hotel

#### Saturday, May 31, 2025 (Day 1)

8:00 AM – 5:00 PM Conference Check-In & Competitive Events Info Desk Open

8:30 AM – 6:00 PM [Competitive Events](#)  
[Objective Tests & Presentation Events](#)

10:00 AM – 3:00 PM Workshops

12:00 PM – 6:30 PM Future Leaders Expo Hall Open  
National Officer Candidate Campaign Booths Open  
Elections Help Desk Open

7:00 PM -9:00 PM Opening General Session (*Doors open at 6:30 PM.*)

#### Sunday, June 1, 2025 (Day 2)

7:00 AM – 5:00 PM Conference Helpdesk Open

7:00 AM – 6:00 PM Competitive Events Info Desk Open

8:30 AM – 6:00 PM [Presentation Events](#)

9:00 AM – 12:00 PM [Objective Testing](#)

8:00 AM – 9:00 AM National Officer Candidates Q&A Session w/ Voting Delegates & State Presidents

10:00 AM – 2:00 PM Future Leaders Expo Hall Open

10:00 AM – 3:00 PM Workshops

12:00 Noon Voting Window for National Officer Candidates Opens

1:00 PM – 5:30 PM Presentation Events

6:00 PM – 8:00 PM FBLA Night Social – More Information Coming Soon

#### Monday, June 2, 2025 (Day 3)

7:00 AM – 3:30 PM Competitive Events Info Desk Open

7:00 AM – 5:00 PM Conference Helpdesk Open

8:30 AM – 4:00 PM [Presentation Events](#)

10:00 AM – 3:00 PM Workshops

12:00 Noon Voting Window for National Officer Candidates Closes

7:00 PM – 9:30 PM Awards of Excellence Ceremony (*Doors open at 6:30 PM.*)

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### General Sessions

#### Opening Session

Join us for a fantastic, fast-paced opening session to kick off the NLC! Along with favorites like the Parade of States & Territories and the Adviser Wall of Fame recognition, we'll hear from our National Officer Team, our featured speaker, and meet the candidates running for national office.

#### Awards of Excellence Ceremony

At our closing session, it's time to celebrate our competitive winners with awards! Our official conference program, which will be available to all attendees, will be your guide as we recognize members' accomplishments. Plus, you'll meet the new National Officer Team who will be the student voice of FBLA in the 2025-26 program year.

#### Future Leaders Expo Hall

Attendees of the National Leadership Conference can interact directly with colleges, universities, and potential employers, connect with thousands of other members from across the U.S., and learn about the latest product innovations. In addition to exhibits, the Future Leaders Expo Hall will include a Student Lounge, a Student Enterprise Section, Candidate Booths, and more!

### Student Opportunities

NLC is about more than competitions! There is something for everyone, but many engagement opportunities require pre-registration.

Additional information on the opportunities below will be posted to the [NLC website](#) as it is available.

#### NLC Collegiate Internship Program

**Looking to boost your resume, develop leadership skills, and gain real-world experience?** The NLC Internship Program offers FBLA Collegiate members the opportunity to work behind the scenes at one of the largest student-led business conferences.

Gain real-world experience as an NLC Intern, where you'll assist with event operations, logistics, and leadership tasks. This exclusive opportunity is open to FBLA Collegiate members only, providing a chance to develop career-ready skills, network with industry professionals, and play a key role in making the conference a success.

Applicants must be FBLA Collegiate members and registered for the NLC.

Selected candidates will receive

- Lodging
- Meals
- Waived NLC registration
- Travel assistance
- Opportunity to earn a letter of recommendation from National Center staff

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Kickstart Your Career as an NLC Intern! [Learn more and apply here.](#)

### Student Enterprise Expo

**Do you own your own business?** Ever dreamed of showcasing your business to thousands of people? This is your chance!

Twelve outstanding student businesses will be selected to exhibit in the prestigious Future Leaders Expo Hall, providing a platform to sell products and boost brand awareness.

**Build Your Business at the NLC!** [Learn more and apply here.](#)

### FBLA Professional Foundations Program

#### Get an Edge with FBLA!

No matter where you are in your career journey, preparing for your first job or leveling up your professional skills, the FBLA Professional Foundations Program helps you sharpen your abilities and stand out in the workplace. This interactive experience is built around the 8 NACE career readiness competencies, equipping you with the tools to succeed in your career.

#### Program Requirements:

- **Pre-Work (1-Hour):** Complete a webinar and pre-assessment prior to the conference.
- **On-Site (10-Hours):** Participate in programming aligned with all 8 NACE competencies, plus attend a kick-off and closing session.
- **Wrap-Up:** Submit an action plan and post-program reflection.

**How to Participate:** Attendees should pre-register for this opportunity during conference registration.

Complete the program to earn a certification and digital badge that highlights your growth and commitment to professional excellence. Gain your edge and take the next step in your career today!

### Welcome Party

**Join us at the Sheraton on Friday, May 30, 2025, for a welcome party to kick off the conference!**

Enjoy games, exciting prizes, and the chance to network with your fellow collegiate members. Don't miss this fun opportunity to start the conference with new connections and great memories!

### Additional Opportunities

Additional programming and opportunities may become available later this Spring. Keep an eye on the [NLC website](#) for more information.

## Elections Information

### National Officer Candidates

### Elections Committee



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The candidate guidelines and elections process are overseen by an Elections Committee that is appointed by the Board of Directors. The committee consists of Board members, state advisers, local advisers, alumni, and the high school national parliamentarian.

The role of the Elections Committee is to establish and provide oversight on policies and procedures that support the annual election of National Officers by division. In addition, committee members support the National Center staff in conducting the elections by reviewing applications, establishing guidelines for campaign materials, and ensuring compliance with all policies and procedures by candidates, local chapters, and state affiliates.

### Qualifications for National Office

Only active members are eligible to hold national office. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination. To be considered for an office in FBLA, a candidate shall:

- Have at least one full year remaining in their post-secondary program.
- Hold or have held an office in their local or state chapter.
- Have a grade point average (GPA) of at least 3.0 on a 4.0 scale at time of application and with verification at time NLC campaigns begin.
- Be recommended by the chapter advisers and endorsed by their local and state chapter (if applicable).
- File an official application with the association president and chief executive officer.

In reference to bylaws statements on the eligibility item of a candidate holding or having held an elective office at the state, regional, or local level, the official interpretation is that an appointed officer position such as an appointed parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of applicants during the election period, etc.) to a position that is an “elective” one would meet the eligibility standard. Also, the elective office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

**Interested in a National Office?** [HERE](#) is the Collegiate National Officer Candidate Quick Guide overview and [HERE](#) is the official National Officer Candidate Guide with the student application.

### Voting Procedures and Voting Delegates

National Officer elections will take place over a 24-hour period from 10:00 PM CT on the second day of the NLC to 10:00 PM CT on the last day of the conference. All voting will be conducted online. **When you register voting delegates, please use their personal email address, not their school email address.**

Candidates are elected using ranked voting.\* A majority vote is required for election. Candidates for national office are not disqualified from assuming the roles of state or local voting delegates. No two National Officers may be elected from the same state chapter.

The Office of National Parliamentarian is an appointed position. According to the national bylaws, the candidate earning the highest score on the Parliamentary Procedures written exam at the NLC will be appointed to the Office of National Parliamentarian. Although not elected, this candidate must have filed a National Officer Application and participated in the interview process. Each state may submit one (1) candidate

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for National Parliamentarian. Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2025-26 program year.

### Delegates Are Determined as Follows

Each local chapter in good standing shall be entitled to send up to four local voting delegates and one alternate for each delegate to the NLC in accordance with the following:

- Under 50 members: two voting delegates.
- 50–100 members: three voting delegates.
- Over 100 members: four voting delegates.

These delegates vote for all FBLA Collegiate elected offices and any Bylaws amendments. Voting delegates are determined as part of the NLC registration process. A report will determine the number of votes based on registrations received by 11:59 PM ET on June 1. Voting delegate ribbons will be included in the registration packets for advisers to distribute to the members that they have indicated will serve as voting delegates. The 24-hour voting window will open at 10:00 AM Central on the second day of the conference and close at 10:00 AM Central on the last day of the conference.

## Competitive Events Information

### Guidelines

The National FBLA guidelines will be used for national level competitive events. Please review the guidelines and rating sheets, along with event resources, on the Collegiate division's [competitive events page](#).

### Registration Process

Local advisers will register students for their competitive events through the online registration process by April 18, 2025. Any additions after April 18 will need to be communicated through the State Leader.

### Submission Deadlines

Several competitive events have pre-judged items (called Assets) to be uploaded in the conference registration system by the following deadlines:

Collegiate Event	Asset Needed	Submission Deadline
Community Service Project	Report (PDF)	April 18
Future Business Facilitator	Lesson Plan (PDF)	April 18
Future Business Executive	Cover Letter & Resume (PDF)	April 18
Job Interview	Cover Letter & Resume (PDF)	April 18

Note: The Computer Applications production test and objective test will both happen on-site at NLC this year.

### Tentative Competitive Events Schedule at National Leadership Conference

Please note that these competitive events schedules are TENTATIVE. FBLA may need to update this schedule after April 26. Individual competitive events schedules will be available on the national website by mid-May and through the conference app once it's available for download.

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[Tentative Competitive Events Schedule](#)

### Competitive Events Volunteers at National Leadership Conference

Advisers and other chaperones are encouraged to sign up to volunteer for competitive event roles such as a timer, section leader, and check-in assistant. Sign up through the conference registration system. Roles and times will be assigned in mid-May.

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### National Conference Policies

#### FBLA Code of Conduct

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. Listed below are rules of conduct for FBLA members, advisers, representatives, and attendees of events.

At all times, FBLA members, advisers, and representatives are expected to:

1. Behave in a courteous and respectful manner, avoiding language or actions that might bring discredit upon themselves, their school, other attendees, advisers, or FBLA, including speech and conduct that creates an intimidating, hostile, or offensive environment.
2. Promote FBLA as a positive experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Obey all local, state, and federal laws.

While participating in an FBLA event, attendees are expected to:

1. Abide by all FBLA rules. Members must keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local adviser(s) or state leader(s) immediately.
2. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the conference's professional atmosphere, association with non-conference individuals, and activities that endanger self or others.
3. Comply with the rules of all event facilities. Remember that other guests have rights as well. Noise should be kept at a respectful volume. Individuals or chapters will be responsible for repairing or replacing any property or furniture that is damaged. Facilities have the right to ask guests to leave.
4. Stay in the hotel room to which they are assigned. FBLA members must have permission from their local adviser(s) or state leader(s) to be in hotel rooms to which they are not assigned.
5. Follow the FBLA Dress Code during all conference activities, including general sessions, competitive events, exhibits, regional meetings, workshops, and other activities unless otherwise indicated.
6. Avoid smoking, use of vaping/e-cigarette devices, alcoholic beverages, cannabis, and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the attendee to criminal prosecution. This policy does not apply to medications legally prescribed for an individual attendee.
7. Not possess or use weapons of any kind at an FBLA-related event.
8. Local advisers and state leaders are responsible for the supervision of attendee conduct. They should refer to the Chaperone Policy for additional responsibilities.

#### Code of Conduct Violations

Should an attendee violate the Code of Conduct, the FBLA staff member on duty will meet with the attendee and/or state leader(s) and local adviser(s)/chaperone(s).

- Attendees who violate the Code of Conduct may be subject to disciplinary action, up to and including expulsion from the conference. Attendees who are expelled from the conference will not be eligible for a refund of any fees paid and will be sent home at their own expense.

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- Attendees may be given a warning for behavior and their adviser(s)/chaperone(s) will be notified.
- Attendees may be remanded to the custody of their adviser(s)/chaperone(s) and banned from all conference activities and facilities. FBLA will require that the adviser(s)/chaperone(s) notify a student attendee's parents/guardians.
- If an attendee's behavior or actions violate the law, FBLA will notify local security and authorities immediately.

### Competitive Events Policy & Procedures Manual

The [Competitive Events Policy & Procedures Manual](#) will serve as a guide to address competitive event questions that arise throughout the membership year. This document and the policies described herein shall be overseen and carried out by the National FBLA Competitive Events Committee.

### Honor Code

The Future Business Leaders of America (FBLA) Honor Code embodies principles of integrity, trust, respect, and responsibility essential for fostering excellence and ethical leadership in a community devoted to learning. Every member, local adviser, and state leader must maintain and enforce these principles. To ensure a high standard across FBLA, every competitor registered in any competitive event must agree and certify to comply with the following guidelines:

- Compliance: Competitors are required to read and adhere to the FBLA Competitive Event Guidelines relevant to their event.
- Original Work: Competitors must ensure that all content submitted for FBLA competitive events is their own work or that of their team members. Proper citation of sources is mandatory.
- Use of Materials: Only materials explicitly allowed by FBLA Competitive Event Guidelines may be utilized.
- Independence: No external assistance beyond what is explicitly permitted in FBLA event instructions or guidelines is allowed.
- Cell Phones, Smart Devices, & Headphones: Unless a pre-approved accommodation is in place, all cell phones, smart devices (such as watches and glasses), and headphones must be turned off and put away before testing or role play competition begins. Any report of the devices being visible or in use will be considered a violation of the Honor Code.
- Data Storage: Competitors are prohibited from saving any FBLA competitive event or test materials provided by the FBLA National Center or a state organization to any storage device or cloud storage.
- Originality: Competitive entries must be entirely original and not previously entered in FBLA national competition by the competitor or others. (It is the intent to preclude local chapters from rewriting the same event, and it is recognized that chapters may utilize the same or similar activities on an annual basis in some events. In this case, chapters may use these activities, ensuring that the project or portions of projects are not rewritten and therefore plagiarized.)
- Honest Participation: Competitors must engage in all FBLA competitive events with honesty and integrity.

In the event of an alleged Honor Code violation, the National Competitive Events Committee for the designated FBLA division will investigate. If a violation is confirmed, penalty points, including disqualification, may be imposed at the discretion of the National Competitive Events Committee. Additionally, information regarding the violation may be forwarded to the appropriate state FBLA organization for future action regarding academic integrity.

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By registering for the National Leadership Conference, participants acknowledge their understanding of the Honor Code and the consequences of violating it.

### Housing Policy

#### Housing Requirement

FBLA members, advisers, and parents/guardians/chaperones/guests are required to stay in a hotel that is part of the FBLA housing block of hotels. FBLA requires full conference registration from student members, advisers, and school-approved chaperones. Student members who are not staying in an official FBLA hotel will not be considered full conference registrants and therefore not permitted to compete. The availability of a preferred room type will not provide an exemption from this policy.

#### Eligibility for Housing

Only registered conference attendees are eligible to take advantage of the FBLA-negotiated conference room rates within the FBLA housing block. To accommodate FBLA members and for the safety of all attendees, every guest staying within the FBLA conference block must be registered for the conference.

Housing blocks will be audited against the official registration roster to ensure that attendees comply with the policy.

### FBLA Dress Code

All conference attendees are expected to follow the FBLA Dress Code for all official conference activities. Attendees do not need to be in the dress code for evening social activities excluding General Sessions.

FBLA members and advisers should develop an awareness of one's appearance. 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.

During FBLA conferences, appropriate attire is required of all attendees and presenters.