

We're excited to see you and your members in a few short days at the 2024 District 5 Leadership Conference. As you prepare for the event, here are some important reminders.

- **Directions** - Fairfield High School, 605 E Broadway Ave, Fairfield, IA 52556
- **Parking** - In the large lot next to the building. Enter through the main entrance
- **Arrival & Registration** - Registration opens at 9:30 AM in the school's lobby. The opening session starts promptly at 10 AM.
- **Prejudged Material Upload** - The deadline to upload prejudged items is January 7, 2024. This includes the Business Ethics report, Digital Animation and Digital Video Production videos, and Job Interview materials.
- **Testing Window** - Ensure your students complete their objective tests before the January 8, 2024 deadline.
- **Dress Code** - Make sure your students are prepared and know the conference dress code. Conference attendees must adhere to and follow one of the two dress codes outlined below. Attendees should follow the National FBLA Dress Code's 'Business Professional Attire,' which includes the Business Suit Section, Blazer Section, Dress Section, and Other Professional Section. The dress code can be found at [www.fbla.org/dresscode](http://www.fbla.org/dresscode).
- **Schedule** - The conference will start at 10 AM with an opening session. When checking in, all attendees will receive a printed program. The awards session will begin at 2 PM and end before 3 PM.
- **Conference Meals** - During the conference, attendees will be provided Big Acai Fairfield for lunch. All dietary restrictions identified during registration are accommodated.
- **Adviser Assurance and Contest Forms** - Advisers should upload one form to Blue Panda, the Adviser Assurance form (Appendix A). This form states that you've collected all student consent forms (Appendix B) and will personally maintain a copy during the event. To locate the forms, visit the conference website, click 'Download Conference Guide,' and print pages 14-18. To upload, login to Blue Panda and click on "Additional Items Due" in orange on the conference screen.

### **Mini Schedule**

9:30 am - 10am CHECK IN

10 am OPENING SESSION

10:30 am - 11:45 am MORNING SESSION COMPETITIVE EVENTS

- Client service, Introduction Public Speaking, Job Interview, Broadcast Journalism, Public Speaking, Future Business Leader, Digital Video Production

10:30 am - 11:15 am WORKSHOP 1 (competition etiquette)

11:30 - 12:15 pm WORKSHOP 2 (Goal Setting & Time Management)

11:30 am - 1:00 pm LUNCH (Big Acai Fairfield)

12:30 pm - 1:25 AFTERNOON SESSION COMPETITIVE EVENT

- Introduction to Social Media Strategy, Sales Presentation, Graphic Design, Website Design, Social Media Strategies, Intro to Business Presentation

1:15 pm - 1:50 pm WORKSHOP #3 (Financial Literacy)

2:00 pm - 2:30 pm AWARDS

Thanks,  
District 5 Team