



November 13-14, 2022

Iowa Events Center

Des Moines

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2022 United Fall Leadership Conference

Hosted By
Iowa Chapter of Business
Professionals of America, Iowa
Future Business Leaders of
America, and
Iowa Association of DECA, Inc.

UFLC is committed to creating and maintaining a healthy and respectful environment for all of our student members. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

Conference Highlights

Conference Operations

If you have any questions or concerns, feel free to contact United Fall Leadership Conference Executive Team using the information below:

BPA	DECA	FBLA
Deb Jones djones@iowalakes.edu 712-298-0777	Courtney Westvold director@iowadeca.org 515-724-9048	Kent Seuferer kent@iowafbfa.org 515-657-8260

Conference App

Download our conference app by searching for Sched where you download your mobile apps. Search for Iowa United Fall Leadership Conference. Or find our conference app at www.sched.com

Keynote Speaker



Adam Carroll has spent 15 years helping people do more with the money they make. He is an internationally recognized financial literacy expert, author of three Amazon best-sellers, a two-time TED talk speaker with over 6 million views on YouTube, and is the creator of the Broke, Busted & Disgusted documentary which aired on CNBC and is shown in hundreds of high schools and colleges across the country. He is the host of the Build A Bigger Life podcast and the curator of Mastery Of Money.com. When Adam isn't speaking at conferences, consulting with companies, or hosting leadership retreats, you'll most likely find him at home shooting hoops or having Nerf wars with his kids.

Tentative Conference Schedule

Sunday, November 13

1:00 PM - 2:00 PM	Conference Registration
2:00 PM - 3:30 PM	Opening General Session
3:40 PM - 4:20 PM	Business & Leadership Breakout Sessions
4:25 PM - 5:05 PM	Business & Leadership Breakout Sessions
5:10 PM - 5:30 PM	CTSO Breakout Sessions
5:30 PM - 8:30 PM	Advisor Hotel Key Pickup
	Hotel Check-In & Luggage Unloading
	Chapter Dinner On Your Own
8:30 PM - 10:30 PM	Second General Session
	Evening Entertainment

Monday, November 14

6:00 AM - 8:00 AM	Mandatory Hotel Check-Out & Luggage Loading
8:00 AM - 12:10 PM	Exhibitor Fair
8:00 AM - 8:15 AM	Third General Session & Morning Kick Off
8:20 AM - 9:00 AM	Advisor Meeting
8:20 AM - 9:00 AM	Business & Leadership Breakout Sessions
9:10 AM - 9:50 AM	Business & Leadership Breakout Sessions
10:00 AM - 10:40 AM	Business & Leadership Breakout Sessions
10:50 AM - 11:30 AM	Business & Leadership Breakout Sessions
11:30 AM - 12:10 PM	Lunch (provided with registration)
12:15 PM - 12:45 PM	CTSO State Chapter Meetings & Closing Session
12:45 PM - 3:00 PM	Des Moines Area Business Tour

Registration Information

Registration Fee & Invoicing

Per Attendee Registration: \$85

Per Attendee Registration (not staying at conference hotel): \$105

Registration Deadline: October 4, 2022 5 PM CT (late registration not accepted)

- All students, advisors and chaperones must be registered.
- The registration fee includes all conference materials, one provided lunch, speakers' fees, entertainment, and other costs associated with the conference.
- Invoices and payment instructions are generated once a chapter has submitted their conference registration. Please review the invoice instructions carefully.

Registration Instructions

Registration can be submitted online at app.gobluepanda.com and clicking "Login". Username formats are outlined below depending on your association. [Click here for a step-by-step guide](#) to registering in Blue Panda. Passwords have been emailed to all advisors. For password assistance please see the registration questions section. Sample usernames are below:

BPA	DECA	FBLA
IABPA_25-XXXX (Example: IABPA_25-0002) (Keep in leading zeros)	IADECA_113H-XXXXX (Example: IADECA_113H-825)	Adviser Email Address (Example: info@iowafbla.org)

Registration Assistance

The conference registration platform is Blue Panda, an approved third-party conference management system (CMS). Blue Panda can be accessed from our association web page or the direct link is app.gobluepanda.com. If you did not receive a password or need assistance please contact your association representative:

BPA	DECA	FBLA
Deb Jones djones@iowalakes.edu 712-298-0777	Courtney Westvold director@iowadeca.org 515-724-9048	Kent Seufferer kent@iowafbla.org 515-657-8260

General Conference Information

Code of Conduct and Medical Forms

UFLC is a professional conference, and all conference participants are expected to abide by the [Code of Conduct](#). Every participant must read and sign the [Code of Conduct](#). Chapter advisors are required to bring these forms to the conference and keep them in the event of a situation requiring their use.

Supervision Quota

1 Adult per 12 students

The required **chaperone ratio is one registered adult per 12 students**. Please ensure that your registration is in accordance with this policy. All advisors will be responsible for monitoring behavior in sessions and at the conference, conducting room checks at curfew and providing supervision in the hotel.

Security

Des Moines Police Department (DMPD) will be on duty throughout the conference including opening and closing sessions. DMPD will strictly enforce the Code of Conduct and curfew. DMPD will **not** replace the responsibility of each advisor monitoring behavior including conducting room checks at curfew.

Curfew

Curfew is **12:00 AM (midnight) to 6:00 AM**. **No food is allowed to be delivered to any room after 12:00 AM (midnight)**.

Business and Career Fair

Exhibits are conveniently located in the Iowa Events Center. Participants can visit the Business and Career Fair Exhibits from 8 AM to 12:10 PM on Monday. Exhibits will range from school store vendors, colleges, and companies interested in recruiting CTSO members.

Association Delegation Meetings

Association delegation meetings will be held Monday at the Iowa Events Center at 12:15 PM. Consult the conference program for the exact time and location of your Association's meeting.

Dress Code

Business representatives, press, hotel staff and guests will be seeing Iowa CTSO's finest members—show them a professional business image.

Sunday – CTSO Casual Attire

Participants may wear CTSO casual attire on Sunday. Jeans or slacks will be permitted with a CTSO t-shirt, conference t-shirt, or CTSO colored shirt.

Monday – Business Professional Attire

Dress shirt/blouse and dress skirt/slacks; dress shoes are required. A business suit and CTSO blazer are optional.

The following items are not allowed: denim, athletic shoes, sweatshirts and t-shirts, shorts and hats.

Unacceptable Attire

The following are unacceptable during any activities: skin-tight or revealing clothing, athletic clothing, midriff-baring clothing, swimwear and clothing with printing that is suggestive, obscene or promotes illegal activities, leggings, sweatpants, shorts or joggers.

Conference Expectations

To be eligible to attend the United Fall Leadership Conference, the student must have earned the right to attend by demonstrating desire to participate fully in all scheduled conference activities, and a commitment to live by the Code of Conduct while attending. Permission from the local advisor, the school and the student's parent/guardian to attend are also required.

Responsibilities of the advisors for the United Fall Leadership Conference are as follows:

1. The advisor will be responsible for all aspects of the trip including travel arrangements, selection and discipline of students, emergency situations, and notification to parents of all aspects of the trip.
2. The advisor must provide all students with a written copy of all rules and trip procedures.
3. The advisor will be responsible for student supervision, room checks, curfew checks, etc.
4. The advisor will be responsible for maintaining a file of all signed agreements from the students and/or parents.
5. Monitor curfew at midnight.
6. Ensure that there are no food deliveries (both student and advisor) after curfew.

Hotel Information

The conference hotels for UFLC are: Renaissance Des Moines Savery Hotel (BPA), Comfort Inn & Suites Event Center (DECA), and Hilton Des Moines Downtown (FBLA). All hotel block bookings must be submitted by October 4, 2022 through the registration system unless instructed otherwise by your association director.

All conference hotels have met Iowa regulations regarding training approved by the Iowa Office to Combat Human Trafficking (<https://stopthiowa.org/certified-locations>).

CTSO	Hotel	Details
BPA	 Renaissance Des Moines Savery Hotel 401 Locust Street, Des Moines, IA 50309 (515) 244-2151 Room Rate: \$109 (exclusive of fees/taxes) per room night Parking: Parking ramp is located at 4th and Grand \$1 per hour with a maximum rate of \$10 for 24 hours	The Renaissance Des Moines Savery Hotel is a historic downtown hotel that boasts an amazing location, connected to the Des Moines Skywalk system and just steps from popular destinations including the Wells Fargo Arena, the Iowa Events Center, and Hy Vee Hall. Iowa Human Trafficking Training Approval
DECA	 Comfort Inn & Suites Event Center 929 3rd St, Des Moines, IA 50309 (515) 282-5251 Room Rate: \$135 (inclusive of fees/taxes) per room night Parking: Free parking for all vehicles, including buses	The Comfort Inn and Suites sits just a 5 minute walk away from the Iowa Events Center. The hotel offers a free made-to-order breakfast and free parking for all vehicles, including buses. Iowa Human Trafficking Training Approval

FBLA	 Hilton Des Moines Downtown 435 Park Street, Des Moines, IA 50309 (515) 241-1456 Room Rate: \$165 (inclusive of fees/taxes) per room night Parking: City Parking is located at 5th and Keo, valet and bus parking are available	The Hilton Des Moines Downtown is part of the Des Moines Skywalk System. The hotel offers a direct connection to the Iowa Events Center. This 330 guest room hotel offers room service, a 24-hour snack shop and serves Starbucks®. Iowa Human Trafficking Training Approval
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Hotel Payment Procedure

For DECA and FBLA, registration for the conference includes the booking and securing of hotel rooms. The cost of your hotel stay(s) is included on your registration invoice and is made payable to the association.

- DECA - Please make checks payable to: Iowa DECA and mail to 7945 NE University Ave, Pleasant Hill, IA 50327
- FBLA - Please make registration checks payable to Iowa FBLA, 723 Curtis Ave, Chariton, IA 50049. The payment deadline is October 28, 2022. A copy of our W9 can be found at www.iowafbla.org/advisers

For BPA, hotel reservations are made directly with the hotel by [clicking here](#). Payment for hotel stays are made directly to the hotel.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, the United Fall Leadership Conference will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please contact your Association Director with your requests before **November 1, 2022**.

Check-in & Check-out Procedure

Advisors will be responsible for obtaining room keys from the front desk and distributing them to their chapters. Additional information will be provided with your confirmation. Hotel check-in begins at 4 PM. The recommended check-in time is 5:30 PM.

Prior to departure, each chapter advisor must make certain that all incidental room charges for their rooms are paid. Check-out is at 12:00 noon. The recommended check-out time is 7:30 AM.

Non-Smoking

All three hotels are non-smoking properties. A service charge will be billed to the guest if they ignore the no-smoking regulation.

Parking

Additional charges may apply for larger vehicles, check with your Association Advisor on exact vehicle restrictions.

Overnight Self-Parking is available in Des Moines Parking Ramps. More information can be found on [City of Des Moines](#) or [Park Downtown Des Moines](#) website.

CTSO & Hotel	Parking	Charges
BPA - Renaissance Savery	City Parking 4th and Grand (400 Grand Ave)	City Parking Charges Mon-Sat \$1.00/hr \$10 daily max
DECA - Comfort Inn	Hotel Parking 929 3rd St	Hotel Parking Free for overnight guests
FBLA - Hilton	City Parking 5th and Keo (525 5th Ave) Hotel Parking 435 Park Street	City Parking Charges Mon-Sat \$1.00/hr \$10 daily max Hotel Parking \$22 self-park

Health and Safety

While participating in UFLC functions, attendees understand there is a risk of exposure to communicable diseases. At all times, attendees are encouraged to practice health and safety measures including monitoring themselves for symptoms, practicing good hygiene, and limiting person-to-person contact. By registering, all attendees agree to acknowledge that Iowa BPA, Iowa DECA, and Iowa FBLA cannot guarantee that its attendees and other participants will not be exposed to communicable disease.

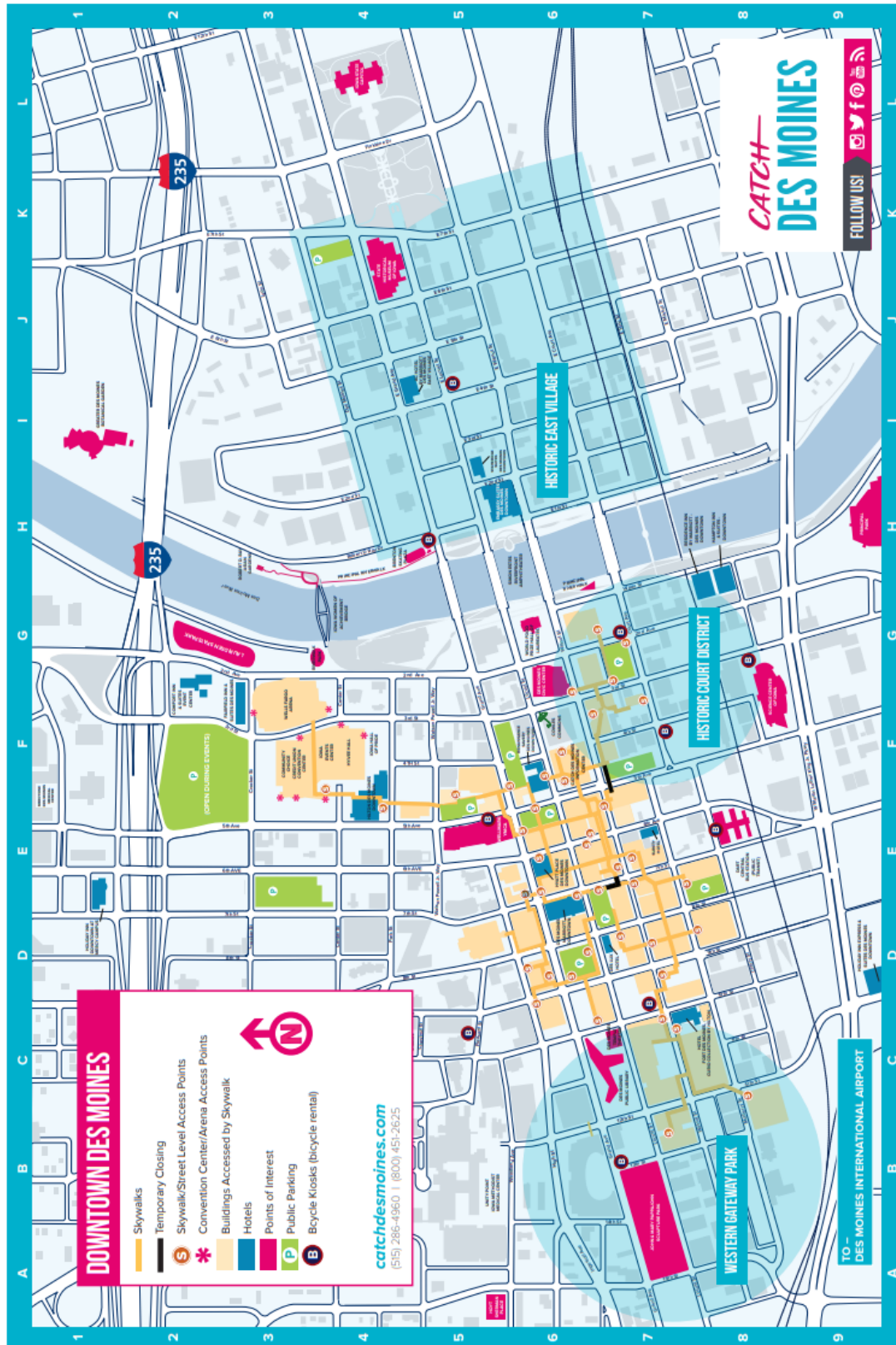
In case of an emergency, two different hospitals are within minutes of your hotel.

- UnityPoint Health – Iowa Methodist Medical Center (1 mile northwest of downtown)
 - 1200 Pleasant St, Des Moines, IA 50309
 - (515) 241-6212
- Mercy Medical Center Des Moines (1 mile north of downtown)
 - 1111 6th Ave, Des Moines, IA 50314
 - (515) 247-3211

Downtown Des Moines Dining

Downtown Des Moines has a wide variety of dining options including fast food, quick-casual, delivery, and exciting full service establishments. For a full list of Downtown Dining, [click here](#).

Downtown Map



Skywalk Map

