

**2008 Business Professionals of America State Leadership Conference
~ Schedule of Events DRAFT ~**

Sunday

Time/Event

Location

Headquarters—College of Technology	B2 (upstairs)
Headquarters—Holiday Inn	Spruce
Advisors Work Room—Holiday Inn	Aspen

Judges' Check-In and Advisors' Work Room at the COT is B2.

9 a.m. to 5 p.m.

Registration—College of Technology

Registration time, testing times and event times will be staggered depending on region. Regions should arrive at the COT to begin testing at the following times:

9 a.m.	Regions 5 & 6	11:30 a.m.	Regions 7 & 8
10:30 a.m.	Regions 3 & 4	12:30 p.m.	Regions 1 & 2

Advisors pick up chapter registration packets at the registration booth in the Commons at the COT.

The COT Cafeteria will be open from 9 a.m. to 2 p.m. Food and drink are not allowed in the classrooms or on carpeted areas.

When not testing, students are asked to spend their free time in the Commons.

Testing and Competitive Events Schedule and Locations

Locations: College of Technology (COT)

Administrative Support Teams: Billings Career Center
9 a.m. to 5 p.m.

Room B9

Info Technology Events

Cisco Systems
Administration
Computer Network
Technology
Microsoft Network
Administration
Novell Network
Administration
PC Servicing &
Troubleshooting

Room B36

Financial Events

Advanced Accounting
Banking & Finance
Fundamental Accounting
Payroll Accounting

Room B57

Open Events

Financial Math &
Analysis
Parliamentary Procedure
Concepts
Insurance Concepts

IMPORTANT!

Financial Math & Analysis, Parliamentary Procedure Concepts and Insurance Concepts will be offered only on Sunday, March 2. The remaining Open Events: Administrative Support Concepts, Management/Marketing and Human Resources Concepts and Information Technology Concepts will be offered on Monday, March 3 at the Holiday Inn.

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Testing and Competitive Events Schedule and Locations (continued)

9 a.m. to 5 p.m.

Advanced Office Systems & Procedures.....	B10
Admin. Support Team.....	BCC
(Billings Career Center)	
Advanced Spreadsheet Applications & Analysis.....	B12
Advanced Word Processing Skills.....	B42
Basic Office Systems & Procedures.....	B12
C++ Programming.....	???
Computerized Accounting....	B52/ B42
Database Applications.....	B10
Desktop Publishing.....	A70
Fundamentals of XHTML.....	A33
Fundamental Word Processing Skills.....	B42
Integrated Office Applications.....	A70
Java Programming.....	???
Keyboarding Production.....	A33
Legal Office Procedures.....	??
Medical Office Procedures.....	??
Spreadsheet Applications & Analysis.....	B12
VB.Net Programming.....	???

Judged Events

Please report to the preparation/testing area at the time assigned for individual/team. Assigned timeslot is available from the chapter advisor or at the registration desk.

INTERVIEW SKILLS (Preliminaries on Sunday, Finals on Monday)

10:30 a.m. to 5 p.m.	Interview Skills Interviewing	B26 and B29
10:30 a.m. to 5 p.m.	Advanced Interview Skills	B22 and B24

PRESENTATION MANAGEMENT INDIV. (Preliminaries on Sun., Finals on Mon.)

10:30 a.m. to 5 p.m.	Presentation	B28 and B41
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PRESENTATION MANAGEMENT TEAM (Preliminaries on Sun., Finals on Mon.)

10:30 a.m. to 5 p.m.	Presentation	B40 and B45
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VIDEO PRODUCTION TEAM (Sunday only)

8:30 a.m. to 5 p.m.	Presentation	B1
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*SMALL BUSINESS MANAGEMENT TEAM
(Preliminaries on Sun., Finals on Mon.)*

10:30 a.m. to 5 p.m.	Prep	A72
	Presentation	A83

FINANCIAL ANALYST TEAM (Preliminaries on Sun., Finals on Mon.)

10:30 a.m. to 5 p.m.		B7
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SOFTWARE ENGINEERING TEAM

1:30 p.m. to ???		A119
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<u>Time/Event</u>	<u>Location</u>
5 to 5:30 p.m. Officer Candidates Meeting <i>Candidates meet with 2007-08 BPA state officers and BPA state advisor.</i>	Convention Center—Rains
5:30 to 6 p.m. Student INTERN Meeting	Convention Center—Rains
6:00 to 6:30 p.m. Advisors Meeting	Convention Center—Rains
7:30 to 8 p.m. Opening Session seating	Convention Center — Russell
8 to 10 p.m. OPENING SESSION <i>2006-07 BPA State Officers presiding</i>	Convention Center —Russell
A) Welcome	
B) Presentation of Colors	
C) National Anthem	
D) Recognition of Corporate Sponsors	
E) Emblem Ceremony	
F) Keynote Address	
G) Announcement of MSU-Bozeman Scholarship Finalist	H) Introduction of
BPA State Officer Candidates	
I) Announcements	
J) BPA Pledge	
K) Adjournment	
Immediately following the conclusion of the Opening Session	
Voting Delegates meeting	Convention Center — Russell
10 to 11 p.m. Campaign Rally <i>chapter booths. All candidates and voting delegates must be in professional business attire.</i>	Convention Center — Rain Campaign Rally and
10:30 p.m. Torch Ceremony Practice	Stage
Midnight Curfew—All delegates in registered rooms.	

MONDAY

<u>Time/Event</u>	<u>Location</u>
All day Conference Headquarters <i>Natalie Schaff, Competitive Events Coordinators</i>	Holiday Inn — Spruce
Advisors Work Room Holiday Inn — Bourbon Street	Holiday Inn — Aspen Judges' Check-In <i>Susan Craig, Judged Events Coordinators</i>
7 a.m. Presidents Breakfast <i>Breakfast co-sponsored by MSU-Bozeman College of Business</i>	Cracker Barrel
8 a.m. First General Session 2007-07 BPA state officers presiding	Convention Center —Russell
A) Welcome	

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- B) Officer Candidate Speeches
- C) Announcements
- D) Adjournment

8:30 a.m. to 6 p.m.

Testing and Competitive Events (see schedule below for specific event.)

9 a.m. to 4 p.m.

Workshops (see schedule and descriptions on pages 16-17)

11:45 to 1:45

Lunch Buffet

BH Trapper & Scout, HI Atrium

Testing and Competitive Events Schedule

8:30 a.m. to 12:30 p.m.	Financial Events	BH Homesteader
	Information Technology Events	BH Prospector
	Open Tests	
	Info Technology Concepts	BH Prospector
	Administrative Support Concepts	HI Missouri
	Management/Marketing/HR	HI Missouri

For judged events, please report to the competition area at the assigned time. A student/team's assigned time slot is available from the chapter advisor or at the event location.

ADMINISTRATIVE SUPPORT RESEARCH PROJECT—INDIVIDUAL

1 to 4 p.m.	Presentation	BH Boardroom
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DIGITAL MEDIA PRODUCTION

9:30 a.m. to 5:30 p.m.	Presentation	BH Parlor 131
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Testing and Competitive Events Schedule (continued)

Please report to the competition area at the time designated during registration.

ECONOMIC RESEARCH PROJECT—INDIVIDUAL

8:30 a.m. to 1:30 p.m.	Presentation	BH Parlor 101
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ECONOMIC RESEARCH PROJECT— TEAM

9:30 a.m. to 3:30 p.m.	Presentation	BH North 40
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ENTREPRENEURSHIP

8:30 a.m. to 4:30 p.m.	Presentation	HI Ponderosa
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EXTEMPORANEOUS SPEECH

8:30 a.m. to 5:30 p.m.	Prep	HI Yellowstone
	Presentation	HI Bighorn

FINANCIAL ANALYST TEAM

9 a.m. to 1:30 p.m.	Prep	HI Gallatin
	Presentation	HI Bitterroot

GLOBAL MARKETING TEAM

8 a.m. to 4:30 p.m.	Presentation	BH Parlor 130
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GRAPHIC DESIGN PROMOTION

9:30 a.m. to 5:30 p.m.	Presentation	HI Bighorn Center— Poolside
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HUMAN RESOURCES MANAGEMENT

9:30 a.m. to 5:30 p.m.	Prep	HI Yellowstone
	Presentation	HI Lewis & Clark

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INTERVIEW SKILLS/ADVANCED INTERVIEW SKILLS (Finals)

8:30 a.m. to 12:30 p.m. Interview Skills HI Jefferson
12:30 p.m. to 4:30 p.m. Advanced Interview Skills HI Jefferson

NETWORK DESIGN TEAM

8:30 a.m. to 10:30 p.m. Prep HI Yellowstone
Presentation HI Madison

PARLIAMENTARY PROCEDURE TEAM

8:30 a.m. to 4:30 p.m. Prep BH South 40
Presentation BH Rancher

PREPARED SPEECH

8:30 a.m. to 4:30 p.m. Presentation BH Parlor 109

Testing and Competitive Events Schedule (continued)

Please report to the competition area at the time designated during registration.

PRESENTATION MANAGEMENT—INDIVIDUAL (Finals)

8:30 a.m. to 2:30 p.m. Presentation BH Parlor 119

PRESENTATION MANAGEMENT —TEAM (Finals)

8:30 a.m. to 2:30 p.m. Presentation BH Parlor 118

SMALL BUSINESS MANAGEMENT —TEAM

8:30 a.m. to 4:30 p.m. Prep HI Gallatin
Presentation HI Stillwater

WEB SITE DESIGN TEAM

9:30 a.m. to 5:30 p.m. Presentation BH Parlor 110

COMPUTER ANIMATION

10 to 11 a.m. BH Boardroom

7 to 7:45 p.m.

Special Delegate Session Convention Center —Rains

Only BPA officer candidates, BPA state officers and voting delegates need to attend. This group will rejoin the general session after election of officers.

- A) Confirm number of voting delegates
- B) Questions for state officer candidates
- C) Election of officers for 2008-09

7:30 to 9 p.m.

Second General Session Convention Center — Russell

2006-07 BPA state officers presiding

- A) Welcome
- B) Recognition of New Chapters and Advisors
- C) Chain of Love — Special Olympics presentation
Kerry Sheets, Special Olympics Board of Directors
Bob Norbie, President/CEO, Special Olympics Montana
- D) Torch Ceremony
- E) Torch Awards
- F) MSU-Bozeman Scholarship Presentation
- G) Open Event Awards
- H) Election Results
- I) Announcements
- J) Adjournment

Following Second General Session

Newly-elected state officer interviews HI Spruce

9:30 to 11:30 p.m.

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Battle of the Bands Convention Center — Rains
Conference t-shirt must be worn. No alterations allowed.

Midnight — Curfew. All delegates in registered rooms.

TUESDAY

<u>Time/Event</u>	<u>Location</u>
7 to 9 a.m. Set-up for Awards Ceremony	Convention Center—Russell
8 to 9 a.m. Advisor Breakfast and Meeting	HI Poolside Terrace
A) National Leadership Conference B) Silent Auction winners announced C) Announcements	
9:30 to 11:30 a.m. Awards and Closing Session	Convention Center— Russell
2007-08 BPA state officers presiding A) Welcome B) Recognition of Conference Leadership C) Awards Presentation—Section 1 D) Presentation of Montana BPA Scholarship E) Recognition of Silver Star Award Recipients F) Awards Presentation—Section 2 G) Conference in Review—Capture Crew H) National Leadership Conference video I) Awards Presentation—Section 3 J) Spirit of Professionalism Award Presentation K) Installation of New Officers L) Adjournment	