

NLC REGISTRATION INFORMATION

REGISTRATION FEES AND DEADLINES

FULL REGISTRATION (REGISTERED ADVISORS, STUDENTS, & ALUMNI)

The NLC registration fee includes General Sessions, Guest Speakers/Entertainment, Success Sessions, Contest Participation, Awards Ceremonies, NLC Souvenir Pin, Conference Souvenir/Gift, and Conference Materials.

Housing reservations open on Feb. 22 and must be submitted via the BPA NLC Conference Registration System. Full Registered Students & Advisors are required to stay at an official conference property. Failure to comply will result in disqualification.

FULL REGISTRATION: ADVANCE ONLINE REGISTRATION: \$115

Dates: February 22, 2016-April 1, 2016

During this period participants can register online at the early fee discount, for conference registration, competitive event registration, housing, general conference activities (tours, workshops).

FULL REGISTRATION: LATE REGISTRATION: \$145

(Not Contest Registration)

Dates: April 2, 2016-April 6, 2016

During this period, participants can register for general conference activities, workshops (based on availability) and tours (based on availability). Competitive event registration is no longer available online. Housing at an official NLC property is still required after this deadline, but may be located off-site.

GUEST REGISTRATION FEES

Advisors may register their chapter's guests (family, friends, etc.) for the NLC at the special guest registration rates. This registration includes participation in all conference activities but excludes conference gifts.

GUEST REGISTRATION: ADVANCE ONLINE REGISTRATION: \$80

Dates: February 22, 2016-April 1, 2016

GUEST REGISTRATION: LATE REGISTRATION: \$115

Dates: April 2, 2016-April 6, 2016

GUEST DETAILS

- All guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.
- Business Professionals of America registered members (Students, Advisors, Alumni) may NOT register as guests.
- Children five years of age or younger will not be charged for NLC registration. DO NOT REGISTER CHILDREN UNDER FIVE ONLINE. If you wish to purchase tour tickets for children under five, simply purchase multiple tickets under the chaperone's name.
- An "Awards Session only" wristband is \$10. Advisors must purchase the wristband for their guests at the Finance Desk on Saturday from 7:00 am to 2:00 pm.

CONFERENCE REGISTRATION PAYMENT

All payments must be received prior to attending the National Leadership Conference. **Conference registration** payments should be mailed in time to be received at the National Center by April 21, 2016. **Hotel payments** must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check or credit card.

A credit card may be required by BPA to confirm your conference registration. This will NOT BE charged by BPA unless you book a hotel reservation and do not show or cancel within the allotted time frame.

CHECK PAYMENT FOR NATIONAL CONFERENCE REGISTRATION INVOICES

Mail check along with copy of the registration invoice to the following address:

Business Professionals of America, Inc.

National Center

P.O. Box 729

Westerville, Ohio 43086

CREDIT CARD PAYMENT FOR NATIONAL CONFERENCE REGISTRATION INVOICES

Credit card payment may be made by MasterCard, VISA, American Express or Discover/Novus by completing the credit card section of the invoice. Mail the invoice with completed credit card information to the following address or download the [Credit Card Authorization Form](#) and fax:

Business Professionals of America

5454 Cleveland Avenue

Columbus, OH 43231-4021

OR Fax to 614-895-1165

OR pay by phone, 614-895-7277 x301

PURCHASE ORDER PAYMENT FOR CONFERENCE REGISTRATION

School purchase orders may be sent along with the invoice and received by mail by the National Center 30 days prior to NLC.

Payment must still be made prior to receiving conference materials. Anyone not fulfilling their purchase order obligation will not receive purchase order privileges in the future at NLCs.

Mail invoices with purchase orders attached to the following address:

Business Professionals of America

5454 Cleveland Avenue

Columbus, OH 43231-4021

OR Fax to 614-895-1165

Purchase orders will not be accepted by Conference Hotels for room deposits/payment.

ALUMNI DIVISION REGISTRATION