



## 2024 California FBLA Adviser Conference Registration

**California FBLA is excited to invite local chapters to  
our annual Adviser Conference!**

Please join us for this exciting two-day educator and adviser conference with training and content designed specifically for Business & Marketing Teachers & CTSO Advisers.

On Friday, we will join together with The California Department of Education and California DECA Advisors for a day of professional development where you will have the opportunity to receive in-depth training on new resources.

On Saturday, we will focus on FBLA. Topics will be directed towards making the most of the FBLA program, information about available grant funds and process, discussion of new FBLA programs, FBLA's competitive events strategies, utilizing FBLA Connect, best practices, idea sharing and much more.

Best of all, the conference is FREE of charge. We hope to see you in Anaheim!

### **REGISTRATION DEADLINE:**

August 30, 2024

### **REGISTRATION FEE:**

Complimentary

### **WHO:**

All California FBLA Advisers

### **WHEN:**

September 20-21, 2024

### **WHERE:**

Double Tree Suites Anaheim  
2085 S. Harbor Blvd.  
Anaheim, CA 92802



## TENTATIVE SCHEDULE:

### Thursday, September 19, 2024

Travel & Arrival to Anaheim

*\*Hotel rooms provided on Thursday night for those traveling from a distance of 50 miles or more from the conference location. More details are provided later in this packet.*

### Friday, September 20, 2024 BAM! (Business and Marketing) Day with FBLA and DECA Advisers

*\*Arrival day for those located less than 50 miles from the conference location.*

9:00 a.m. Joint PD for all CA Business & Marketing teachers

12:00 p.m. Lunch

4:00 p.m. PD Sessions Conclude

5:00 p.m. Dinner

7:00 p.m. Adjourn for the Day

### Saturday, September 21, 2024 (FBLA Advisers Only)

8:30 a.m. Kickoff Session and Continental Breakfast

9:00 a.m. Welcome & Introductions

9:30 a.m. Our Year Ahead | FBLA Opportunities for 2024-25

10:30 a.m. Competitive Events Updates

12:00 p.m. Lunch

1:00 p.m. FBLA Connect

3:00 p.m. Conference Concludes

## HOW TO REGISTER:

Visit this link to register: <https://leadable.info/AdviserConfReg>

## COST:

There is no cost to attend this conference. The following are covered:

- Conference Registration
- Training and Materials
- Meals during the conference (includes lunch and dinner on Friday and continental breakfast and lunch on Saturday).

*Note that meals are provided with a pre-set menu. Although we cannot guarantee that all special dietary needs will be accommodated, we will make every effort to meet those needs you identify in your online registration submission.*

- If you are traveling more than 50 miles:
  - Hotel room for 2 nights (checking in on Thursday, September 19 and out on Saturday, September 21).  
*Note that extra nights will not be covered before/after these dates will not be covered.*
  - Travel costs (flight/mileage up to a Maximum of \$350). See Travel section below for specific details. Meals are not covered during travel.



### **CANCELLATION POLICY:**

While the conference is free of charge to California FBLA Advisers, there is a \$50 cancellation charge if you cancel within 72 hours of the start of the conference. This is because meals and other materials are purchased based on registration counts and if there is a last-minute cancellation these costs cannot be recovered. Any adviser cancelling within the 72-hour period will be responsible for paying the \$50 cancellation charge and will receive an invoice from California FBLA.

### **TRAVELING FROM WITHIN 50 MILES OF THE CONFERENCE:**

Advisers who live within 50 miles of the conference should provide their own transportation and return to their home each evening and return the next day. If you have a special circumstance and need to stay at the hotel, please contact [register@cafbla.org](mailto:register@cafbla.org) to explore options. No mileage reimbursements or other travel costs will be covered for those who live less than 50 miles from the conference site.

### **TRAVELING 50 MILES OR MORE TO THE CONFERENCE:**

If you are traveling more than 50 miles to attend the conference, please review the details and plans below.

### **HOTEL ACCOMODATIONS:**

Lodging will be provided and paid for by California FBLA for **two nights**. California FBLA will coordinate your hotel reservation, arriving Thursday and departing Saturday. Please do not contact the hotel. Although there are options for both shared rooms and single rooms, we are encouraging shared rooms to help support the overall budget for California FBLA (two to a room; of the same gender). **If you need additional nights of lodging other than the two nights outlined above, you will need to book those on your own.**

### **TRANSPORTATION COST:**

California FBLA will reimburse either air or mileage reimbursement costs **up to a total of \$350.00**. This includes the cumulative total of the cost of your flight (if you choose to fly) and/or mileage (if you choose to drive) and ground transportation from the airport. Please remember that we are a student organization and **choose the most cost-effective travel options available**. We cannot cover any upgrade or add-on fees (e.g. Early Bird Check-in, Upgrade to Comfort Class, etc.).

Choosing to fly? John Wayne Orange County (SNA) is the only airport eligible for reimbursement and you will book your own flight. Flight costs for flights into SNA will be reimbursed subject to the amount outlined above (Keep your receipt and complete a California FBLA Expense Reimbursement Form to collect reimbursement). We ask that advisers be as economical as possible in the flights that are booked. **Please make flight arrangements early, but no less than 21 days in advance of the conference to ensure the best fares.**



If you fly, please take a Taxi/Uber/Lift from SNA to the hotel and back again. This is reimbursable (Keep your receipt and complete a California FBLA Expense Reimbursement Form to collect reimbursement). No other ground transportation options will be reimbursable. Taxi/Uber/Lift, mileage, or other transportation from any other airport other than SNA is not reimbursable.

If you are driving, the reimbursement rate is \$.655 per mile (complete a California FBLA Expense Reimbursement Form after the conference to collect reimbursement). Note that the maximum mileage reimbursement is \$350.00.

Rental cars are not allowed and will not be reimbursed.

Meals are not covered during travel. Only conference meals provided during the conference will be covered by California FBLA.

***All reimbursements must be submitted within 30 days of the close of the conference. Reimbursement requests submitted after 30 days of the close of the conference will not be reimbursed.***