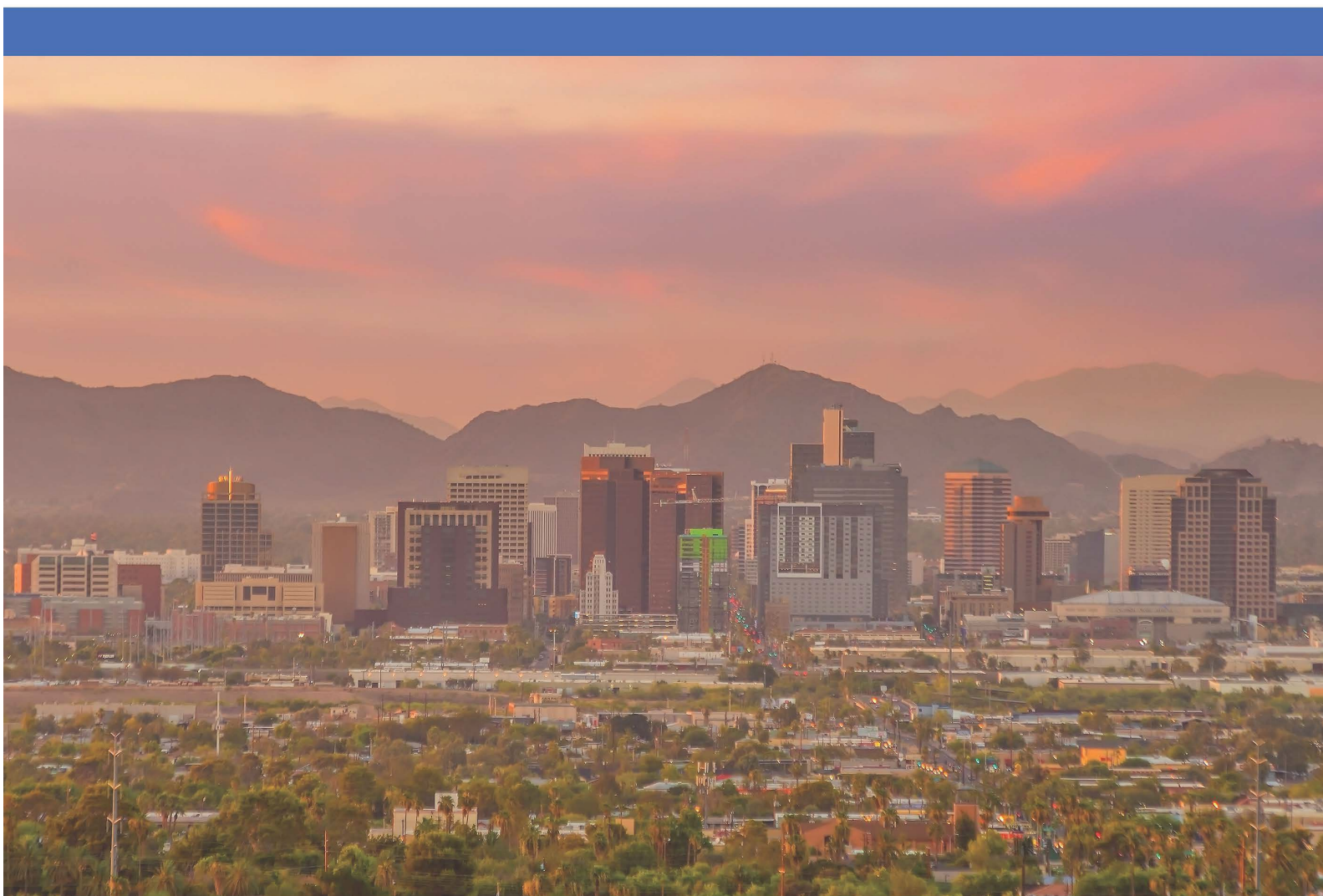




REGISTRATION GUIDE

2025 NATIONAL FALL LEADERSHIP CONFERENCE



Phoenix, AZ | NOVEMBER 7-8

PHOENIX CONVENTION CENTER | 100 N 3RD ST

For more information, visit:

FBLA.ORG/NFLC

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Conference Overview

Date and Venue

The National Fall Leadership Conference will be held in Phoenix, Arizona from November 7-8, 2025.

Primary Hotel

Hyatt Regency Phoenix
122 N 2nd St
Phoenix, AZ 85004

Conference Venue

Phoenix Convention Center
100 N 3rd St
Phoenix, AZ 85004

Important Dates

August 15
October 7 at 12 PM EST
October 31
November 7-8

Registration Opens

Registration Closes
Payment Receipt Deadline
National Fall Leadership Conference

Features & Benefits

Launch your leadership journey with energizing workshops, exciting activity sessions, and motivating sessions for all attendees at the FBLA National Fall Leadership Conference.

Program Highlights:

- **Professional Development Workshops** – Members and advisers will have the opportunity to develop professionally through workshops including leadership trainings, insights with college admission officers, roundtable discussions with fellow leaders, and more!
- **Business & Leadership Activity Sessions** – These high-energy morning sessions are designed to help students build essential soft skills—like communication, teamwork, innovation, and leadership—through hands-on, interactive experiences.

Other Program Highlights Include:

- Networking with other like-minded leaders from around the country
- Enjoy dedicated time to explore Phoenix and its area attractions
- Tour local businesses and colleges
- Optional Social Activity Friday Night

Tentative Schedule

Thursday, November 6

Attire: *Business Professional in FBLA Dress Code*

5:00 PM – 7:00 PM	Early Conference Check-In
7:30 PM – 10:00 PM	Optional Pre-Conference Activity, hosted by FBLA Arizona
MIDNIGHT	Curfew

Friday, November 7

Attire: *Business professional in FBLA Dress Code*

7:00 AM – 8:45 AM	Conference Check-In
9:00 AM – 10:00 AM	Opening General Session
10:00 AM – 3:30 PM	Future Leaders Expo Hall
10:10 AM – 11:00 AM	Workshop 1
11:10 AM – 12:00 PM	Workshop 2
12:00 PM – 1:30 PM	Lunch
1:30 PM – 2:20 PM	Workshop 3
2:30 PM – 3:20 PM	Workshop 4
3:30 PM – 4:20 PM	Workshop 5
2:30 PM – 4:20 PM	Business Tours
4:30 PM – 6:30 PM	Dinner On Own
7:00 PM	Optional Social Activity
MIDNIGHT	Curfew

Saturday, November 8

Attire: *Business professional in FBLA Dress Code*

6:30 AM – 8:15 AM	Breakfast On Own
8:30 AM – 10:00 AM	Student Activity Session 1 & Adviser Track 1
10:10 AM – 11:40 AM	Student Activity Session 2 & Adviser Track 2
12:00 PM – 12:45 PM	Closing General Session
1:00 PM – 5:00 PM	Optional Campus Tours & Explore Phoenix Tours

Housing Information

Housing Policy: All attendees must stay in the conference hotel.

Hyatt Regency Phoenix
122 N 2nd St
Phoenix, AZ 85004

Rate per night before tax: \$259.00
Rate per night including tax: \$292.85

Check-In/Check Out

- *Check-In:* 4:00 PM
- *Check-Out:* 11:00 AM

*Additional charges apply for early check-in/late check-out

Reservation Instructions

Reservation Link: <https://www.hyatt.com/en-US/group-booking/PHXRP/G-ROH8>

**Only two rooms can be booked at one time using this link.*

Group Reservations (2+ Rooms): Please contact the Hyatt Regency Phoenix at 888-591-1234 asking to be added to the FBLA room block or using Group Code **ROH8**

Online Reservations

- Please make sure your school name is noted in your reservations.
- Reservation link only allows you to make 2 reservations at one time.
 - Tip: You may open more than one window of the reservation link so that you can book rooms online faster. Each window will allow (2) reservations to be booked at one time.

Reservations by Phone: Please contact the Hyatt Regency Phoenix at 888-591-1234 asking to be added to the FBLA room block or using Group Code **ROH8**

Payment Instructions

Payment by Check

- Make checks payable to Hyatt Regency Phoenix
- Sent to the attention of Andy Stewart/Events, Hyatt Regency Phoenix, 122 N 2nd St, Phoenix, AZ 85004
- Include Confirmation Number on Check
- If parking on site, include parking charges in calculations - please confirm total including tax with hotel

Receipt Deadline: Checks must be delivered no later than 30 days prior to arrival.

*If the hotel receives a check after that point, we cannot guarantee that it can be processed and applied to your reservations.

Mail checks to:

Hyatt Regency Phoenix
ATTN: Andy Stewart/Events
122 N 2nd St
Phoenix, AZ 85004

Pre-Payment by Credit Card:

Call 602-252-1234 no later than 10 days prior to arrival.

Payment by Credit Card On-Site:

Must have a credit card with you - hotel cannot use credit card used at time of booking.

Need an invoice? Please contact Laurie Thompson at laurie.thompson@hyatt.com or 602-440-3144

Note: *Overflow hotels will be made available once the conference hotel block fills.*

Registration

Registration will be through [Blue Panda](#). Parents and students must contact their local chapter adviser for registration support.

Registration Fee

\$125 per attendee (including members, advisers, chaperones, etc.)
\$80 for Friday Only Pass (Arizona members only)

What's included in the registration fee?

- Professional development programming
- Access to the Future Leaders Expo Hall
- Lunch on Friday

Pre-Checklist

To successfully register for the conference, advisers will need the following information for ***each attendee*** that they are planning to register:

- Full Name
- Preferred Pronouns
- Email Address
- Cell Phone (Advisers & Chaperones Only)
- Special Accommodation & Dietary Requests
- Accident Insurance Opt-In
- Conference Social Opt-In

Payment

Payment can be completed by credit card, check, or purchase order. All payments must be received by October 31, 2025, this includes purchase orders.

All checks should be made payable to FBLA, stapled to their invoice, and mailed this address:

Future Business Leaders of America, Inc.
P.O. Box 79063
Baltimore, MD 21279

Cancellation Policy

Please email conferences@fbla.org, with all refund and/or cancellation requests by October 24, 2025. A 50% penalty will be applied if you cancel before October 24, 2025. There will be no refunds after the deadline of October 24, 2025.

****Please Note. Any requests for refunds after payment has been made will result in a cancellation fee.***

Conference Programming

Professional Development Workshops

Engage in a variety of interactive workshops covering essential topics such as business, team building, networking, career readiness, chapter management, communication, and more! Both members and advisers will walk away with practical skills and insights that can be applied in both personal and professional settings.

Future Leaders Expo Hall

Connect with universities, partners, and more during the Future Leaders Expo Hall!

Thursday Night Pre-Conference Activity, Hosted by FBLA Arizona

This optional activity, hosted by FBLA Arizona, will be available for an additional \$25 per attendee on Thursday night. More information coming later in September. [Check the NFLC website for details.](#)

Friday Night Social

An optional social will be available on Friday night. More information coming later in September. [Check the NFLC website for details.](#)

Conference Policies

Change Policy

Changes can be made to your registration until October 7, 2025 if payment has not been made. Once payment has been submitted, any cancellations will follow the cancellation policy.

Cancellation Policy

Please email conferences@fbla.org, with all refund and/or cancellation requests by October 24, 2025. A 50% penalty will be applied if you cancel before October 24, 2025. There will be no refunds after the deadline of October 24, 2025.

****Please Note. Any requests for refunds after payment has been made will result in a cancellation fee.***

Chaperone Policy

Future Business Leaders of America, Inc. (FBLA) has set forth its Chaperone Policy to align with National Association of Secondary School Principals (NASSP). Please be advised that your local school or school district may have specific rules that require a higher adult adviser/chaperone-to-student ratio. You should follow the rules of your school district if the requirements are more restrictive than those set forth by FBLA. If your school district or state does not have a chaperone policy or is less restrictive, you must follow the minimum FBLA Chaperone Policy outlined below.

Adviser/Chaperone Requirements

- All chapters attending national conferences are required to have a 15:1 ratio of students to advisers/chaperones for High School groups and a 12:1 ratio for Middle School groups.
- All advisers/chaperones **must register** for the conference, pay the required registration fee, and attend the conference for supervision of the student(s), or be in close proximity if they are an additional chaperone.
- Chaperones can be advisers, parents, or guardians, but they should be at least 21 years of age.
- This policy applies to Middle School and High School only, including graduated seniors who are completing the current program year.

Registration

All chapters must have at least one fully registered adult chaperone.

Conference Check-In

The school's adviser must be present at conference check-in. Students will not be provided conference materials without an adult chaperone present.

On-Site Expectations of Advisers/Chaperones

Advisers/Chaperones are assuming a 24-hour-a-day responsibility from the time they leave until they return. Therefore, advisers/chaperones should:

- Be attentive to the needs of the students and be the students' primary adult contact.
- Know the locations and whereabouts of each student assigned to them during the trip.
- Keep an accurate check of their students at all times during the conference; students should not be left unattended including outside of the conference.
- Promote FBLA as a positive student experience and therefore act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
- Follow the FBLA Dress Code themselves during all conference activities, including the Future Leaders Expo Hall, workshops, and opening/closing sessions.
- Ensure all students are checked in to their hotel room for the night at curfew and remain quiet and respectful of other hotel guests.

Participant Code of Conduct

The conduct of FBLA members, advisers, and representatives should reflect positively on the organization and themselves, upholding the reputation of the organization. [Click here](#) for rules of conduct for FBLA members, advisers, representatives, and attendees of events.

Dress Code

Details about the National Dress Code can be found [here](#).

Name Badges: For the safety of everyone, all attendees must wear their name badge to every conference activity.