

NATIONAL BPA PRE-SUBMISSION GUIDELINES

2022 National Leadership Conference

Submission Deadline: April 1, 2022 by 11:59 p.m. Eastern Time

NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Event	What to Submit at https://presubmit.bpa.org	Saved File Naming Conventions	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Finance (100's)			
(155) Economic Research Project - Individual (S)	Research Paper and Works Cited in one combined PDF file.	ERPI-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
(160) Economic Research Project - Team (S)	Research Paper and Works Cited in one combined PDF file.	ERPT-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
Business Administration (200's)			
(260) Administrative Support Research Project (S)	Research Paper and Works Cited in one combined PDF file.	ARPI-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
Management Information System (300's)			
(325) Network Design Team (S PS)	Written proposal (Report Format) and Works Cited in one combined PDF file.	NDT-MemberID.pdf	1 copy of Written Proposal 1 copy of Works Cited
Digital Communication & Design (400's)			
(410) Graphic Design Promotion (S PS)	1) Flyer - PDF or JPG or PNG format 2) Logo - PDF or JPG or PNG format 3) Logo - 2"x2" pin size - PDF or JPG or PNG format 4) Works Cited – PDF format 5) Release form	GDP-MemberID-Flyer GDP-MemberID-Logo GDP-MemberID-Pin GDP-MemberID-WorksCited.pdf GDP-MemberID-Releaseform.pdf	1 copy of Flyer 1 copy of 4x4 Logo 1 copy of 2x2 Logo 1 copy Works Cited 1 copy Release Forms
(420) Digital Media Production (S PS)	URL to project, Works Cited, and Release Form(s) in one combined PDF file.	DMP-MemberID.pdf	1 copy of Works Cited

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Digital Communication & Design (400's) (continued)			
(425) Computer Modeling (S)	URL to project, 1-page profile, Works Cited and Release Form(s) in one combined PDF file.	CM-MemberID.pdf	1 copy of concept art/prototypes 1-page profile 1 copy of Works Cited
(430) Video Production Team (S PS)	URL to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file.	VPT-MemberID.pdf	1 copy of Works Cited
(435) Website Design Team (S PS)	URL to project (including any necessary login credentials, if necessary), Works Cited and Release Form(s) in one combined PDF file.	WDT-MemberID.pdf	1 copy of Works Cited
(440) Computer Animation Team (S)	URL to project files, Release Forms and Works Cited in one combined PDF file.	CAT-MemberID.pdf	1 copy of Storyboard 1 copy of Works Cited
(445) Broadcast News Production Team (S PS)	URL to project, script, Release Forms and Works Cited in one combined PDF file.	BNPT-MemberID.pdf	1 copy of Works Cited
(450) Podcast Production Team (S PS) - Pilot	URL to project, Release Forms and Works Cited in one combined PDF file.	PT-MemberID.pdf	1 copy of Works Cited
(455) User Experience Design Team Using Adobe XD (S) – Pilot	URLs to projects, Release Forms and Works Cited in one combined PDF file.	UED-MemberID.pdf	1 copy of Works Cited
Management, Marketing & Communication (500's)			
(500) Global Marketing Team (S)	Marketing Plan and Works Cited in one combined PDF file.	GMT-MemberID.pdf	1 copy of Marketing Plan 1 copy of Works Cited
(505) Entrepreneurship (S PS)	Business Plan and Works Cited in one combined PDF file.	ENT-MemberID.pdf	1 copy of Business Plan 1 copy of Works Cited
(515) Interview Skills (S PS)	Cover Letter and Résumé as separate PDF files.	IS-MemberID-coverletter.pdf IS-MemberID-resume.pdf	1 copy of Cover Letter 1 copy of Résumé
(520) Advanced Interview Skills (S PS)	Cover Letter and Résumé as separate PDF files.	AIS-MemberID-coverletter.pdf AIS-MemberID-resume.pdf	1 copy of Cover Letter 1 copy of Résumé 1 Portfolio (<i>must not be left with judges</i>)