

NATIONAL BPA PRE-SUBMISSION GUIDELINES

2023 National Leadership Conference

Submission Deadline: April 1, 2023, 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	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	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	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	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 and Design (400's)			
(410) Graphic Design Promotion	1) Phone Skin - PDF or JPG or PNG format 2) Computer Skin - PDF or JPG or PNG format 3) Sticker - PDF or JPG or PNG format 4) Works Cited - PDF format 5) Release form - PDF format	GDP-MemberID-PhoneSkin GDP-MemberID-ComputerSkin GDP-MemberID-Sticker GDP-MemberID-WorksCited.pdf GDP-MemberID-Releaseform.pdf	1 copy of Phone Skin 1 copy of Computer Skin 1 copy of Sticker 1 copy Works Cited 1 copy Release Forms
(420) Digital Media Production	URL to project, Works Cited, and Release Form(s) in one combined PDF file.	DMP-MemberID.pdf	1 copy of Works Cited

For all team events, files only need to be uploaded once under the team captain's Member ID.

Event	What to Submit at https://presubmit.bpa.org	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Digital Communication and Design (400's) (continued)			
(425) Computer Modeling	URL to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	CM-MemberID.pdf	1 copy of Concept Art/Prototypes 1 copy of One Page Profile 1 copy of Works Cited
(430) Video Production Team	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	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	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	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	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	URL to projects, Release Forms and Works Cited in one combined PDF file.	UEDT-MemberID.pdf	1 copy of Works Cited
(460) Visual Design Team	URL to projects, Release Forms and Works Cited in one combined PDF file.	VDT-MemberID.pdf	1 copy of Works Cited
Management, Marketing and Communication (500's)			
(500) Global Marketing Team	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	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	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	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>)

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