

CONFERENCE AND HOTEL ETIQUETTE

There are several points to remember that will make a conference experience and hotel stay much more pleasant for all who are staying in the hotel:

1. **Be considerate!** Use indoor voices. Remember that there are guests other than FBLA members in the hotel. A loud conversation in the hallway or lobby or loud music from your guest room may be annoying to other hotel guests.
2. **Be on time!** Use your conference program guide to select workshops you are interested in attending. Note the time and place and always arrive at least ten to fifteen minutes before scheduled starting time. Remember that hotel elevators may be very congested at times – adjust your schedule so that you are not late for a meeting. Be respectful of the presenter and stay for the entire session.
3. **Be prepared!** Bring a pen and paper to the workshops to take notes. Take notes so that you may take the information back to your local chapter and put it into action.
4. **Be a good leader!** Dress professionally for all workshops and general sessions. Never in the hallways or lobby areas in your swimwear, bare feet, or pajamas and slippers. Always observe curfew!
5. **Be respectful!** Give your full attention to the presenter or speaker. Limit your side conversations until after the workshop or general session is over. Always remain in your seat for the entire workshop or general session.
6. **Be friendly!** A primary goal of attending a conference, other than attending exciting workshops, is to get to know FBLA members from across the nation. Who knows how many new friends you will make!