



MN State BPA Pre-Submission Process

All pre-submits are due at 11:59 p.m. EST (10:59 p.m. CST) on THURSDAY, FEBRUARY 6, 2020

Pre-submitted Events Include:

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|--|-------------------------------|
| 260: Administrative Support Research Project | 505: Entrepreneurship |
| 520: Advanced Interview Skills | 500: Global Marketing Team |
| 445: Broadcast News Production Team | 410: Graphic Design Promotion |
| 440: Computer Animation Team | 515: Interview Skills |
| 425: Computer Modeling | 325: Network Design Team |
| 420: Digital Media Production | 430: Video Production Team |
| 155: Economic Research Individual | 435: Web Site Design Team |
| 160: Economic Research Team | |

Please submit your entries according to the guidelines in the WSAP using the appropriate format described in the guidelines. All files (unless specifically indicated in the guidelines) must be submitted in .pdf format. Make sure to use the editable PDF entry / release forms. Links must be live when submitting entry forms – do not scan in forms. *Entry form signatures are not required for pre-submits.*

Submission Instructions

1. Go to <http://www.bpa.org/submit>
2. Students will need to log into BPA.org using their membership number (ex. 30-0088-0001) and password in the top right corner of the page. The password is the one created when membership for your chapter was created.
3. Choose the conference (**MN SLC**) you are submitting for with the dropdown menu.
4. When the page reloads, choose the event you are submitting for with the dropdown menu.
5. Enter your email (for submission confirmation).
6. Use the “browse” button to find your first file to upload.
7. If you have more files to upload, use the “add” button and then the new “browse” button that appears.
8. Click “submit.” Do NOT click twice. If you are uploading large files, it will take a few minutes.
9. You will get a confirmation message and confirmation e-mail.

Please email Lynn O’Driscoll, CEAC Rep if you have any questions: lodrisco@sowashco.org.

DEADLINE FOR TORCH AWARDS: 2/6/20

Scholarship Applications		
Item	Deadline	Submission Address
Scholarship Apps	E-mailed by 11:59 p.m., 2/6/20	scholarships@mnbpa.org

LOOKING AHEAD TO NLC SUBMISSIONS

SPECIAL RECOGNITION PROCESS (please refer to WASP pages 28-29)

Special Recognition Awards & Service Learning Awards – Deadline: March 25, 2020

Use National BPA Cares site - <http://www.bpa.org/service/bpacares>