

*National Association of Black Accountants, Inc.*

*2009 Southwest -  
Western Region Student Conference*

*Student Registration Package*



*“Lifting As We Climb”*

**October 15 – 17, 2009  
Westin Park Central  
Dallas, Texas**





“Lifting As We Climb”

## National Association of Black Accountants, Inc.

Dear Conference Registrant:

One of the goals of the National Association of Black Accountants, Inc. (NABA) is to continue to identify opportunities for minority students. NABA achieves this goal through its annual regional student conferences. The 2009 Southwest – Western Region Conference will be held at Westin Park Central in Dallas, TX, October 15 - 17, 2009.

Although a key component of the conference’s objectives is to provide job opportunities, there are other important benefits associated with your attendance. This year’s conference continues to offer stimulating and thought-provoking seminars designed to enhance your communication and interpersonal skills as well as provide tools to provide for a smoother transition into the professional environment. The conference also offers an optimal forum to interact with students from other colleges and universities.

### STUDENT CONFERENCE OBJECTIVES

- To encourage student involvement in NABA and to assist in the development of leadership skills.
- To provide an opportunity for students and professionals to share their goals and objectives.
- To augment students' skills and expand their knowledge through challenging seminars.
- To provide a forum to discuss student issues and to present positive alternative solutions.
- To provide a cost-effective method for corporations to interview qualified minority students.
- To provide an opportunity for students to interview for entry-level positions and internships.

Additional details pertaining to the conference are outlined within this packet. In preparing for your attendance at the conference, it is **critical** that you adhere to the following deadlines:

#### **Registration**

<b>On or before June 30</b>	<b>Early Registration - \$100.00</b>
July 1 through August 31	Regular Registration - \$115.00
After August 31	Late Registration - \$130.00

***\*Registration fees do not include student membership dues of \$20.***

#### **Scholarship and Resume deadline is August 31, 2009.**

It is the intent of the Western Region to make the 2009 Southwest – Western Region Student Conference a rewarding and enjoyable event. We look forward to seeing you at the conference in October! If you have any questions, please review our website at [www.nabawr.org](http://www.nabawr.org) or e-mail [swchair@nabawr.org](mailto:swchair@nabawr.org).

Sincerely,

***Roger Davis and Kathy Jenkins***

Southwest - Western Region Student Conference Co-Chairs



## ABOUT NABA, INC.

*“Lifting As We Climb”*

The National Association of Black Accountants, Inc. (NABA) is one of the premier professional organizations in the nation. NABA has the unique opportunity of representing the interests of more than 100,000 people of color in furthering their educational, professional, and career aspirations in the related business fields of accounting, finance, consulting, and information technology.

The motto of NABA, Lifting As We Climb, is exemplified best in our mission, which addresses the professional needs of our members while developing and inspiring future leaders who will shape tomorrow’s accounting and finance professionals. In addition, NABA’s Center for Advancement of Minority Accountants (CAMA) has established a series of career development programs that serve the membership at the national, regional and local levels. CAMA has also been instrumental in encouraging the next generation of young professionals to consider other opportunities in business.

### **HISTORY**

Established in 1969 by nine African American accountants in New York City, NABA has effectively addressed systematic problems and challenges faced by African-American accounting professionals for more than 35 years.

Since the founding of NABA’s first chapter in 1970, membership has grown to more than 185 professional and student chapters across the country. NABA’s membership includes diverse individuals and careers, such as: entry and mid-level accountants, auditors and financial professionals, senior level managers and executives, firm partners, entrepreneurs, as well as accounting, finance, and business students. Approximately 51% of NABA’s members are employed in Corporate America, of whom 40% have advanced degrees and 45% hold professional certifications.

### **GOALS**

NABA is dedicated to uniting accountants and other business professionals, as well as accounting and business students, who are committed to professional and academic excellence. NABA provides effective programs, activities and advocacy, which promotes our goals. They include:

- Promoting and developing the professional skills of its members
- Encouraging and assisting African-American students in entering the accounting profession
- Providing opportunities for members to fulfill their civic responsibilities
- Promoting public confidence in its members and the services they provide
- Encouraging cordial relations among members and cooperative relationships with other professionals
- Representing the interests of current and prospective African-American accounting and business professionals
- Ensuring long-term financial stability and providing adequate resources to implement chapter, regional, and national programs

## **CENTER FOR ADVANCEMENT OF MINORITY ACCOUNTANTS**

NABA developed the Center for Advancement of Minority Accountants (CAMA) to recruit, develop and support talented minorities interested in accounting, finance, and business related fields. CAMA has established important partnerships between NABA chapters, the national corporate community, colleges and universities, and government agencies. Benefits and programs are tailored to meet the respective needs of all NABA members. Program areas of focus include professional development, career information and job placement, continuing education, technical training, publications, national and regional conferences, and community and public service initiatives. CAMA program initiatives include the following:

### **PROFESSIONAL DEVELOPMENT**

**Continuing Professional Education (CPE)** – NABA provides members with CPE certification through technical sessions held primarily during the Annual National Convention and periodically throughout the year. The national organization is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. The eight fields of study covered are accounting, assurance and auditing, consulting, ethics, management, personal development, special knowledge and applications, and taxation.

**Executive Education Programs (ELDI, MLDI, ALDI)** – Developed for senior-level managers and executives, Executive Leadership Development Institute (ELDI) serves to equip participants with the tools necessary to succeed at the highest levels of business leadership. Management Leadership Development Institute serves as a bridge for mid-level managers transitioning to senior-level management. Complementing ELDI, MLDI equips middle managers with the expertise to motivate others, streamline processes, and influence colleagues to make the best business decisions. The primary objective of the Aspiring Leaders Development Institute (ALDI) is to provide a foundation for “the best and brightest” who aspire to move their careers in the direction of management. Using a wide range of tools, ALDI assists participants in developing strategies for workplace situations and allows them to “practice” how to manage these situations.

### **CONFERENCES**

**Annual National Convention** – The five-day annual meeting provides a national forum for programming, training, and networking while uniting NABA members, the corporate community, academics, and others interested in promoting the mission and goals of NABA. Annual convention highlights include the Corporate Appreciation Program, Diversity Recruitment EXPO, and Entertainment Gala.

**Regional Student Conferences** – Hosted by each of NABA’s four regions – Central, Eastern, Southern, and Western - these conferences provide students with the opportunity to obtain cutting-edge information on industry trends; interview with employers from across the country; and network with peers and professional NABA members.

## **ACADEMIC DEVELOPMENT**

**Distinguished Collegian Program** – NABA’s highest student honor, the Distinguished Collegian award recognizes NABA students who are making a difference in their chapter and community. Distinguished Collegians are the “*Who’s Who*” of NABA’s student membership. They are outstanding leaders in NABA and other campus organizations, and they volunteer at their school and in the community while maintaining high academic standards.

**National Scholarship Program** – NABA awarded close to \$700,000 to deserving students preparing to enter business professions. More than \$7.10 million in scholarships have been awarded since the program’s inception. The Scholars’ Retreat has become an integral part of NABA’s Annual National Convention. Designed for NABA’s National Scholarship Program and Distinguished Collegian award recipients, the retreat has hosted more than 265 high-achieving NABA student members over the past seven years. The half-day retreat includes an opening luncheon and an intense, interactive training session in which students are challenged with real-world scenarios in an attempt to prepare tomorrow’s business leaders for their introduction into Corporate America.

**Student Case Study Competition** – The Student Case Study Competition is a national competition between student teams who thoroughly research, develop, and prepare a presentation that addresses accounting and business topics.

**Student Chapter Reporting and Evaluation Program (SCREP)** – SCREP is a tool used to encourage student chapter planning, member recruitment and development, chapter programs, and the reporting of activities to the National Office. All NABA Student Chapters are required to participate in SCREP.

**Student Seminar Sessions** – Sessions conducted during both the Annual National Convention and Regional Student Conferences are designed to help NABA’s student stakeholders gain knowledge in business etiquette, personal skills development, leadership, team building, and more. Presenters include leaders and experts in various fields, disciplines, and organizations who relate well with students.

## **DIVISION OF FIRMS (DOF) INITIATIVE**

**DOF Directory** - Directory of member firms, which serves as, a reference listing for organizations and individuals interested in contracting with minority-owned companies.

**DOF Conference** - The DOF annual conference affords firm attendees opportunities to review current industry standards and practices, receive continuing education and training, network with peer organizations, and identify new business initiatives.

## **COMMUNITY AND PUBLIC SERVICE INITIATIVES**

**Accounting Career Awareness Program (ACAP)** – ACAP’s primary objective is to increase the number of high school students from underrepresented ethnic groups who attend college and major in accounting, finance, and business administration. Through ACAP’s efforts, students receive educational experience and practical help needed for college preparation and a professional career in a business profession.

**Community Service Outreach Program (CSOP)** - The CSOP takes place during NABA’s Annual National Convention as a way to serve the youth in the host city’s local community. During the CSOP, NABA hosts workshops for youth and their parents. Youth workshops focus on *Leadership for Teens* and *Transition from High School to College*. Parent workshops focus on *College Prep for Parents* and *Financial Planning*. The CSOP enables participants to understand the importance of academics, community involvement and extra-curricular activities. This also gives the young adults and their parents the opportunity to participate in a program together.

## **PUBLICATIONS**

**Spectrum** – Spectrum is the official NABA journal. Published annually as a magazine, Spectrum includes relevant information for professional, student, and corporate NABA members.

**NewsPlus** – NewsPlus is the quarterly NABA professional member newsletter. It provides information on NABA activities, key topics of interest within the accounting and related business fields, and career trends and opportunities.

**ACHIEVE** – Published three times per year, *ACHIEVE* was created specifically for NABA’s student members, faculty advisors, and corporate partners. It discusses important issues that relate to students’ academic, professional, and personal lives while also covering entertaining topics that inform and educate.

**Online Career Center (OCC)** – NABA connects its members with corporate representatives seeking to fill positions in accounting and auditing, consulting, finance, information technology, management, marketing, and much more. From internships to executive level positions, visitors can enjoy dynamic job search/job posting capabilities on the website at [www.nabainc.org](http://www.nabainc.org).

For more information about NABA or the Annual National Convention, don’t forget to visit [www.nabainc.org](http://www.nabainc.org).



*National Association of Black Accountants, Inc.*  
*Southwest – Western Region Student Conference*  
**TENTATIVE AGENDA**

*“Lifting As We Climb”*

***Thursday, October 15, 2009***

2:00 p.m. – 6:00 p.m.	Corporate and Student Registration
4:00 p.m. – 12:00 a.m.	Corporate Library*
5:30 p.m. – 6:30 p.m.	Corporate Briefing Session
5:30 p.m. – 7:00 p.m.	Student Opening Session – (Mandatory)
7:00 p.m. – 10.00 p.m.	Opening Reception/Career Expo *Library closed during Opening Sessions and Opening Reception

***Friday, October 16, 2009***

7:00 a.m. – 9:00 a.m.	Continental Breakfast
7:30 a.m. – 9:30 a.m.	Career Expo
8:00 a.m. – 12:00 p.m.	Student and Corporate Registration
8:00 a.m. – 10:00 p.m.	Corporate Library
8:00 a.m. – 11:30 a.m.	Interviewing Sessions
9:30 a.m. – 11:30 a.m.	Student Seminar Sessions
12:00 p.m. – 2:00 p.m.	Scholarship Luncheon
2:30 p.m. – 3:30 p.m.	Student Seminar Sessions
2:30 p.m. – 5:30 p.m.	Interviewing Sessions
TBD	How to Run an Effective Student Chapter (Mandatory)
3:45 p.m. – 5:15 p.m.	NABA: A Lifetime Commitment – Mandatory
6:00 p.m. – 8:00 p.m.	Student Networking Reception
9:30 p.m. – 12:00 a.m.	Student Hospitality

***Saturday, October 17, 2009***

7:00 a.m. – 9:00 a.m.	Continental Breakfast
7:00 a.m. – 12:00 p.m.	Corporate Library
8:00 a.m. – 12:00 p.m.	Interviewing Sessions
8:30 a.m. – 10:30a.m.	Student Seminar Sessions
11:00 a.m. – 12:00 p.m.	Closing Session

**Students must wear business attire and name badges at all events.  
Appropriate casual attire is permitted after hours only.**





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**RESUME GUIDELINES**

In an effort to provide you with the best opportunity to exhibit your skills and talents to potential employers, we are requiring that you submit your resume to be in the same format as the sample resume attached. The following information is required to be on the resume:

- State in the objective if you are seeking an internship or full time position
- Place your class level and major in the Education section of the resume
- State your overall and major GPA and expected graduation date
- State both College and Permanent Address if different
- State Employment, Geographical Preference and Honors received
- If no work experience, include related classes or volunteer work

*Note: Limit resume to one page no smaller than 11-pitch font.*

Your resume is to be uploaded online via the MyInterfase website. See registration instructions on page 6 for process. To ensure inclusion of your resume in the electronic resume book, the final soft copy **must be uploaded no later than August 31, 2009** and all registration fees and membership dues must be paid. We will not accept any resumes via fax or mail.

Your resume will be reviewed by the conference Interview Committee upon receipt. If your resume is not presented in accordance with the required format a committee member will notify you of information that must be edited prior to enabling MyInterfase eligibility to students. **Consequently, if changes are not made prior to the MyInterfase eligibility date, the student will not be classified as MyInterfase eligible.**

If you have any questions, please contact **swchair@nabawr.org**. Provided on the following page is the required format which should improve the quality of your resume.

**Bring plenty of resumes for on-site distribution.**



"Lifting As We Climb"

*National Association of Black Accountants, Inc.*  
*Southwest – Western Region Student Conference*  
**RESUME EXAMPLE**

**Thomas E. Harris**

Permanent Address

1724 Home Street  
Hometown, USA 123456  
(912) 123-4567  
E-mail address: tharris@hotmail.com

Current Address

College Hall, Room 1  
Hillman College  
Collegetown, USA 78901  
(202) 890-1234

**OBJECTIVE**

Seeking an entry-level position with a public accounting firm or corporation.

**EDUCATION**

Hillman College, BS Candidate for June 2009  
Major: Accounting GPA: Major - 3.90; Overall - 3.6

**EMPLOYMENT**

Summer 2007

HENDERSON & CO., Washington, DC

**Staff Assistant:** Processed computer input to prepare monthly financial statements and transaction journals for clients and provided assistance in the preparation of individual income tax returns, compilation reports, financial reports, and special spreadsheets.

Summer 2006

H.T. CORPORATION, Hometown, USA

**Staff Accounting:** Prepared monthly bank reconciliations, cash receipts, cash disbursements and purchase journals. Also helped analyze customer accounts and utilized computer spreadsheets to perform various management analysis reports.

Summer 2005

FIRST HOMETOWN SAVINGS, INC., Hometown, USA

**Secondary Loan Sales Assistant:** Assisted in gathering information to make loans and package them for later sale in the secondary market.

**ACTIVITIES AND INTERESTS**

Hillman College NABA Student Chapter (President), Beta Alpha Psi Accounting Fraternity (Treasurer), Accounting Tutor, Alpha Phi Alpha Fraternity (President), Student Government Association (Senator), NABA VITA Tax Program, Intramural Basketball and Softball, Bicycling, Music, Chess, Reading, Photography

**HONORS**

College: NABA Scholarship, AICPA Scholarship, National Merit Scholarship, Hillman College Dean's List

**GEOGRAPHIC PREFERENCE**

San Francisco, CA, Atlanta, GA, New York, NY. Also willing to relocate to other major metropolitan cities.



*National Association of Black Accountants, Inc.*  
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**RESUME EXAMPLE**

*“Lifting As We Climb”*

**INTRODUCTION – WHAT IS MYINTERFASE?**

During the Western Region Student Conferences, employers interview NABA students and recent alums for permanent full-time positions and internships. Participants submit their resumes online to NABA partners, and, if selected, can sign up for a conference interview. Interviews are 45 minutes and are held Friday and Saturday during the conference. To submit resumes for interview selection, you must register on MyInterfase.

**WHO IS ELIGIBLE TO PARTICIPATE?**

All NABA student members, undergraduate and graduate students, are eligible to participate in the student conference interviews.

\* Most opportunities are for juniors and seniors although some internship opportunities are available for freshmen and sophomores.

**OBLIGATIONS AND RESPONSIBILITIES**

By signing up for an interview you agree to appear as scheduled. Failing to show up without an acceptable reason will result in **cancellation of all conference interviews.**

**Registration on MYINTERFASE/CREATE A PROFILE ACCOUNT.**

Access the following website: [www.myinterfase.com/naba/student](http://www.myinterfase.com/naba/student)

1. **New Users - Registration:** If you are not a current user, click on “Click here to Register!” and follow the directions on that page.
  - Click on the “Click here to Register!” link.
  - Complete all sections and click on the Register button. Required (\*) fields are marked with an asterisk.
  - Click on the Submit Profile button

**2. Existing Users:** Log into system using your Username and Password

*Existing Users - Update your profile*

- Put your cursor over My Account and select My Profile
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (\*).

**NOTE:** The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

### Register for the Conference by going to Conference Details and Registration

- Put your cursor over Conference List
- Click on the Career Event Name – Southwest Western Region Conference
- Click the appropriate fee. Click on a payment method and RSVP button to complete your registration. If your school pays your conference registration – select “check” as payment option.

### **Searching for Interview Schedules: Qualified and Future Schedules on MyInterfase**

#### **Qualified Schedules:**

In our system you will only be able to apply to schedules you are qualified for under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- Click on the Schedule ID to see the specifics of the position and how to apply. As our process is a Pre-select schedule, you will be requesting to be interviewed.

#### **Future Schedules:**

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

#### **Viewing Your Activity**

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
  - *Referrals* – These are resume referrals that you’ve submitted to an employer’s job, or an employer has downloaded your resume.
  - *Placements* – These are current job placements and details of those.
  - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
  - *RSVPs* - These are the Career Events that you are currently RSVP’d for.

The registration process is complete when all fees and dues are paid.

If you have any questions regarding registration, please send an e-mail to [swchair@nabawr.org](mailto:swchair@nabawr.org)

**NOTE: Access to the Interview Schedules will not be provided until all registration fees and membership dues are paid.**

**Registration and Membership Fees and Deadlines**

Make check or money order payable to **NABA, Inc.** (Money orders only after 8/31/2009)

**\$100 Early Registration** – On or before June 30, 2009

**\$115 Regular Registration** – July 1, 2009 through August 31, 2009

**\$130 Late Registration** – After August 31, 2009

Registration fees do not include **membership dues** of **\$20 (Submitted to National Office)**.

NABA dues must be submitted to the National Office no later than **October 1, 2009**.

Please submit registration fees to the below address:

**National Association of Black Accountants, Inc.**

Southwest - Western Region Conference

**NABA WR Treasurer**

**P. O. Box 2602**

**Redmond, WA 98073**

\*If you are not a current NABA member, you can join online by visiting [www.nabainc.org](http://www.nabainc.org) and clicking on the “Join NABA” link or by filling out the application on page 5 and submitting it along with your payment to the National Office.

NOTE: Please ensure that NABA dues are remitted timely. Late payment of dues will only slow down your registration process. Please maintain evidence of your dues payment to facilitate the on-site registration process. You will be notified prior to the conference if dues have not been submitted.



# National Association of Black Accountants, Inc.

Department 0610  
Washington, DC 20073-0610  
Phone (301) 474-NABA  
Fax (301) 474-3114  
[www.nabainc.org](http://www.nabainc.org)

## NABA MEMBERSHIP APPLICATION

Please print legibly and be sure to respond to all questions. Information will be used to compile demographics statistics and update NABA's database. All information will be held in strict confidence. Pertinent data will be forwarded to your NABA Chapter.

**APPLICATION TYPE**  Professional  Student

NABA Chapter Affiliation \_\_\_\_\_

First, Middle, Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Gender  Male  Female Birth Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**HOME INFORMATION**

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

### APPLICABLE RATE

(Please Choose Applicable Class)

#### Professional Member

- Regular ..... \$120.00
- Academia ..... \$ 65.00
- Senior (65 years of age or older – must provide date of birth) ..... \$ 65.00
- College Pipeline Initiative (1<sup>st</sup> year graduating student member)..... \$ 0.00

#### Student Member

- Regular ..... \$ 20.00

*Please remit your annual membership dues to the above address. Please do not fax and mail this form simultaneously because you will be charged twice.*

- Check/Money Order Enclosed ---**  
Make Check Payable to NABA, Inc.
- Visa**  **MasterCard**  **American Express**

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Signature \_\_\_\_\_

#### Please Check Appropriate Response:

- I wish to receive, as a benefit of my membership, special offers, promotions, and research surveys from selected NABA partners via mail and/or e-mail periodically.
- I do not wish to receive anything other than official NABA Publications.

**NABA's fiscal year begins July 1 and ends June 30. Dues are accepted any time during the year, but membership will expire at the end of each fiscal year.**

### COMPANY OR SCHOOL INFORMATION

Company or School Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Company or School Phone \_\_\_\_\_

Job Position \_\_\_\_\_ Number of Years \_\_\_\_\_

**Salary**  Less than \$20,000  \$21,000 - \$40,000  \$41,000 - \$60,000  
 \$61,000 - \$80,000  \$81,000 - \$100,000  More than \$100,000

**Industry**  Public  Corporate  Government  
 Non Profit  Education  Independent

Preferred Mailing Address  Home  Company or School

### EDUCATION INFORMATION

**Undergraduate School** \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_

Degree \_\_\_\_\_ Classification (i.e. freshman) \_\_\_\_\_

**Graduate School** \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_ Overall Grade Point Average \_\_\_\_\_

Degree \_\_\_\_\_

**Certifications** \_\_\_\_\_





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**FREQUENTLY ASKED QUESTIONS**

**Q.) How do I pay my registration fee?**

A.) Credit Card and Check payments are accepted on the [www.myinterfase.com/naba/student](http://www.myinterfase.com/naba/student) or Western Region website at [www.nabawr.org](http://www.nabawr.org) via PayPal. All Money orders or checks should be made payable to **NABA, Inc.** Checks will only be accepted through **August 31, 2009**. Payments made after August 31, 2009 can be made online or by money order only.

**Q.) What does my registration fee cover?**

A.) The registration fee covers hotel lodging, certain meals and all conference activities.

**Q.) Will I receive a refund if I am unable to attend the Conference?**

A.) No, there will be no refunds once fee is submitted; however, if you are unable to attend, substitutions are accepted.

**Q.) Do I have to be registered to send in a scholarship application and receive a scholarship?**

A.) Yes, all scholarship applicants must be registered and pay the registration fee. All scholarship applications are due (postmarked) by **August 31, 2009**.

**Q.) Do I have to be a NABA member to apply for a scholarship?**

A.) Yes, you must be a paid NABA member. A paid member is one whose membership dues have been submitted to NABA's National Office by the scholarship deadline, **August 31, 2009**.

**Q.) Do I have to stay in the hotel if I register for the conference?**

A.) Yes, all registrants must stay in the hotel.

**Q.) Does my resume have to be turned in with my registration form?**

A.) Yes, all resumes must be uploaded on, or before, **August 31, 2009** at the conference registration website - <http://www.myinterfase.com/naba/student>

**Q.) What if I submit my resume after August 31, 2009?**

A.) If your resume is submitted after August 31, 2009, it will not be included in the Southwest -WRSC Resume book. You may bring several copies to the Southwest -WRSC for personal distribution to corporate recruiters.

**Q.) What if my resume does not follow the format specified by the sample resume on page 8?**

A.) This format has been developed at the request of various corporations. Your resume must follow the guidelines specified in the format. Any resume that does not follow this format after being instructed about the necessary changes **will not** be included in the resume book.

**Q.) What is the attire for the Southwest -WRSC?**

A.) Students should wear Professional (Business) attire at all events where corporations are represented during the Conference. Casual attire is permitted after hours. Please be mindful of your casual dress, as there will be corporate representatives in the hotel during the duration of the conference.

**Q.) How will the rooming assignments be handled?**

A.) Each room will accommodate four students. Rooming lists will need to be submitted to [swchair@nabainc.org](mailto:swchair@nabainc.org) by **October 5th** in order to schedule room assignments. NABA will endeavor to honor all requests.

**Q.) Who should I contact if I have any questions?**

A.) You should direct all questions via e-mail at [swchair@nabawr.org](mailto:swchair@nabawr.org).



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**GENERAL INFORMATION**

*“Lifting As We Climb”*

**Contacts: General Information, Registration, Resume and Scholarships**

Roger Davis, Co-Chair  
Kathy Jenkins, Co-Chair  
**swchair@nabawr.org**

**Due Dates: (postmark dates)**

<b>Early Registration</b>	June 30, 2009
<b>Regular Registration</b>	August 31, 2009
<b>Late Registration</b>	After August 31, 2009 & on-site
<b>Scholarship Applications</b>	August 31, 2009
<b>Resumes</b>	August 31, 2009

**Registration Fees:**

<b>Early Registration</b>	\$100.00
<b>Regular Registration</b>	\$115.00
<b>Late Registration</b>	\$130.00

Student Membership Dues - \$20 **\*(Must be paid directly to the NABA National Office.)**

**Attire:**

Professional Attire (Suits) for Interviews, Seminars and Luncheon  
Business Casual for Travel, Closing Session  
Casual for Student Dance and After Hours



*National Association of Black Accountants, Inc.*  
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**MYINTERFASE PROCESS**

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MyInterfase is the online process of selecting the companies that you want to interview with.

**TYPES OF INTERVIEWS:** All Interviews are **Pre-select**:

**Pre-select Interviews** – If your profile information matches the interview Requirements and you are within the Resume Submission date range, you may submit your resume to be reviewed by the company. If the company decides to interview you, they will pre-select you on MyInterfase. If pre-selected, you may sign-up for a time slot during the Pre-select Sign-up date range. If selected as an alternate, your sign-up begins after the start of the Pre-select Sign-up; the interview time slots may be full before you have a chance to sign-up.

All companies that have registered for the conference will be displayed. You can click on the different job descriptions by company and submit your resume if you are eligible. Eligibility is based on certain criteria selected by the company.

If you want to submit your resume, click on Submit Resume and follow instructions. Resumes must be dropped in the respective company job description by September 11. If an extension is granted, we will notify all students.

**Companies will begin pre-selection September 14 - 18. Beginning September 25 you can log back in and build your interview schedule. Complete all interview schedules by October 5.**

*SPECIAL NOTE:* Before you actually sign-up for a time slot make certain that you will not have a time conflict. Once an interview is scheduled, it is difficult to change.

**CANCEL AN INTERVIEW**

Email the conference chair immediately at [swchair@nabawr.org](mailto:swchair@nabawr.org)

**FURTHER ASSISTANCE**

Check online help on MyInterfase, <http://www.myinterfase.com/naba/student> or contact the NABA registration chairperson at [swchair@nabawr.org](mailto:swchair@nabawr.org).