



Congratulations!

All times EDT.

Congratulations on being selected to participate in the National FFA Conduct of Chapter Meetings Leadership Development Event at the 98th National FFA Convention & Expo! We look forward to working with you to make this experience one that will educate your students and provide a benchmark for the future of this event.

We encourage you to use the [CDE/LDE webpage](#) to stay current and locate the event materials. Please review the [General Orientation](#) for essential details, materials, deadlines and assistance. Be sure to read through the handbook and event information sections.

Competition Schedule

We will host two events to help you prepare this year. A webinar on [Monday, Sept. 22, at 6 p.m. \(EDT\)](#) and a virtual team orientation on [Wednesday, Oct. 15, at 6 p.m. \(EDT\)](#). A Zoom invite for each event will be emailed to the certified advisor. These events will be recorded and posted under "Event Orientation" on the CDE/LDE Page. Before orientation, email questions to me at troy.white@unl.edu to ensure they are addressed and included in the recording.

The event will be held on the third floor of the Hyatt Regency Indianapolis. Reference the attached schedule for timing and plan travel accordingly. In fairness to all teams, and because these flights are based on the ranking of teams by exam scores, we cannot switch or alter flights. All teams will compete in the preliminaries and examination on Wednesday. Advisors should be aware that because of the compact schedule on Wednesday morning, a team can sit for the exam at 8 a.m. and soon after be placed into the holding room and not finish competing until 12:30 p.m. Demonstrations are judged live and must stay as assigned.

The preliminary flights will be announced live in the same area immediately following the exam on Wednesday morning. Two teams from each preliminary flight will advance to the semi-final round. The top twelve advancing teams will be announced on Wednesday afternoon and will compete in the semi-finals on Thursday. The top two teams from each semi-final flight will advance to the Final Four. These teams will be announced at the Awards Program on Friday morning and will compete in Finals immediately following the Awards Program.

Event Details

The event guidelines have been updated to provide a list of the sections of Roberts that will be included in the written exam section of the event. We also added some details on how the timing and use of a time clock work in the event.

Advisors, please inform National FFA and the Event Staff of any medical condition that may affect your student during the holding room or the demonstration portion of the event.

Dress

We recommend that students compete in Official Dress. Students will be allowed to bring cell phones to the event, but they must be turned in at the beginning of the event.

Recognition

All teams and individuals will be recognized at the Awards Program held in the Indiana Convention Center. Team participants, coaches, advisors, and family are welcome to attend with a convention badge. This ceremony will be streamed on FFA.org. The Final four will be announced at the awards recognition and go directly into the holding room for the finals, which immediately follow the awards.

The final placements of the top four teams will be presented on stage during the Fifth General Session in Lucas Oil Stadium.

We wish all teams the best of luck and good fortune as you begin your journey in the study of Parliamentary Law.

Feel free to contact me if you have any questions. Safe travels to all, and I'll see you in Indianapolis.

Sincerely,

P. Troy White, Ph.D., PRP
Event Interim Superintendent, Conduct of Chapter Meetings
208-530-0076, troy.white@unl.edu



CONDUCT OF CHAPTER MEETINGS LEADERSHIP DEVELOPMENT EVENT

2025 EVENT SCHEDULE

All times EDT. Schedule subject to change.

Date	Time	Event	Location
Monday, Sept. 22	6 p.m.	Coaches Webinar	Zoom
Wednesday, Oct. 15	6 p.m.	Team Orientation	Zoom
Wednesday, Oct. 29	6:30 a.m.	Drop/Add Deadline for team members	Log into Profile to change in certification
	7:30 a.m.	Team Check In	Regency C-F (HR)
	8 a.m.	Written Exam	Regency C-F (HR)
		Holding Room	Regency E & F (HR)
	9 a.m.	Preliminary Announcement	Cosmopolitan A
	9:30 a.m. – 12:30 p.m. 1:30 – 4 p.m.	Preliminary Presentations	Cosmopolitan A, CD (HR) Regency A/B (HR)
	5 p.m.	Advancement Announcement	Cosmopolitan A
Thursday, Oct. 30		Holding Room	Discovery
	Noon – 4 p.m.	Semi-Final Presentations	Cosmopolitan A, CD (HR)
Friday, Oct. 31	8 a.m.	Awards Program	500 Ballroom (ICC)
	9 a.m.	Final Presentations	500 Ballroom (ICC)
	2:30 p.m.	Final Placings- Fifth General Session	Lucas Oil Stadium

Location Guide

- **Hyatt Regency Indianapolis (HR):** 1 S. Capitol Ave, Indianapolis, IN 46204
- **Indiana Convention Center (ICC):** 100 S Capitol Ave, Indianapolis, IN 46225
- **Lucas Oil Stadium:** 500 S. Capitol Ave., Indianapolis, IN 46225



CAREER AND LEADERSHIP DEVELOPMENT EVENTS

2025 GENERAL INFORMATION

Revised: April 18, 2025

Congratulations! We're excited to welcome you to the National FFA Career and Leadership Development Events (CDEs/LDEs) as part of the 98th National FFA Convention & Expo. Information for this year's events is on the [CDE/LDE webpage](#). Go to the webpage now to subscribe to email notifications when updates occur.

COMMUNICATIONS

All communications will be sent to the email in the advisor's FFA.org profile. This email and the mobile number provided are the Advisor's Contact Information. Please add cde@ffa.org to your allowlist to receive important updates. You can also specify a second contact for additional communications. If the advisor's email changes after certification, update it in Certification or email cde@ffa.org with the state, event, and new advisor details.

EVENT HANDBOOKS

Each event will adhere to the rules and procedures outlined in its handbook. Any changes can be found in the Detailed Summary of CDE/LDE Handbook Updates. The current handbooks were posted on the webpage in Jan. 2025 and include all updated formats, lists, and rubrics. Participants should review the event components thoroughly before competing.

CERTIFICATION

All CDE and LDE teams must be certified by Tuesday, Sept. 2. You must certify all team members by the certification deadline. Most certifications may be amended prior to the competition dates. The [How to Certify a Team or Member \(PDF\)](#) contains step-by-step instructions.

TEAM MEMBER CHANGES

Team members can be added or removed from the certified list in Profile on FFA.org until one hour before the first event activity begins. The deadline will be noted in the Event Schedule.

EVENT UPLOADS

Four events—*Agricultural Issues, Employment Skills, Marketing Plan, and Prepared Public Speaking*—require document uploads, including an Authenticity Statement. Use these directions to [Upload a PDF for a CDE/LDE](#). See each event's superintendent letter for further details.

SCHEDULE CONFLICTS

Members may only participate in one CDE/LDE each year. Members participating in multiple award programs may have a scheduling conflict. We encourage students to choose a competitive event or interview over an awards ceremony. If the student or team cannot attend the main stage award presentation, we request a stand-in be sent for the specified session.

ACCOMMODATION REQUESTS

Students needing accommodations or with allergies affecting event participation or provided snacks/meals must complete a [request form](#) at least 30 days in advance (by Sept. 15). This form will remain confidential, and National FFA staff will contact the advisor after receiving the request.

PRACTICE MATERIALS

Sample scan sheets, practicums, and written exams from previous years can be found under "Event Preparation" on the [CDE/LDE webpage](#).

ORIENTATION MEETINGS

All advisors and available team members should attend and review the virtual orientation meetings. Orientation recordings will be posted under "Event Orientation" on the CDE/LDE webpage. The orientation packet contains meeting details and a link to the meetings.

CONVENTION REGISTRATION

[Convention registration](#) is required to compete in the Career and Leadership Development Events, which includes a waiver.

SEE SOMETHING, SAY SOMETHING

We want to hear from you if you notice inappropriate behavior at an FFA event. You will be directed to a third party to file the report, but all reports will be sent to National FFA. If you [see something, say something](#).

INDIANA STATE FAIRGROUNDS SHUTTLES

Courtesy shuttles between the Indiana Convention Center and the Indiana State Fairgrounds ([map](#)) are available for all registered CDE participants. Shuttles depart approximately every 15 minutes. Allow 20 minutes for one-way travel. Shuttles will run from 6 a.m. to the end of your event on Wednesday and Thursday. Check the convention website for details.

THANKING OUR PARTNERS

Our partners' financial commitment is vital to this program's continued success. Contact information is on the [CDE/LDE webpage](#), allowing you to express your appreciation for their support.

CDE/LDE FINALS — INDIANA CONVENTION CENTER

See the top CDE/LDE students compete in their finals. Live streaming is available on [FFA.org](#).

Event	Date	Time (EDT)	Room
Creed Speaking	Wed., Oct. 29	6 -6:30 p.m.	500 Ballroom
Extemporaneous Public Speaking	Thurs., Oct. 30	9:30 -11 a.m.	500 Ballroom
Prepared Public Speaking	Thurs., Oct. 30	Noon-1:30 p.m.	500 Ballroom
Agricultural Issues Forum	Thurs., Oct. 30	4:30-6:30 p.m.	500 Ballroom
Conduct of Chapter Meetings	Fri., Oct. 31	9-11 a.m.	500 Ballroom
Marketing Plan	Fri., Oct. 31	9-11 a.m.	126-128
Parliamentary Procedure	Fri., Oct. 31	2-4 p.m.	500 Ballroom

AWARDS PROGRAMS AND MAIN STAGE RECOGNITION

CDE/LDE awards programs are open events (no tickets required) to recognize all participants and teams. Capture memorable moments! Selfie photo stations will be available for competitors at every event location and during the awards program.

Main stage recognition will announce the national winners, including the top four teams and the top ten individuals, as applicable.

Cash award recipients will receive information on how to claim their award. For more details, see the [Cash Awards Guidelines](#).

National CDE/LDE Advisor Checklist

- ☐ Read this document, General Orientation.
 - ☐ Ensure cde@ffa.org is added to your safe sender list.
 - ☐ Sign up for CDE/LDE updates on the CDE/LDE webpage: <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Note key dates for the release of schedules, event orientation packets and locate preparation materials.
 - ☐ Review the current handbook.
 - ☐ Review/update your profile on FFA.org with your current email address and mobile number.
 - ☐ By August 8th – Download/print the Event Orientation packet at <https://www.ffa.org/participate/cde-lde/>.
 - ☐ Sept. 2 – Deadline: Certify your students and upload applicable event documents on FFA.org.
 - ☐ Sept. 15 – Deadline: Submit Reasonable Accommodations Requests, <https://form.jotform.com/adarequests/reasonable-ada-accommodations-req>
 - ☐ Sept-Oct. — Attend event orientation
- Before leaving for the national event at the convention**
- ☐ Confirm certified team members on FFA.org.