

## **Emerging Leaders Mentor Program**

### **Frequently Asked Questions**

#### **What is the Emerging Leaders Mentor Program?**

The **Emerging Leaders Mentor Program (ELMP)** is a discounted registration offered to qualified individuals to attend either of the NCBFAA conferences at a special rate. The **National Customs Brokers & Forwarders Association of America, Inc. (NCBFAA)** established this program with the intent of providing mentoring opportunities and developing a future generation of association leadership, as NCBFAA Board of Directors and Officers generally come from the grass-root ranks of our Regular and Affiliated Association members throughout the country. In addition, this program provides the local associations the ability to give motivated individuals an opportunity to network with substantially experienced industry professionals and volunteers at either an NCBFAA Annual Conference (AC) or Government Affairs Conference (GAC) through a discounted registration rate.

#### **Why should an Affiliated Association consider participation?**

The NCBFAA strongly encourages all Affiliated Associations to give serious consideration to participating in the ELMP. This program serves as an opportunity for experienced industry professionals to groom future leaders, not only for their local organizations, but also for the national. Additionally, the more experienced our future leaders are, the more effective they will be in the industry and within the Association. This program also provides an opportunity for a qualified individual to attend an NCBFAA conference event at a discounted rate.

#### **How does a person qualify for the ELMP discount to attend the NCBFAA AC or GAC?**

An Affiliated Association may select one qualified individual, who is a local industry volunteer and has not yet had the opportunity to attend an NCBFAA conference event. Or, a qualified individual may contact the local NCBFAA Affiliated Association and request their name be submitted for consideration. To qualify, the first timer, whose name is being submitted by the local Affiliated Association, must be (1) an AC or GAC first time attendee, and (2) employed by an NCBFAA Regular Member company in good standing.

#### **How many ELMP names may be submitted for consideration per Affiliated Association per event?**

Of the 26 Affiliated Associations, each is entitled to submit one ELMP form for a discounted registration of 50 percent.

#### **What is the deadline for registration?**

The completed ELMP form must be submitted to NCBFAA prior to the end of the early bird registration for the NCBFAA AC or GAC. Please be sure to refer to the selected event's conference page on the NCBFAA website for more information on registration deadlines.

#### **How does an Association register their choice for the ELMP?**

## **NCBFAA Emerging Leaders Mentor Program**

In order to register the selected qualifying individual, the Affiliated Association should complete the ELMP form provided on the NCBFAA website under the Affiliated Presidents' Network (APN) page.

Upon confirmation from NCBFAA that their name has been submitted for consideration of an ELMP registration discount, NCBFAA will advise them to register as shown below;

- Go to the homepage of the NCBFAA [website](#) under the specific event registration.
- Unless one has been created previously, create an individual account on the NCBFAA website. If you already have an \*individual NCBFAA account, but do not remember your login and password, you may request your login credentials as instructed on the system logon page, which may be accessed by clicking the "[login](#)" icon on the homepage.

**\*Please Note:** If you are logging in using your company NCBFAA account, you will be unsuccessful in registering for any NCBFAA event.

- After logging in successfully under your individual NCBFAA account, the qualified ELMP conference attendee will then register themselves for the conference online, as well as any expected \*guest/spouse. It will appear that your ELMP registration is "full price"; however, once you have processed payment for your registration, the qualified registrant should immediately send an email to [abrodell@ncbfaa.org](mailto:abrodell@ncbfaa.org) confirming that they have applied for the ELMP discounted registration, in accordance with the above instructions.

**\*Please Note:** All invited guests or spouse are not eligible for the ELMP discount and will be registered at the full price.

- Upon receiving your email, the NCBFAA staff will apply the discount solely to the conference registration of the first timer when processing the attendee(s).

### **How do I obtain more information on ELMP if my questions were not answered here?**

If you have additional questions regarding the ELMP, please contact Allison Brodell at [abrodell@ncbfaa.org](mailto:abrodell@ncbfaa.org).

## Emerging Leaders Mentor Program

### First Timer Registration Discount Form

If your Association is interested in having a qualified individual register under the Emerging Leaders Mentor Program (ELMP), for either the NCBFAA's Annual Conference or GAC, please be sure to complete the form below and send directly to [abrodell@ncbfaa.org](mailto:abrodell@ncbfaa.org), or by mail to NCBFAA, Attn: Emerging Leaders Mentor Program, 8601 Georgia Avenue, #612, Silver Spring, MD 20910.

**Please note the deadline for submitting this form is prior to the selected event's early bird registration deadline.**  
 Be sure to refer to the event's conference page on the NCBFAA website for information on registration deadlines.

We, members of the

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Atlanta Association        | <input type="checkbox"/> Florida Association             | <input type="checkbox"/> North Texas Association           |
| <input type="checkbox"/> Baltimore Association      | <input type="checkbox"/> Houston Association             | <input type="checkbox"/> Northern Border Association       |
| <input type="checkbox"/> Boston Association         | <input type="checkbox"/> JFK Airport Association         | <input type="checkbox"/> Northern California Association   |
| <input type="checkbox"/> Brownsville Association    | <input type="checkbox"/> Laredo Association              | <input type="checkbox"/> Philadelphia Association          |
| <input type="checkbox"/> CBIFFA of Virginia         | <input type="checkbox"/> Los Angeles Association         | <input type="checkbox"/> San Diego Association             |
| <input type="checkbox"/> Charleston Association     | <input type="checkbox"/> New Orleans Association         | <input type="checkbox"/> Savannah Association              |
| <input type="checkbox"/> Charlotte Association      | <input type="checkbox"/> New York/New Jersey Association | <input type="checkbox"/> Washington State Association      |
| <input type="checkbox"/> Chicago Association        | <input type="checkbox"/> Nogales Association             | <input type="checkbox"/> West Texas/New Mexico Association |
| <input type="checkbox"/> Columbia River Association |  |  |
| <input type="checkbox"/> Detroit Association        |  |  |

Would like to register:

\_\_\_\_\_ of \_\_\_\_\_ for the  
Full Name of ELMP First Timer Regular Member (Company Name)

Annual Conference  Government Affairs Conference, which will be held on \_\_\_\_\_  
(Please select one) Date

As  Officer  President  Secretary

I, \_\_\_\_\_ would like to request that NCBFAA contact me at the provided  
Full Name

information below to have this person registered to join us at the selected event under the ELMP discount.

Phone: ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

<b>NCBFAA Office Only:</b>	<input type="checkbox"/> Received: _____ Date _____ Staff Initials: _____
	<input type="checkbox"/> Processed: _____ Date _____ Staff Initials: _____