

# Conference Registration Procedures

## District, State and International Conferences

1. Submit all your members into the DECA Online Membership Portal prior to registering for the Conference. The portal can be found by going to <http://www.decaregistration.com/hs/Login.aspx>
2. Review your roster and add any members to bring your roster to a current status.
3. On the top menu bar, select “Download Membership Data”.
4. Open the downloaded .csv file using Microsoft Excel.
5. Delete the students who are not competing, or any adults who are not attending.
  - **DO NOT type an addition to your registration in place of a deleted student!** We need everyone’s unique DECA membership ID number. If you have any additions to the roster, please do so before downloading the data.
6. Open the Michigan DECA District and/or State Conference Registration file, which is located at <http://mideca.org/teachers/forms/>
7. You will copy the downloaded membership roster (all columns) and paste this information into the Conference registration file, on the blue ‘Registration’ worksheet tab.
  - Click on the top and left-most cell (under the title row) of the membership roster, drag the mouse to select the cells you wish to copy, then right click and select ‘Copy’.
  - On the conference registration file, click on the cell where the data should be pasted (will be the top and left-most cell, underneath the title rows) and right click and select ‘Paste Special’, then choose ‘Values’.
8. You may add any Chaperones or Judges to the list without a DECA membership ID number.
9. Scroll to the right, and select each student’s competitive event and assign a unique team number, if applicable, to let us know how to pair up teammates.
10. For the State Conference, you will also add the student’s Marketing Status (Completer, Concentrator, Participant, None), and for the adults, their work assignment preference.
11. For the International Conference, you will also add in the hotel room type, and give each room a unique room block number, so we know who is rooming with whom. Also, you will scroll to the right and complete the emergency contact information for everyone, including adults.
12. Continue to the yellow ‘Invoice’ tab and finish completing the information requested.
13. Save the registration file as “your chapter name” and e-mail to Ann Day at [aday7@emich.edu](mailto:aday7@emich.edu)
14. For additions or substitutions to your roster, follow the same procedures as previous years.
  - If you have less than 10 additions, send an e-mail to Ann with the student’s name, event and team pairing. Be sure to include their DECA membership ID number.
  - If you have more than 10 additions, please fill out a **NEW** conference registration form **with just the students to be added**, following the steps above. *Please DO NOT amend your previous conference registration form and resubmit, that will cause duplicates and extra work at our office to figure out what you’ve changed.*

# International Conference Registration Information

## Deadlines:

**March 19 - Travel Forms Due to Landmark Travel**

**March 19 - All Housing and Registration Forms Due to Michigan DECA**

**April 10 - Final Payment Deadline**

Orlando is always a magical location for DECA's International Career Development Conference! Participants are in for an action-packed and exciting time as they compete with the best marketing students in the world.

## **Deadlines and Late Fees**

A \$15.00 per delegate late fee will be assessed for all registrations and payments that do not meet the above deadlines. **This fee will be strictly enforced!** Michigan DECA has a commitment to those registering on time to register them with DECA Inc. without paying late charges. Chapters that register late may also run the risk of staying at a different hotel than with the Michigan delegation.

**All previous conference registrations and membership must be paid in full before a chapter can register for the International Conference.** Michigan DECA accepts Visa, MasterCard, Discover, American Express, in addition to payments by check.

## **International Conference Registration Fee**

The registration fee will include: lodging, conference registration, security, staff and state officer travel, and state spirit items such as (shirt, pins, and glow items) and state tours/activities. Specific information will be posted online by March 8, 2019 and also discussed at the advisor meeting at the State Conference.

## **Cancellations**

Registration refunds will only be given if the request is submitted on the official State Refund Request Form. A registration cancellation fee will apply, based on the refund schedule, which is found in the information packet, and also the conference registration form. The sooner the written request is received, the larger the refund. Housing refunds may not be possible if other roommates are still occupying the hotel room.

Please be aware that airline tickets are not refundable.

## **Travel Information**

Michigan has reserved airline space with Landmark Travel to coordinate our travel needs for the Conference. This is done so we ensure a fair price for all Michigan delegates. Because we have advanced over \$30,000 to reserve the space, individuals or schools that use Landmark Travel will receive a \$40.00 credit per person attending. There is a line item on the registration form to take this credit.

## **Eligibility**

Only Michigan DECA members who qualified at the State Conference, attending a Leadership Academy, or incoming and outgoing state officers are eligible to attend at the International Career Development Conference.



The National Association of Secondary School Principals has placed DECA's International Career Development Conference on the NASSP National Advisory List of Contests and Activities for 2016-2017.

# International Conference Hotel Information

**All hotel reservations must be made through Michigan DECA.** Michigan DECA will be staying at:  
Hilton Orlando Buena Vista Palace  
1900 E Buena Vista Drive, Lake Buena Vista, Florida 32830 407-827-2727  
<https://www.buonavistapalace.com/>

## Student Housing

Student housing is based on four (4) delegates to a room. If delegates from your chapter do **not** complete a room of four, Michigan DECA will try to assign them to a room with other Michigan delegates.

**Michigan DECA will invoice schools if we are not able to fill a room. The additional cost for a triple room will be approximately \$75.00 per room per night. If chapters request to room with a specific school, and that school is arriving at a later date, the first school will be invoiced for the additional share of the early arrivals lodging.**

DECA allocates Michigan a set number of rooms at our assigned hotel. Because of this, we cannot guarantee that we can accommodate all requests for single, double and triple rooms. If we run out of rooms, we will combine singles to doubles, as well as doubles and triples to quad rooms.

## Advisor/Adult Housing

Advisors will be assigned to double rooms. Please indicate the name and school of the individual you wish to share a room with. **If Michigan DECA cannot place a roommate, the school will be invoiced the difference for each night.** There is a possibility that we will not have enough advisors available to match everyone that requests a roommate to have a roommate. **Michigan DECA will request two beds for advisors sharing a room, but there is no guarantee that we will receive them from National DECA and the hotel.** Advisors interested in a single room should indicate this on the registration form. Single rooms will be assigned according to space availability.

## Incidental Charges

Room service, phone calls, movies, etc., should not be charged to any room. Phone calls from the guest rooms should be avoided; calls are less expensive from personal cell phones.

# Supervision and Family Members

**Supervision:** As per the Advisor Code of Ethics, the following ratio applies:

<i>Number of Registered Students</i>	<i>Minimum Number of Registered Advisors/Chaperones</i>
1-5 students	1
6-14 students	2
Thereafter, one additional Advisor/Chaperone is needed for every eight students	

All advisors are required to assist with a competitive event. Additionally, the attending adults **must** assist with supervision of the delegates by conducting room checks at and after curfew.

## Parents and Family Members

Parents and family members are welcome to stay with your chapter in Michigan's assigned hotel, but they are then considered part of the Michigan delegation, so they must also register for the conference and pay the registration fee. They will need to be included on the same registration form as the chapter, and adhere to the same deadlines and Code of Conduct for students and adults, even if they are paying their portion on their own. All fees should be paid to the chapter, who in turn pays Michigan DECA.

# International Conference Information

## International Conference Academies

Because of the demand for delegates to attend DECA's International Conference Academies, Michigan DECA has developed an application process for selecting delegates to represent Michigan DECA at the Academies. The application deadline is February 1, 2019. Individuals selected to represent Michigan DECA will be announced at the State Conference. The application form for the Academies can be found on Michigan DECA's website. Each school may only submit two applications per academy.

## Code of Conduct & Medical Treatment Authorization Forms

Each delegate, both student and adult, must sign the Code of Conduct & Medical Treatment Authorization Forms. **These forms are to be brought to the International Conference.** Do not send them to the Michigan DECA office. Each advisor must sign a release stating that they have a completed form for each delegate and will bring the forms to the conference. It is recommended that these forms be notarized for out-of-state travel.

## Required Activities

As stated in the delegate code of conduct, all students and advisors are required to attend conference sessions. Chapters that do not attend or leave the opening session early will risk being placed on probation and not being allowed to attend the next years International Conference.

### Advisor Meetings

An advisor meeting might be held during the conference. All chapter advisors will be required to attend the meeting.

### Reserved Seating at General Sessions

All Michigan Delegates (students and advisors) are required to attend the Opening and Closing Sessions. Our delegation will be assigned seats for the Opening Session. Seating charts will be available when you receive your registration materials.

### Conference Assistance

To have a successful conference, National DECA needs each advisor to assist at least one day, while at the conference. Michigan DECA advisors have the option to assist with the following activities:

<u>Activity</u>	<u>Day</u>	<u># of People Needed</u>
Competitive Event Assistance	Sunday, Monday or Tuesday	65
New Advisor Academy	Sunday & Monday	10
Merit Award Program	Sunday & Monday	11
Chapter Awards Program	Sunday & Monday	5

*If you have a particular activity that you would like to assist with, note it on the email with your registration form. Otherwise, you will be assigned at random.*

### Chaperone Assistance

All Chaperones (including parents) are required to assist with the management of the conference. Chaperones may request any of the above activities or request to serve as a competitive event judge. Please indicate their preference on your registration form.

# International Conference Information

## Materials Distribution

Conference materials (programs, folios, pens, etc.) will be available at the State Meeting.

**Weather:** You can expect hot and sunny days with temperatures in the 80's and nights in the 60's during our stay in Orlando. Daily thunderstorms in the afternoons are common, but usually do not last very long.

## Rental Cars

Chapters using Landmark Travel's ground transportation to and from the airport will not need to rent cars during the conference. DECA provides shuttles from our hotel to the convention center.

Please note that there are fees to park at the hotel and at the convention center.

## DECA Blazers Are Required

DECA Blazers will be required for competition and anyone going on the stage at the International Conference. Proper business attire is required at all sessions. DECA's Dress Code can be found on page 15 in the *Michigan DECA Guide*, in the (national) *DECA Guide* or online at [www.deca.org](http://www.deca.org)

## Calculators

Each competitor must bring their own calculator for international competition. **Cell phones, smartphones, smartwatches, iPads, iPods, PDAs, programmable calculators and graphing calculators cannot be used during competition. This includes during prep-time, waiting for judges, and during competition in role-play events.**

## Judges

If any business person(s), parents or family members will be traveling to the conference with your chapter, please let Michigan DECA know if they are available to judge at the conference. A registration credit will be given for each judge that assists with the International competitive events.

## State Recognition Session

Michigan DECA will hold a special Michigan recognition session for students participating in the State only competitive events (Chapter Awards Program and Merit Awards Program).

## Michigan DECA Tours and Activities:

This information will be posted in March on our website.

# International Conference New Advisor Academy

DECA will continue an informative program for new advisors at the International Career Development Conference. A New Advisor Academy has been planned to present the most useful and successful practices of chapter advisors across the country. All new advisors are invited to attend this academy to learn more about National DECA and strategies for building your marketing education program.

Each new advisor may also bring up to three (3) students to participate in the IGNITE Academy.

## Objectives:

1. Learn to integrate DECA chapter activities and competitive events into your curriculum.
2. Discover how master teachers from across the nation motivate students during the school year.
3. Find out how to maximize learning from the program-of-work and competitive events.
4. Observe an actual national level role-play.
5. Get answers to your questions about the trends and developments in DECA from DECA, Inc. and National Advisory Board members.

## General topics include:

*Getting Your Year Started* - DECA as a teaching, motivational, recruitment, and public relations tool, how to integrate DECA into the curriculum, officer elections, duties, installation, chapter management, committee structure, and National Advisory Board involvement.

*Chapter Program-of-Leadership* - Community/school service, sales projects, recreational/social activities, DECA week, professional development activities, employer appreciation functions, and membership recruitment activities.

*DECA's Competitive Events Program*

# International Conference Tentative Agenda

## Friday, April 26, 2019

	Chapters arrive/Room key distribution	Our Hotel
9:30 p.m. - 10:30 p.m.	State Meeting	Our Hotel
11:00 p.m.	Curfew	Our Hotel

## Saturday, April 27, 2019

8:30 p.m. - 10:00 p.m.	Opening Session	Convention Center
10:30 p.m. - 11:00 p.m.	Advisor Meeting	Our Hotel
11:00 p.m.	Curfew	Our Hotel

## Sunday, April 28, 2019

	Leadership Academies	Convention Center
9:00 a.m. - 12:00 p.m.	State Competitive Events	Our Hotel
	International Competitive Events	Convention Center
11:00 p.m.	Curfew	Our Hotel

## Monday, April 29, 2019

	Career and Sales Exhibits	Convention Center
	Leadership Academies	Convention Center
9:00 a.m. - 1:00 p.m.	State Competitive Events	Our Hotel
	International Competitive Events	Convention Center
10:30 p.m.	State Recognition Session	Our Hotel
11:30 p.m.	Curfew	Our Hotel

## Tuesday, April 30, 2019

8:00 a.m. - 10:30 a.m.	Second General Session	Convention Center
9:30 a.m. - 6:00 p.m.	Competitive Event Finals	Convention Center
6:30 p.m. - 8:00 p.m.	Scholarship Reception	Convention Center
8:30 p.m. - 10:30 p.m.	Grand Awards Session	Convention Center
11:30 p.m.	Curfew	Our Hotel

## Wednesday, May 1, 2019

Chapters Return Home