



2019 International Career Development Conference

Registration Information for Michigan Chapters

Deadlines:

March 15 or sooner - Qualifier Not Attending Form to MI DECA

March 19 - Housing & Registration due to MI DECA

March 19 - Advisor Certification Form due to MI DECA

March 22 - Forms due to Landmark Travel for flights

***New timeline for flights:** The deadline to drop or release seats that you are holding is within 48 hours of receiving your confirmation. Any seats not confirmed within 48 hours will be dropped and offered to another school.*

March 25 - Last day to order DECA Blazers from DECA Images

April 10 - Payment Due to Landmark Travel for flights

April 10 - Payment Due to MI DECA

Forms have been posted to
<http://mideca.org/teachers/forms/>

Conference Registration Forms must be emailed to aday7@emich.edu

Landmark Forms must be emailed to julie@landmarktravel.net

*Refer to the Michigan DECA Guide
<http://mideca.org/teachers/docs/guide/>
for additional information on the conference.*

Conference Registration Rate:

\$525 per person for Students and Adults
\$430 per person for Family Members
(see *Supervision below*)

Hotel Rates:

\$230 per night, King Room
\$120 per night, Double Room, *per person*
\$80 per night, Triple Room, *per person*
\$60 per night, Quad Room, *per person*

Registration Fee Includes:

- ◆ Conference registration
- ◆ Michigan DECA shirt
- ◆ State spirit items (Tie/scarf, pins)
- ◆ DECA Night at Universal Studios ticket on Monday, April 29 from 6:00-11:00pm
- ◆ A two day Walt Disney World park hopper pass
 - ◆ **For chapters arriving on Thursday, April 25 or departing on Thursday, May 2:**
We do not encourage arriving on Thursday April 25 or departing on Thursday May 2, but if you must do this due to flight availability, all schools adding a sixth night must attend a four hour Disney Youth Educational Seminar (YES) program, so we can ensure that there is an educational component for the additional day. **All chapter attendees must attend this workshop and pay an additional \$60 per person, which also upgrades your 2 day park hopper pass to a 3 day park hopper pass.** Chapters arriving on April 25 will attend the YES workshop on Friday, April 26. Chapters departing on May 2, will attend the YES workshop on Wednesday, May 1.
 - ◆ **For chapters arriving on Friday, April 26:**
You have the *option* to upgrade your included 2 day Disney park hopper pass to a 3 day park hopper pass for an additional \$60 per person.

Please note:

- ◆ **Required Activities** - As stated in the delegate code of conduct, all students and advisors are required to attend ALL conference sessions, and the Disney YES workshop if applicable. 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 year's International Conference.
- ◆ **Supervision** - One adult advisor must attend for the first 5 students. At 6 students, two adults are required. Thereafter, one adult for every 8 students is required. If a spouse is needed to reach your proper supervision ratio of adults to students, they must pay the full Adult registration rate.
- ◆ **Adult Assignments** – All adults will be assigned a role to assist during the conference.
- ◆ **Hotel** - All hotel reservations must be made through Michigan DECA.
 - **Parents and family members** are welcome to stay with Michigan DECA in our assigned hotel, but they are 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 chapter's registration form and adhere to the same deadlines and policies.
 - **Roommates** - Michigan DECA may not be able to satisfy all requests to fill Quad and Double rooms. If we are unable to secure a roommate, you will be invoiced for the additional cost of a Triple or Single room.
 - **Double-bedded Adult Rooms** – We are limited to the number of rooms with two double beds provided. The first priority will be for students in a Quad, followed by two advisors in this type of room.

Michigan DECA's assigned hotel is:

Hilton Orlando Buena Vista Palace
1900 E Buena Vista Drive, Lake Buena Vista, Florida 32830
<https://www.buenavistapalace.com/>

List of REQUIRED information needed for EACH attendee – including adults

You will enter this information on the Registration worksheet tab of the form

Change for 2019: You will need to download your roster from the membership portal and paste into the registration form for these columns – this is a **REQUIRED** step, not optional. Forms submitted without DECA membership ID numbers will be returned for correction. *(This is the same process we use for District and State Conferences)*

- DECA Membership ID# (leave blank for chaperones, family)
- First Name
- Last Name

Then you will fill in the following information:

1. Gender *(for matching up roommates, and also for tie or scarf counts)*
2. Grade
3. Attendee Type (Advisor, Chaperone, Student, Spouse, Child)
4. Room Type:
 - Student Triple
 - Student Quad
 - Adult Double (1 of 2 adults sharing a 2 bedded room)
 - Adult King (1 or 2 adults, sharing one king bed)
 - Family Member (staying in Adult King)
5. Assign a Room Block Number (so we can match roommates together)
6. Number of Years in DECA
7. Shirt Size
8. International Event (Event code or Academy code)
-or-
State Only Event (CAP or MAP)
9. Team ID Number (to match teammates together)
10. Home Phone Number
11. Cell Phone Number (required for all adults)
12. Home Address
13. City
14. State
15. Zip Code
16. Emergency Contact's Name *(preferably someone not traveling with your chapter)*

FRIDAY, APRIL 26

8:00 AM – 6:00 PM	REGISTRATION <i>For Chartered Association Advisors</i>	W206
8:00 AM – 9:00 PM	HEADQUARTERS + TOURS BOOTH	W206
8:00 AM – 9:00 PM	SHOP DECA <i>(blazers only)</i>	W205AB
10:00 AM – 2:00 PM	TOURS BOOTH	Hilton Walt Disney World Resort
12:00 PM – 9:00 PM	DECA 5K RUN/WALK <i>Pre-Registration</i>	W206
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	W305AB

SATURDAY, APRIL 27

7:00 AM – 3:00 PM	TOURS BOOTH	Hilton Walt Disney World Resort
7:00 AM – 8:30 PM	HEADQUARTERS + TOURS BOOTH	W206
7:00 AM – 8:30 PM	SHOP DECA + BLAZER SHOP	W205AB
7:30 AM	DECA 5K RUN/WALK	
9:00 AM	OFFICER CANDIDATE INTERVIEWS	
9:30 AM – 5:00 PM	DECA DAY IN THE PARKS <i>(ticket purchase required)</i>	Walt Disney World Resort® Universal Orlando Resort™
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	W207-W208
1:00 PM – 5:00 PM	EXHIBIT + CAMPAIGN BOOTH SET-UP	WB2
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	WA1-4
6:00 PM	EXECUTIVE MENTOR WELCOME <i>(by invitation only)</i>	
8:30 PM	GRAND OPENING SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SUNDAY, APRIL 28

7:00 AM – 5:00 PM	HEADQUARTERS + TOURS BOOTH	W206
7:00 AM – 5:00 PM	SHOP DECA + BLAZER SHOP	W205AB
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	
8:00 AM – 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand</i>	
8:00 AM – 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + SHOP DECA <i>(Advisors only from 8:00 AM - 9:00 AM)</i>	WB2
8:00 AM – 5:00 PM	COMPETITIVE EVENT BRIEFING + TESTING	
8:30 AM – 4:00 PM	EMERGING LEADER SERIES	
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>Sponsored by PepsiCo Chilled DSD</i>	
9:30 AM – 1:00 PM	EXECUTIVE MENTOR PROGRAM	
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	
12:30 PM – 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer, an ARYZTA Brand</i>	
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

Events will be held in the **ORANGE COUNTY CONVENTION CENTER** unless otherwise noted.

MONDAY, APRIL 29

7:00 AM – 5:00 PM	SHOP DECA	W205AB
7:00 AM – 7:00 PM	HEADQUARTERS + TOURS	W206
7:30 AM	JUDGES' ORIENTATION	WB1 + WB3-4
8:00 AM – 4:00 PM	CAREER EXHIBITS + CAMPAIGN BOOTHS + SHOP DECA	WB2
8:00 AM – 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION	
8:30 AM – 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University (by invitation only)</i>	
8:30 AM – 3:30 PM	EMERGING LEADER SERIES	
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>Sponsored by PepsiCo Chilled DSD</i>	
NOON – 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army (by invitation only)</i>	
12:30 PM	JUDGES' ORIENTATION	
2:00 PM – 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	
3:30 PM – 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors Only)</i>	
7:00 PM – 11:00 PM	DECA NIGHT AT UNIVERSAL STUDIOS FLORIDA™ <i>(ticket purchase required)</i>	Universal Orlando Resort™
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

TUESDAY, APRIL 30

7:30 AM – 10:30 AM	JUDGES' ORIENTATION	WB3-4
7:30 AM – 6:00 PM	HEADQUARTERS + TOURS	W206
8:00 AM	ACHIEVEMENT AWARDS SESSION	WA1-4
8:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRT + RECOGNITION ITEMS	W205AB
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	WB3-4
NOON	BUSINESS + ELECTION SESSION	
2:00 PM – 3:00 PM	WRITTEN REPORT + CERTIFICATE RETURN <i>(Chartered Association Advisor or Designee Only)</i>	
7:00 PM – 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	
8:30 PM	GRAND AWARDS SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

WEDNESDAY, MAY 1

9:00 AM – 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Rosen Centre
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Tentative: 1.10.19. Check deca.org/icdc for updates.