

# 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.*

# State Conference Deadline Summary

- January 11, 2019
  - School Based Enterprise Gold Certification & Gold Re-Certification due to DECA, Inc.
- January 15, 2019
  - First Day to Submit State Conference Registration Forms
- January 18, 2019
  - Scholarship Applications due online to DECA, Inc.
- January 25, 2019
  - Officer Candidate Screening Registration Due
- January 28, 2019
  - First Day to Submit State Conference Housing Forms
- February 1, 2019
  - ICDC Academy Applications due to Michigan DECA. Faxed copies will not be accepted
  - Bronze, Silver & Gold Merit Award Project names due to Michigan DECA for Certificates
- February 2, 2019
  - Officer Candidate Screening, Interview & Testing - Lansing, Michigan
- February 6, 2019
  - Last Day to Submit State Conference Registration Forms
  - Last Day to Submit State Conference Housing Forms
  - State Conference T-shirt Pre-orders due
  - Second Semester Memberships due to National DECA
- February 6-15, 2019
  - TurnItIn submission window of written events for plagiarism review  
All written events, (except for Chapter Awards Projects) must be uploaded by the chapter advisor to avoid penalty points and/or disqualification.
- February 16, 2019
  - Written Event Screening at Eastern Michigan University for:
    - All Written Events
    - Gold Merit Award Project Documentation
    - Chapter Awards Program Documentation
- February 20, 2019
  - State Conference Payment Deadline
- February 20-27, 2019
  - Online Testing Window
- February 28, 2019
  - MDA Verification Form and funds due to MDA for recognition at the State Conference
- March 4, 2019
  - Last day to make housing changes with your assigned hotel

***All dates are when items are received, not postmarked***

# State Conference Hotel Information

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same sex, the chapter may fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters need to house the majority of their delegation in quad rooms so Michigan DECA can ensure that there will be adequate room for all delegates. Students will not be permitted to be in a single room.

If you make arrangements with another school to fill a quad room, only one school should list the student on the housing form; this school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school. Please note that the hotel cannot guarantee that the shared room will be near both schools' hotel rooms. Each school should rank their hotel selections in the same order.

The same procedure will be in place if advisors from two different schools plan to room together. Remember to check with your intended roommate first. Each year, reservations are received where an advisor did not confirm with the second advisor. Also, remember to **register all family members** that will be staying with you during the conference.

In the event a delegate cancels and you are unable to re-assign your delegates or arrange for a delegate(s) from another chapter, you are responsible for full payment of that portion of the assigned room. In the event a delegate does not show up for a reserved room, the same condition applies.

There will be no state tax charged on the room, if a copy of your school's Tax Exempt Certificate is included with your housing form and if the payment is in the form of a school issued check or school credit card. The 9% local tax has been included in the room rate.

Chapters are responsible for their parking charges. Self parking rates range from \$15-25 per day.

## Definition of Room Types

- A **King Room** will consist of one king bed. Up to two individuals can stay in this room with only one bed.
- A **Triple Room** will consist of a king bed and a roll-a-way/sofa sleeper, or at the hotel's choosing, two double beds. Three individuals can stay in this room with the two beds.
- A **Double/Double Room** will consist of two double beds. Four students or two adults can use this room type. If two adults want to have separate beds, they must request this type of accommodations. Due to a limited number of rooms, two students cannot use this room type.

## Important Points to Remember:

- **Michigan DECA Policy requires that all competitors stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of our official hotels.**
- Special requests are based upon the availability according to the housing order.
- The hotel will accept housing changes until 5:00 p.m. on Monday, March 4, 2019. After that time, there will be a \$25.00 fee per change (name or room) and there will be no refunds for cancellations.
- **Please note that check-in time is 3:00 p.m., all sleeping rooms may not be available if arriving prior to 3:00 p.m. Delegates should dress accordingly if they are competing Friday afternoon.**

**Incidental Charges:** All incidental charges, (i.e. telephone, room service, parking and movies) must be paid before checking out.

# State Conference Hotel Information

Michigan DECA has established these procedures to allow for the same opportunity of conference hotels regardless of when each district conference was held. This will also reduce the number of changes that are submitted to the hotel once the initial housing list has been submitted to the hotel. By reducing the number of changes made, the hotel will be able to block rooms to maximize the use of the hotel's available double/double rooms.

1. Michigan DECA will begin accepting housing lists on January 28, 2019. Chapters that submit their lists prior to this date will be placed in the next housing district as described in item #B below.
2. Between January 28 and February 6, 2019, Michigan DECA will acknowledge receipt of each school's housing list.
  - A. Schools that have submitted their housing list will be placed in a rotational order based on the district that they are located. For the 2019 State Conference, hotels will be assigned to chapters in the following district order: 2, 1, 4, 3, 6, 5, 8, 7.

The rotational order will change each year. The last two districts in the order from the previous year will move up to the front of the rotation. For example, for the 2020 State Conference, hotels will be assigned to chapters in the following district order: 8, 7, 2, 1, 4, 3, 6, 5.
  - B. Once all chapters that have sent their housing list on-time by the deadline have been assigned, the remaining schools will be assigned based on when the housing list has been received.
3. Michigan DECA will assign schools to a hotel based on the housing order and the school's hotel preferences, until the inventory for a particular hotel has been exhausted. They will then be assigned to the next hotel that meets their needs. Once a school has been assigned, the hotel's housing manager will send a hotel confirmation and invoice that indicates the schools placement for the conference. Payment is due in full by March 4, 2019.

## State Conference Hotels

Advisors should review the rates and hotel facilities to rank, in order, your preferred hotel selections. The housing form contains additional information on each hotel's amenities to help you choose your hotel rankings.

The hotel will email an invoice for your housing charges. Remember that incomplete housing forms will be returned to the advisor to correct, and will be processed last.

- Detroit Marriott, 100 Renaissance Center Drive, Detroit, MI 48243 313-568-8000
- Courtyard Detroit Downtown, 333 East Jefferson Avenue, Detroit, MI 48226 313-222-7700
- Crown Plaza Detroit Downtown Riverfront, 2 Washington Blvd., Detroit, MI 48226 313-965-0200
- Westin Book Cadillac Detroit, 1114 Washington Blvd., Detroit, MI 48226 313-442-1600
- Holiday Inn Express & Suites, 1020 Washington Blvd., Detroit, MI 48226 313-887-7000
- DoubleTree Suites by Hilton, 525 W. Lafayette Blvd., Detroit, MI 48226 313-963-5600

Room reservations are to be made by using the housing registration form. The housing form will be available on the Michigan DECA website by January 14, 2019.

**Please e-mail completed forms directly to Michigan DECA.**

# State Conference Registration Information

Conference registration must be received at Michigan DECA by February 6, 2019.

**Registration Fee:** The fee will cover two meal vouchers for the Cobo Center food court, registration materials, entertainment on Saturday evening (to be announced) and conference administrative expenses.

**Late Fee:** A late fee of \$15.00 per delegate up to a maximum of \$200 per chapter will be assessed for any registration received after February 6, 2019, and payments after the February 20, 2019 payment deadline.

**Supervision:** As per the Advisor Code of Ethics, each chapter is to have proper supervision:

<i>Number of Registered Students</i>	<i>Minimum Number of Registered Advisors/Assistants</i>
1-10 students	1
11-22 students	2
Thereafter, one (1) additional Advisor/Assistant for every twelve (12) students	

All adults will be assigned to assist with the conference. **Please see page 46 for more information on the adult assistance policy.**

**Competitor Eligibility:** Only students that are competing at the State Conference may attend the conference. Delegates may not enter more than one event. *The only exceptions are the Gold Merit Award Program and School Based Enterprise, as long as competition days and times do not conflict.* Each delegate's role(s) at the conference **must be listed on the registration form.**

**Refunds:** Refunds will be given only if Michigan DECA receives the Refund Request Form to receive your chapter's refund.

<b>If Notified:</b>	<b>Amount of Refund</b>
Before February 18	Full Refund
Before February 27	50% Refund
After February 27	No Refund

**Substitution Policy:** Members of the Michigan DECA Advisor's Council have volunteered to double check each State Conference registration to be sure that chapters are following the Cancellation and Substitution policy on page 60, and that the correct qualifiers from the District Conferences are advancing on to the State Conference. You should fully explain to students that they will not be able to compete if one member of the team is unable for any reason to attend the next level of competition.

**Parents and Family Members:** Parents and family members are welcome to stay with your chapter in your assigned hotel and attend the conference, 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 and the assigned hotel.

For parents and family members that wish to only attend the award session, please see the Conference Security section on page 42 for the procedures.

**Advisor Reception & Recognition:** The Michigan Marketing Educators (MME) and Michigan DECA will host a reception and recognition session for all advisors on Saturday evening.

# State Conference Highlights

The conference registration will start at 11:00 a.m., with the first student activity at 2:00 p.m. A tentative program will be included in the February issue of *Spotlight on DECA* and will be posted on the Michigan DECA web site. Delegates are responsible to read the conference program to know their event times.

*The following is a list of activities that will take place at the State Career Development Conference:*

**Meals:** Two meal vouchers will be provided for the Cobo Center food court. Other meals will be the responsibility of each delegate/chapter.

**Dress During the Conference:** Business attire is required for all scheduled sessions and activities. During free time, shirts must have no bare shoulders, arms or midriff. Skirts and shorts must be at least fingertip length. **No cargo pants, jeans (denim material), T-shirts, sweatshirts, leggings, flip-flop sandals, or athletic shoes of any form will be allowed during the competition or at sessions!** Delegates wearing any of these items will be sent to change, before being allowed to compete or attend any conference sessions. Delegates' clothing must be neat and in good repair in order to compete, attend the sessions, or be allowed on stage. Please review the Michigan DECA Dress Code.

**Seating at General Sessions:** Seating will be assigned by district. One seat will be allocated for each paid delegate. Schools that achieve two of the three goals of DECA's membership campaign will have reserved seating at the State Conference. Refer to the membership campaign guidelines (on page 5) for more information.

- **Opening Session:** There will be one Opening Session on Friday evening.
- **Saturday Entertainment Session:** A special session will be held at Cobo Center from 9:00 to 10:30 p.m. It will include the following: Alumni Division recognition, Collegiate Division information, the Announcement of the New State Officers, the top 10 scores in the Economics and Marketing Math tests, Announcement of the International Conference Academies participants and a dynamic keynote speaker.
- **Sunday Award Session:** The conference program will list the order that the events will be awarded and approximate times.

**NEW for 2019: Conference Security:** Because of global security concerns, the following new security procedures will be implemented at the State Conference:

- All students and adults must be wearing a name badge and wrist band to enter conference activities, such as competition and general sessions. Security personnel will be at the doors to monitor access to competition and the general sessions at Cobo Center.
- **Guests will not be allowed to enter without proper credentials.** In conjunction with the Advisors' Council, Michigan DECA has developed procedures for guests to attend the awards session. They must be escorted to the conference headquarters by an advisor or chaperone that has their nametag and wrist band. We will provide the guests with a nametag and wrist band. The cost will be \$5.00 person or \$10.00 for a family up to six people. These guests will be required to sit in the reserved parents section. A seating diagram will be given to them when they register.

**Name Badges & Wrist Bands:** All delegates (adult and student) must wear their name badges and wrist bands at all times. No one will be admitted to conference activities without a name badge and wrist band. If a delegate loses their wrist band or name badge, a replacement may be obtained in the conference headquarters for \$5.00 each. Delegates will be required to show identification for a replacement name badge, or must have their Advisor with them.

# State Conference Competition Information

**Applied Certification Tests:** Delegates are required to take one of the following tests on Saturday. (*Students have the option to take both if desired.*) A certificate will be awarded to those who achieve minimum proficiency on each test. The top ten participants on each test will receive special recognition.

- Economics Applied Certification
- Marketing Mathematics Applied Certification

**New for 2019: Students in the Leadership & Teamwork Event may not be Seniors.**

**Leadership & Teamwork Event:** Each chapter can enter only one team in the Leadership & Teamwork Event. These competitors will not be able to compete in any other event. Teams will consist of three (3) participants, who are non-Seniors. All participants in the Leadership & Teamwork Event will take the Principals of Business Core exam online as part of their competition. Leadership & Teamwork state champions will **NOT** advance on to the International Conference.

**New for 2019: Ethics Team Event (ETH)** Michigan DECA will pilot an Ethics Team Event at the State Conference. Teams will consist of two (2) participants, only be open to Seniors, and will not advance on to the International Conference. Event information can be found on page 80 of the Michigan DECA Guide.

**The Individual Series Events, Principles Events, and Team Decision Making Events** will have two (2) judged activities on Saturday.

Competitors in the *Financial Consulting, Hospitality & Tourism Professional Selling, and Professional Selling Events* will qualify at the District Conference level in order to compete at the State Conference.

Participants in the *Stock Market Game* and the *Virtual Business Challenge Events* will not compete at the State Conference. ICDC Qualifiers in these events will proceed directly to the International Conference, through the process established by DECA Inc. These students will not attend the State Conference unless they are competing in another event.

**School Based Enterprise:** Schools participating in this activity must submit their project to DECA Inc., to be received before January 11, 2019, according to the DECA Inc. guidelines. Chapters that receive the Gold Certification or Gold Re-Certification have the **option** to bring 1-3 student manager(s) to present their work at the State Conference, if they are not in an event that is competing Saturday morning. This practice competition will follow the international guidelines. The top five teams will receive recognition at the Awards Session. Teams that receive the Gold Certification or Re-Certification do not have to attend the State Conference; they can advance directly to the International Conference.

**Certificates of Excellence:** Michigan DECA will issue Certificates of Excellence to all competitors that score above 70 on each aspect of competition. The certificates will be mailed to chapter advisors after the conference.

Each participant is expected to have a pen or pencil and a calculator for competition. Other items (workbooks, notebooks, handouts, etc.) are not allowed. **Cell phones, smartphones, smartwatches, iPods, iPads, tablets, programmable calculators and other electronic devices may not be used during competition. This includes during prep-time, waiting for judges, and during competition in role-play events.**

# State Conference Written Event Information

All chapter advisors with a student entering a Written Event, Chapter Awards Project, or Merit Award Project, need to attend and assist (or pay the screening fee) with the Written Event Screening on Saturday, February 16, 2019 at Eastern Michigan University. This includes written projects that have advanced on from a district conference. Advisors assisting may bring their events to the screening. Advisors with written events who are unable to attend the screening will be required to pay a screening fee, based on the number of entries.

All shipped packages should be sent to be received by Wednesday, February 13, 2019 and sent so it can be tracked. Events will not be accepted after 10:30 a.m. on February 16, 2019. **Late events will NOT be accepted, no matter the reason.** *Please note, there is no delivery service on Saturday to the Eastern Michigan University campus from any carrier, even if you pay extra for this service. This includes overnighted package deliveries.*

All written events must follow the Michigan DECA Written Event Guidelines in addition to the national guidelines. The first page of each event must be the signed Statement of Assurances Form or fifteen (15) penalty points will be assessed. **This form should be typed or word processed. An electronic form is available on the Michigan DECA web site.**

All written events (except the Chapter Awards Program) will also need to be uploaded to TurnItIn by the chapter advisor between February 6-15, 2019 so that it can be reviewed for plagiarism. Complete instructions on how to upload projects will be provided in January.

A printout of the TurnItIn confirmation page needs to be included in the folio for the Written Event Screening. This page should be placed after the Written Statement of Assurances page, and does not get numbered or counted in the page count of the project. Failure to include the confirmation page in the folio is a 10 point penalty.

All content must be original work of the DECA members member(s) listed on the Statement of Assurances. No part of the written project can be previously entered into competition or submitted in another DECA competitive event.

**Any student that is disqualified due to the plagiarism review will be dropped from the conference without refund.**

**All Written Events** will compete on Friday, from 3:00 p.m. to 7:00 p.m. Written Event participants will have their orientation at 2:00 p.m. on Friday. There will be one interview with one or two judges. All written event participants are required to take either the math or economics evaluation.

**Merit Awards:** All Merit Award Program participants must have their names submitted by using the online form before February 1, 2019, to the Michigan DECA Office. Names submitted will receive a participant certificate for the level (Bronze, Silver, Gold) achieved. Certificates will be mailed after the conference.

The Gold Merit Award Projects are due to Michigan DECA by February 16, 2019, to be eligible to attend and compete at the State Conference. Delegates recognized at the State Conference for completing all activities of the Gold Award and meeting the minimum standards will be eligible to attend the International Conference.

All Gold MAP Participants not competing in another event are required to take the Economic and/or Math Evaluation. All Gold Merit Award Participants will be scheduled for an interview on Friday.

Silver and Bronze MAP Participants will not be allowed to attend the conference unless they are competing in a different event.



# State Conference Election Information

**State Officer Candidate Screening:** The screening is scheduled for Saturday, February 2, 2019 and registrations for the screening must be received by January 25, 2019. Complete information on the candidate nominating and election process is available online at <http://mideca.org/members/running/>

## State Officer Candidates at the Conference:

- Candidates will have a briefing meeting on Friday at the State Conference. A sample of each item that will be handed out at the campaign table and the Campaign Materials Form will need to be turned in at the candidates' meeting.
- Candidates will have time to set up their campaign table immediately following the candidates' meeting. Tables are to be staffed only on Friday from 7:00 p.m. to 8:50 p.m.
- Candidates will give a two minute campaign speech at the Opening Session.
- No campaigning can take place after 10:00 p.m. on Friday.
- Elected Candidates will be announced on Sunday, and sworn-in on stage.

**Voting Delegates:** The role of a voting delegate is an important one. Voting delegates are required to attend the candidate speeches and are encouraged to meet each candidate prior to the election session.

**Notice: All Voting Delegates must attend the conference as a competitor.**

**Voting:** Voting will take place on Friday, immediately following the opening session. Please ensure that your chapter's voting delegates vote during the time allotted.

**Number of Voting Delegates per Chapter Membership:** According to the Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof. See the table below for the number of voting delegates based on chapter size. The appropriate number of voting delegate ribbons will be included in your chapter's registration materials. The advisor will distribute the ribbons to the voting delegates for their chapter. **Voting Delegates must wear their ribbon to vote.** Replacement ribbons will not be provided once a chapter has picked up their registration materials at the conference.

1 voting delegate for 1 to 61 members	2 voting delegates for 62 to 101 members
3 voting delegates for 102 to 141 members	4 voting delegates for 142 to 181 members
5 voting delegates for 182 to 221 members	6 voting delegates for 222 to 261 members
7 voting delegates for 262 to 301 members	8 voting delegates for 302 to 341 members

## State Conference T-Shirts

Michigan Alumni DECA is selling State Conference T-shirts again this year. The shirts will be designed around the conference theme, and will be heavyweight, 100% cotton T-shirts.

T-shirts are to be pre-ordered on the conference registration form for \$10.00 each.

If we have any extra shirts available to sell, they will sell for \$12.00 each at the Alumni booth. **Please pre-order your shirts when you register for the conference, as the limited number we have to sell are usually sold out early on Saturday!**

This fund raiser is designed help Alumni Division so they can sponsor a competitive event to provide more travel scholarships for qualifiers to attend the International Career Development Conference.

# State Conference Supervision and Assistance

**Supervision:** As per the Advisor Code of Ethics, at least 1 adult must **attend and pay** the registration fee for every 10 student delegates attending. At 11 students, two adults are required to attend and pay. Thereafter, an additional adult is required for every 12 additional students.

**Chaperones:** All chaperones attending the conference be responsible to assist with the conference and supervision. Please select your preference for the area you would like each of your chaperones to assist with on the registration form. All chaperones are required to pay the conference registration fee.

**Conference Assistance:** To have a successful conference, **all adults will need to assist with the conference.** Advisors will be pre-assigned by members of the Advisor's Council to work a competitive event. All individuals are required to assist during their assigned time. Because this assistance is important, advisors who do not assist during their entire assigned time, **will have letters stressing the importance of their assistance and their absence sent to their school principal.**

**NEW for 2019: Chaperone Assistance Option:** The State Conference registration form will add a new option for chapters that register three or more chaperones. The chapter advisor will have the option to assign every third chaperone to remain at the hotel so they have an on-site contact and supervision of the students. This person is to remain available for the chapter's students while the other adults are assisting at the convention center. **Please note that the first, second, fourth, fifth adults, etc., that are registered will be required to assist with competitive events at the conference.**

**Advisors/chaperones must attend and be seated with their students during all general and award sessions, to assure proper dress and conduct (behavior) during the sessions.**

**Hotel Monitoring:** All advisors/chaperones are required to conduct room checks at curfew and patrol the floors of the hotel after curfew on Friday and Saturday evenings. Trying to manage a large number of students is a difficult task, therefore we need every advisor's support and assistance.

**Judges:** If the judge will also be serving as a chaperone for the chapter's proper adult-to-student ratio as described above, **then chapter must pay for the judge's conference registration fee.** There is no charge for judges if your chapter has reached the proper adult-to-student ratio, as described above. *Registration materials and meal tickets will only be provided to Judges and Chaperones that pay the conference registration fee.*

**Curfew:** All students must be in their own room at curfew. **No chapter activities (meetings, practice sessions, etc.) may be conducted after curfew, even if it takes place in their Advisor's room.** Room service will not deliver after curfew.

**Code of Conduct & Medical Treatment Authorization Forms:** Each delegate, student and adult, must sign the Code of Conduct & Medical Treatment Forms. These forms must be hand-carried to the conference. Do not send them to the Michigan DECA office.

**No alcoholic beverages or drugs may be possessed by any delegate at the conference.** This is a school function. Delegates may **not** enter the lounges at the hotels. Students suspected of being under the influence of alcohol will be required to take a breath alcohol test as specified by state law. Hired security will be on site during the evening hours of the conference.

**Private Autos at the Conference:** The use of private automobiles (either driving or riding as a passenger) will not be permitted after arrival at the conference. Car doors shall be locked upon arrival, and the keys turned over to the chapter advisor.