

To The State Conference

This guide has been developed to help Advisors prepare for the Michigan DECA State Career Development Conference. The best way to have a successful and enjoyable State Conference is by knowing what to expect at the conference and know how to prepare your members for competition.

January

- Handout the State Conference information sheets that you have prepared to your students. This will help them decide if they will be attending and know how much they will be expected to pay, and when the deposit deadline is. A sample is online at <http://mideca.org/teachers/docs/resources/>
- You will receive a packet from Michigan DECA that has all of the conference winners. This detailed list shows who qualified for the State Conference, and lists the Alternates for each of the events. *Please note that not all events have alternates.*
- If you have any qualifiers that will not be attending the State Conference; **please call the advisor of the next alternate listed on the report.** Every year, we have students that miss out on an amazing opportunity to compete at the State Conference, because the alternate was not informed!
- New Advisors are eligible to bring all students that qualified at the District Conference, as well as:**
 - Two additional competitors in either an individual event or two teams in an TDM event
- For the students that did not qualify or compete at the District Conference, have them review the events that compete at the State Conference. Several events start competition at the State Conference (i.e., Leadership and Teamwork and written events). <http://mideca.org/competition/event-categories/>
- Register your members for the conference. The registration form can be found in the forms section of the Michigan DECA Website at <http://mideca.org/teachers/forms/> (*Remember that the password to open documents is: magic*) Feel free to contact Ann Day at Michigan DECA if you have any challenges registering your students (734.487.3322 or email her at aday7@emich.edu).
 - **The registration Deadline for the State Conference is February 8, 2018.**
- Print and submit your invoice from the conference registration form to your school bookkeeper, or school district accounting department to have your check sent directly to Michigan DECA
- Register your members for hotel rooms. The registration form can be found in the forms section of the Michigan DECA Website at <http://mideca.org/teachers/forms/>. Instructions on completing the form is included on the form. Email the form to Ann Day at aday7@emich.edu. Michigan DECA will assign schools to hotels starting the week of February 12, based on the housing order and the school's hotel preference. Once assigned to a hotel, the hotel's manager will send a confirmation and invoice. Please be patient, it may take the hotel a week to email you the confirmation and invoice.
 - **The registration Deadline for the State Conference Housing is February 8, 2018.**
- Print and submit your hotel invoice from the hotel registration form to your school bookkeeper, or school district accounting department to have your check sent directly to the hotel.

February

- Continue practicing Role-play and Case Study events with your class.
- Administer practice Comprehensive Exams with your members.

- Discuss options for traveling to the State Conference with your principal.
- Collect registration fees from your members.
- Review the Online Testing Procedures for the Cluster Exams. Select two days to administer the online tests during the testing window of February 21-28, 2018.
- Secure a computer lab for testing.
- No need to register your students for the online testing of the Comprehensive Exam. Students registered for the conference will automatically be registered for the online test that corresponds to their chosen event.*
- Secure a Proctor to oversee the online testing of your students. This must be an adult but not a teacher or Aide in the Marketing Department. Suggestions may include a media technician, the computer lab technician, a teacher's aide, or a teacher from another department. The Proctor will be the person responsible for helping run demo tests prior to the test day, checking in students on the testing day, activating them for the test, supervision of the students during testing, and documenting their role on paperwork.
- Submit the Proctor Registration Form to Michigan DECA by February 1, 2018. The form is available on the Michigan DECA Website at <http://mideca.org/teachers/forms/>
- (If Applicable) All students competing in a Written Event, in the Chapter Awards Project or the Merit Award Project will be required to submit the completed project (in the proper format) to Michigan DECA. If you are mailing projects, please send by UPS so that it arrives at our office by Wednesday, February 14, 2018. Chapter advisors will review the work and assign penalty points. *Students will have their orientation and interview on Friday March 9, 2018 at the State Conference.*
- (If Applicable) All chapter advisors with a student entering a Written Event, a Chapter Awards Project, or a Merit Award Project, will be required to attend and assist with the Written Event Screening on Saturday, February 17, 2018. Advisors assisting may bring their student's events with them to the screening. Advisors with written events who are unable to attend the screening will be required to pay a screening fee, depending on the number of written entries – see the registration form for complete fee schedule. The screening will be held at the Michigan DECA offices at Eastern Michigan University.
- All written events (except the Chapter Awards Program) will also need to be uploaded to TurnItIn.com by the chapter advisor between February 5-16, 2018 so that it can be reviewed for plagiarism. All written events MUST have the upload confirmation page printed and included in the written event folio/binder or be penalized 10 points, and given 3 days to be submitted. If not submitted within the 3 day extension window, the entry will be disqualified. Refer to the instructions that we will post on the website in January on how to do this.
- A few days before your test dates, review the instructions sent to you and your Proctor. Conduct a demo test on each computer that the students will be using.
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- When Michigan DECA sends the conference/online testing confirmation, check the following:
 - That each name is spelled correctly
 - That each student is listed in the correct event
 - That each team is correctly paired up
 - ***Fax any corrections back to Michigan DECA prior to your online testing dates!***

Late February / Early March

- Administer the online tests. Call Ann Day at Michigan DECA (not the testing website) if you need any help prior/during/after the testing. As students arrive for testing, have them sign in on the Roster of Examinees Form, which can be found at <http://mideca.org/teachers/forms/>

- Once all your students have completed their test, submit the Exam Certification Form and your Roster of Examinees Forms. ***Please do not send these to Michigan DECA until all students have completed testing, so we know that your chapter has concluded online testing.***
- Review the Dress Code and expectations with your students.
- Distribute the Delegate Code of Conduct/Medical Authorization Forms (Located in <http://mideca.org/teachers/forms/>) to each student attending the conference. The forms must be completed and signed by a parent. Have a deadline 7 to 10 days prior to the conference, so you have time for your principal to also sign the forms. **A completed form for each student must be brought with you to the conference. Do not send these to Michigan DECA, you are responsible for the forms.**
- Distribute permission forms or other travel documents, as required by your school for each student. A sample letter to parents is available on the Advisor's Resources page (under Teachers, then Documents). <http://mideca.org/teachers/docs/resources/> It is a Word Document, so you can customize it with your school's information, which is helpfully highlighted in yellow.

The Week Prior to the Conference

- Review the Event Participant Information Sheets with your students so they know what to expect during the conference.
- Practice more Role-play and Case Studies with the students.
- Review when and where they have to meet to ride to the conference and the expected time to return back to school.
- Double check to see that everyone has paid for the conference.
- Review with students the meal plan for the weekend. Each attendee will receive two meal tickets for the Cobo Hall food court, to use as they wish any day during the food court's operating hours. Any other meals are the responsibility of the students and/or chapter, so they should bring enough spending money. Some of the conference hotels have restaurants, and some have included breakfast; so go over this information with them as well.
- To have an effective conference, each advisor will be assigned to help with an event. The event instructions will be mailed to you with your registration confirmation about a week before the conference. Do not worry – 100's of new advisors have administered events before you and have done an excellent job.

The Day Prior to the Conference

- Review the Dress Code and expectations with your students again.
- Remind your students to bring a pencil, a blue or black ink pen, and a regular calculator (*cell phones & graphing calculators are not allowed to be used at any time during prep time or competition!*).
- Review when and where they have to meet to ride to the conference and the expected time to return back to school.
- Double and triple check to be sure that you have a completed and signed Delegate Code of Conduct form for each student.
- Confirm your transportation times with the busing department or company.

- Double check that your camera is working.
- Print out the emailed roster from Michigan DECA to use to take attendance in the morning.

Friday – Day one of the Conference

- When you arrive at the conference site, direct your students to the holding area and then proceed to the hotel's front desk to check-in to your rooms. Please note that all phones will be restricted so no outside calls may be placed without leaving a credit card imprint at the front desk.
- Once you have put your luggage in your rooms, go to the conference registration site to pick up your registration materials: name tags, programs, meal tickets, etc. Depending on your hotel, this may be at Cobo Center, or at/near your hotel.
We will ask you to take a few minutes to:
 - Review your roster and inform us of any changes to your roster (no shows, event corrections, drops, etc.). A couple of minutes now will greatly aid the tabulation room to be able to process the results in a timely fashion.
 - Count meal tickets, conference programs, lanyards, and other items. Once you walk away from the registration desk, you will be charged for additional items if you are short!
- Distribute the conference registration materials with your students. Review the conference program with them to ensure they know the times and locations of their event orientations that afternoon.
- Make sure that all adults assisting with competition attend the Adult Assistants Meeting for their assigned events.
- Have a chapter meeting to review the conference program and other info for the rest of the weekend:
 - Decide on your chapter's candidate choices & review voting procedures with your chapter's appointed voting delegate
 - Explain that the meal vouchers can be used at any time for any meal they wish at Cobo Center.
 - Location & times for your students to take the Math and/or Economics tests on Saturday
 - Encourage your students to visit the Exhibitors Area and fill out the "Visit the Exhibitors" Form
 - Meeting place before traveling to the Saturday evening entertainment session at Cobo Center.
 - Times and procedures for the Awards Session on Sunday morning at Cobo Center.
 - Curfew, dress code, conduct and other information.
- Attend the Opening Session at Cobo Center.

The Day After the Conference

- Prepare a PA announcement congratulating your students for their efforts at the conference.
- Send a press release of the winners to your local newspaper(s).
- Discuss the competition in each of your classes; even if not all of your students attended the conference, this is an excellent way for your other class members to learn from the activities.
- If any of your students qualified for the International Conference, discuss with them the costs involved. The turn-around time to submit the International Conference registration form is less than a week, so we need to know ASAP if the student cannot attend! ***If they do not plan on attending, submit ASAP the Qualifier Not Attending Form to Michigan DECA so we can contact the alternate for the event.***
- Register your members for the International Conference. The registration form will be emailed to you by Ann Day by the end of the day on Sunday, March 11, 2018.
 - **The registration deadline for the International Conference is March 19, 2018!**

As always, feel free to call the Michigan DECA Office (734-487-3322) if you have any questions.