

# Conference Registration Portal

Michigan DECA will be using an online portal to process registration and housing for all conferences. The system interacts with the DECA membership portal, so all students must be submitted as members prior to entering them to attend a conference. The registration portal will also require you to have the proper number of adults in order to submit your registration. Please contact Ann at [aday7@emich.edu](mailto:aday7@emich.edu) if you have any questions on submitting your registration.

**Specific instructions for each conference will be posted online on the Forms page: <http://mideca.org/teachers/forms/>**

	<b>Adult to Student Ratio</b> <i>(registration cannot be submitted without meeting this ratio)</i>	<b>Registration Portal Opens</b>	<b>Regular Registration Deadline</b> <i>(a per person late fee will be automatically applied for registrations and additions after this date)</i>	<b>Late Registration Deadline</b> <i>(changes and additions with a late fee accepted through this date)</i>
<b>State Leadership Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi-flc">https://www.decaregistration.com/mi-flc</a>	1 adult and limited to 8 students	September 10	October 7	October 14
<b>District Conference Registration</b> <a href="https://www.decaregistration.com/mi-d1">https://www.decaregistration.com/mi-d1</a> <a href="https://www.decaregistration.com/mi-d2">https://www.decaregistration.com/mi-d2</a> <a href="https://www.decaregistration.com/mi-d3">https://www.decaregistration.com/mi-d3</a> <a href="https://www.decaregistration.com/mi-d4">https://www.decaregistration.com/mi-d4</a> <a href="https://www.decaregistration.com/mi-d5">https://www.decaregistration.com/mi-d5</a> <a href="https://www.decaregistration.com/mi-d6">https://www.decaregistration.com/mi-d6</a> <a href="https://www.decaregistration.com/mi-d7">https://www.decaregistration.com/mi-d7</a> <a href="https://www.decaregistration.com/mi-d8">https://www.decaregistration.com/mi-d8</a>	1 adult for every 20 students	October 30	November 16	November 23
<b>State Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi">https://www.decaregistration.com/mi</a>	1 adult for every 10 students	January 17	February 10	n/a
<b>State Conference Written Event Project Submissions</b> <a href="http://judgespro.decaregistration.com/event/jpmi-scdc/conf/scdc">http://judgespro.decaregistration.com/event/jpmi-scdc/conf/scdc</a>		January 17	February 10 hard copies also due by this date	n/a
<b>International Conference Registration and Housing</b> <a href="https://www.decaregistration.com/mi-icdc">https://www.decaregistration.com/mi-icdc</a>	1 adult for every 5 students	March 14	March 21	n/a

**Please refer to the specific conference guidelines for cancellation and refund information**

# International Conference Registration Information

## Deadlines:

**March 21 - Travel Forms Due to Landmark Travel**

**March 21 - Housing and Registration Due through the Conference Registration Portal**

**April 10 - Final Payment Deadline**

Atlanta is always a great 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.

Michigan DECA will be using the online portal to process registrations for the conference found at <https://www.decaregistration.com/mi-icdc>. The portal interacts with the national DECA membership portal, so **all students must be paid DECA Members prior to registering them to attend the International Conference**. The registration portal will also require you to register the required number of adults attending (1 adult per 5 students) to be able to submit your registration. Please contact Ann at [aday7@emich.edu](mailto:aday7@emich.edu) if you have any questions on submitting your registration. Please note: Registration for this conference will open on Monday, March 14, 2022, and close on March 22, 2022.



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 2016-2022.

## **Deadlines and Late Fees**

A \$15.00 per delegate late fee will be added for all registrations and payments that do not meet the above deadlines. 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.

Michigan DECA accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). **Payments made by students/parents should be turned over to the school and have a school check issued to Michigan DECA. We are only able to accept personal checks from chapter advisors.**

## **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 4, 2022 and 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 (distributed at the SCDC Advisor Meeting and posted online). 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.

**Any refunds will be processed to the school's account, and not a specific individual.**

Please be aware that airline tickets are not refundable.

## **Travel Information**

Michigan has reserved flights 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 credit for each registered attendee.

## **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.

**Students MUST have their membership paid in full before being allowed to register for the conference.**

# International Conference Hotel Information

**All hotel reservations must be made through Michigan DECA. Hotel rewards and/or loyalty points may not be used.**

## 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 hotels. 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

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. We are not able to accept personal checks. **Any refunds will be processed to the school's account, and not a specific individual.**

# 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, 2022. 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, please email Ann (requests cannot be guaranteed). 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.

If any businessperson(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.

# International Conference Information

**NEW FOR 2022:** All international competitive events (*does not apply to our state Chapter Awards Program or Merit Awards Program events*) with a written entry component will require that the written entry be submitted online prior to the DECA International Career Development Conference. The deadline for submission through the online competition submission portal is April 7, 2022. The written entry will be evaluated prior to ICDC.

As a result, during the 2022 DECA International Career Development Conference, preliminary presentations for international written events without an exam component will present to the judge on Sunday, April 24, 2022. Finalists will continue to be announced Tuesday morning. This includes events in these categories:

- Business Operations Research Events
- Project Management Events
- Entrepreneurship Written Events

Furthermore, Principles of Business Administration, Personal Financial Literacy, Individual Series, Team Decision Making, Integrated Marketing Campaign, Professional Selling and Consulting, and School-based Enterprise competition events will begin presentations with judges on the morning of Monday, April 25, 2022. There will be no events that begin in the afternoon as in the past.

## Registration Materials Distribution

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

## Weather

You can expect sunny days with temperatures in the 70's and nights in the 50's during our stay in Atlanta.

## Transportation

- DECA provides shuttles from our hotel to the convention center. Schedules will be posted in the hotel.
- Atlanta has a light rail system (MARTA) that makes getting around quite convenient.
- We do not recommend renting cars in Atlanta, due to the high cost of parking at hotels and the convention center. Downtown is very walkable, with most hotels within a few blocks of the convention center, arena, and attractions.

## DECA Blazers Are Required

DECA Blazers will be required for competition and anyone going on the stage (scholarship recipients, MDA award recipients, competition winners, etc.) at the International Conference. Please plan on purchasing a blazer from ShopDECA if you need one. Usually, blazer pre-orders are due by April 1st; after that date, no pre-orders will be taken, and blazers must be purchased at the conference. If you do need to purchase a blazer at the conference, plan on going to the ShopDECA booth when you arrive at the conference to ensure they have your size in stock.

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 <http://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.**

# International Conference Information

## Tentative Agenda

### Friday, April 22, 2022

	Chapters Arrive	
11:00 p.m.	Curfew	Assigned Hotel

### Saturday, April 23, 2022

	State Meeting	Assigned Hotel
8:30 p.m. - 10:00 p.m.	Opening Session	Mercedes-Benz Stadium
10:30 p.m. - 11:00 p.m.	Advisor Meeting	Assigned Hotel
11:00 p.m.	Curfew	Assigned Hotel

### Sunday, April 24, 2022

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

### Monday, April 25, 2022

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

### Tuesday, April 26, 2022

8:00 a.m. - 10:30 a.m.	Second General Session	Mercedes-Benz Stadium
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	Mercedes-Benz Stadium
11:30 p.m.	Curfew	Assigned Hotel

### Wednesday, April 27, 2022

Chapters Return Home

# COVID-19 Acknowledgement and Liability Waiver

**ALL conference participants will be required to complete and turn in this fully signed form when arriving at any Michigan DECA conference.**



Michigan DECA has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Michigan DECA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending Michigan DECA’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by Michigan DECA, the event’s host hotel, the event’s suppliers, and partners, and/or established by the CDC and state or local authorities.

**I specifically affirm and attest to the following, to the best of my knowledge:**

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell.
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19.
- I have not been diagnosed with COVID-19 and/or have been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance.
- If I (a) develop any symptom of COVID-19, (b) come in close contact with someone with a suspected or confirmed case of COVID-19, or (c) am diagnosed with COVID-19, I will not attend the event.
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless Michigan DECA, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Michigan DECA, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.

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Delegate’s Printed Name

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Date

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Delegate’s Signature

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Parent/Guardian’s Signature *(required if under 18)*

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Date

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Principal’s Signature

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Date