



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE  
QUALIFIER NOT ATTENDING FORM

**DEADLINE: MARCH 15, 2022, OR SOONER**

We owe it to provide the opportunity for all eligible members to be able to compete and represent Michigan at the International Career Development Conference.

**Chapters that do not submit this form by the deadline and have qualifiers that does not attend the conference, will be removed from being eligible to have an alternate attend for the next year.**

Please complete this form if you had a student or team qualify to attend the International Conference and they are **NOT** able to attend. This will allow Michigan DECA to notify the next qualifier in a timely manner. Refer to the Substitution Policy below regarding Team Events.

School

Student and/or team not attending the International Conference

Competitive Event student and/or team had qualified in

Advisor Signature

Date

**Substitution Policy: (Refer to the Michigan DECA Guide)**

No substitutions will be allowed in the Individual Events, Team Events, Introductory Core Events or Leadership & Teamwork Events. If one member of a team cannot attend the next level of competition, no one may be substituted in his or her place. If the event requires a minimum number of team members (i.e. TDM Events), the original team will not advance and the alternate team will be called to attend the next level of competition. The remaining team member(s) will not be allowed to attend the conference or compete.

For Written Events, only one of the team members may be substituted between levels of competition, and the team size may not increase from the original number registered. For example, if a Finance Operations Research Project was entered with John and Mary as the participants and qualified at the State Conference to advance to the International Level, no additional participants may be added. If either Mary or John couldn't attend the ICDC, then the other could compete alone, or one of them may be substituted, but one of the original members has to participate. The team size could not increase from 2 to 3 participants.

For All Written Events, the names on the submitted written projects must be the same as those on the conference registration form. If the names are different, and do not follow the substitution rules, the entry will be disqualified.

**PLEASE SEND THIS FORM BY MARCH 15TH OR SOONER**  
**Scan and email to [dwait@emich.edu](mailto:dwait@emich.edu)**