



Chapter Registration Instructions

For the International Conference

- The Conference Registration Portal will close on March 18, 2022 at 11:59 p.m.
- Conference registration fee is \$369 per person.
- A \$40 per person credit is available if you book through Cadillac Travel.
- Changes can be made using the portal during the conference registration period, until final close on March 18. Email Ann (aday7@emich.edu) for changes after March 18.
- Deletions/cancellations can be made using the portal through final close on March 18, without having to pay their registration rate. After March 18, submit the International Conference Cancellation Form (available on the Forms page of mideca.org). Please note that cancellation fees will apply to any refunds available, depending on date of cancellation. Housing refunds may not be possible if other roommates are still occupying the hotel room.
 - After March 18, 2022 - \$100.00 cancellation fee
 - After March 23, 2022 - \$200.00 cancellation fee
 - After March 30, 2022 - \$300.00 cancellation fee
 - After April 6, 2022 - \$400.00 cancellation fee

**Qualifier Not Attending
Forms are due
March 15 or sooner!**

1. Open the Michigan DECA International Conference Registration Portal at <https://www.decaregistration.com/mi-icdc>
2. Click on the REGISTRATION button, and login using the same username and password that you use for the DECA Membership Portal.
3. Update your information for this conference, to make sure you will receive confirmations and invoices. Make corrections, and complete required fields (marked with an *).
 - Select your applicable arrival date (Thursday 4-21-2022, Friday, 4-22-2022, or Saturday 4-23-2022), and your departure date (Wednesday 4-27-2022). *Note: Opening Session is Saturday evening, and the International Awards Sessions are Tuesday morning AND Tuesday evening.*
 - Answer the questions at the bottom as to your second and third choices of hotel. Your first choice of hotel will be the hotel you choose when you assign your attendees to rooms.
 - Click SAVE when finished. This takes you to the registration screen.
 - If you need to change any information, you can click on the school name at the top of the registration page to edit or change the school or hotel information you just submitted.
4. To register students, click on the ADD STUDENT MEMBER button. Your registered student DECA members will be listed.
 - Choose a participant type (Student) for each student that is competing at the International Conference.
 - Choose a shirt size for each student. (REQUIRED)
 - Double check that their gender is correct, as we will count Michigan DECA ties and scarves from this selection.
 - Click SAVE at the bottom of your student member list. This will take you to your list of attendees.
5. To add the appropriate Competition event for students - each student may only be registered for 1 event or academy.
 - Click on EDIT & SELECT EVENTS next to the student's name.
 - The chart you see is only for the student listed near the top of the page.
 - Place a check next to the correct event.
 - For team events, keep the #1 in the team number column for both students on the team. You will only change the number when you register a second team in the same event.
 - Click SAVE and repeat for all other students that are attending.
 - To make sure you have entered all the student's events correctly, click on the REVIEW EVENTS button to review. If you need to change anything, go back to the Main screen and repeat the process.

Continued on next page

6. To register adults, click on the ADD NON-STUDENT button. **You are required to have a minimum of 1 adult for every 6 students.** The portal will not let you submit if your adult-to-student ratio is not met.
 - Type in the name.
 - Choose a participant type (Advisor, Chaperone or Judge) and gender.
 - Advisors and Chaperones will be automatically assigned to assist with one of the competitive events that Michigan DECA coordinates.
 - Note: If any student’s parents are traveling with your chapter, they must be registered as a Chaperone, pay the registration rate listed, and assist competition or judge during their scheduled time.
 - Provide the cell phone number and email address for advisors (required for all adults). You may choose to opt-out of texts from DECA Inc. for chaperones. Michigan DECA will still require a cell phone number for all adults, and will use this only in the event that we need to reach your chapter regarding students, competition, or adult assignments. We will only share the data among Michigan DECA staff and Michigan DECA Advisors that have volunteered to run competitive events. All data is erased after the conference.
 - Choose a shirt size for each. (REQUIRED)
 - Click SAVE and repeat for additional attendees.
7. **If you are traveling by air booked through Cadillac Travel**, click on ITEMS next to each person’s name, then click on the travel credit to claim your \$40 per person credit. Click SAVE. *Note: this credit is only applicable for air travel booked with Cadillac Travel. If you claim this credit, and you have not booked with Cadillac, you will be invoiced to repay this credit.*
8. If special accommodations at the conference are needed, please do not submit through the portal.
 - For Hotel accommodations, please email Dave at dwait@emich.edu
 - Competition Accommodations Form is to be submitted to DECA Inc. using this webform: https://deca.formstack.com/forms/services_for_special_need_students

Housing must be assigned for all participants. All hotel rooms must be booked and paid through Michigan DECA. Hotel rewards and/or loyalty points may not be used.

Michigan DECA will match roommates for non-full student rooms in order to maximize the number of hotel rooms we have available at each property. Please send an email to Ann if you wish us to match your students with another chapter, if you have not made arrangements to share with a specific chapter already.

Sharing Rooms - Please keep the following in mind if you arrange to share rooms with other schools:

- Both schools need to select the same hotel.
- If you request a student to room with a specific school, and the combined roommates do not fill a quad room, that will make it difficult for us to fill the room as a quad.
- It is generally easier for us to fill a double room than a triple room.
- If the schools are arriving/departing on different days, then the school arriving first/departing last will be charged for the balance of the cost of the room for the night.
- If the share cancels, then the other school may be charged for the balance of the cost for the room.

If you’ve already made arrangements to share rooms with a specific chapter: After both chapters have started (but not finalized) their conference and housing registrations on the online Conference Registration Portal, one of the chapters will click on the link that says “ADD FROM ANOTHER CHAPTER”, select the chapter, then the attendees name, and add them to one of your hotel rooms. The system will split the cost of the room between each chapter, and the charges will appear on each chapter’s housing invoice.

Room types available at each of the hotels:

JW Marriott - Buckhead

- King Room (1 king bed for 1-2 people) \$245 per room, per night
- Two Bedded Queen Room (2-4 people) \$245 per room, per night

Westin - Buckhead

- Two Double Bedded Room (2-4 people) \$226 per room, per night

Intercontinental – Buckhead

- King Room (1 king bed for 1-2 people) \$226 per room, per night
- Two Double Bedded Room (2-4 people) \$245 per room, per night

Embassy Suites – Buckhead

- King Room (1 king bed with a sofa-sleeper for 1-3 people) \$250 per room, per night
- 2 Bedroom Suites (suite with two rooms, each with a king bed) - this option is only for Advisors and Chaperones - \$250 per room, per night
- Two Bedded Queen Room (2-5 people) \$250 per room, per night

9. Select the HOUSING button. You will see your list of attendees.
 - A) Choose a ROOM TYPE (see descriptions on the next page).
 - B) ROOM # (i.e., 1, 2, 3, etc.) from the drop-down menu.
 - C) Place a check mark next to each name(s) of the individual(s) to be assigned to that room, and then click ADD TO ROOM.
 - D) Repeat steps 11A-11C until all of your attendees have been assigned to rooms.
10. To finalize and submit your housing, click SUBMIT HOTEL RESERVATION. If you see any error messages, they need to be corrected before housing can be submitted.
11. To finalize and submit your conference registration, on the main screen:
 - Proofread the student's events, click on the REVIEW EVENTS button to review. If you need to change anything, go back to the Main screen and repeat step #6.
 - You must agree to the Chapter policies listed by checking the box.
 - Click the FINISH REGISTRATION button at the bottom of the screen. If you see any error messages, they need to be corrected before registration can be submitted.
12. Print the INVOICE for yourself and your bookkeeper(s). Submit the registration and housing invoice promptly to avoid any late payment penalties.
 - Payment is due by April 10, 2022.
 - **Michigan DECA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form before March 18, 2022**, posted on <https://mideca.org/forms-files/>. The form must have the required signature from the Bookkeeper/Accounts Payable Dept. The extension will not be granted if the form is submitted after March 18, 2022.
13. **You may make changes to your submitted conference registration through March 18, 2022. Log into the portal, and repeat the steps above. Refer to page 1 for deadlines. Remember to click the FINISH REGISTRATION button to check for problems and to re-submit your registration after ANY changes, and get your new invoice.**



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