



NEW ADVISOR'S GUIDE FOR 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 <https://mideca.org/forms-files/>
- You will receive a packet from Michigan DECA that lists the District Conference finalists. 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 inform Michigan DECA, so we can call up the alternate.** 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). Guidelines are at the bottom of <https://mideca.org/forms-files/>
- Register your members for the conference and hotel via the online Chapter Registration Portal. Step-by-step instructions will be available on <https://mideca.org/forms-files/>
 - **The registration deadline for the State Conference is February 8, 2023.**
- Michigan DECA will assign schools to hotels starting February 10, 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.
- (If Applicable) Some of the Written Event projects, in the Chapter Awards Project or the Merit Award Project will be required to submit the completed project (in the proper hard copy format, in the correct binder or folio) to Michigan DECA by **February 15, 2023**. If you are mailing projects, please send by UPS so that it arrives at our office by February 15, 2023. We will review the work, upload to TurnItIn.com for a plagiarism review, and assign penalty points. The written content may be judged before the conference. *Students will have their orientation and interview on Thursday, March 9, 2023, at the State Conference.* Refer to the Written Event Submission Guidelines posted on <https://mideca.org/forms-files/> for complete details.
- Written Event projects and the Merit Awards Project will be required to be digitally uploaded through the Conference Registration Portal by February 15, 2023. Instructions will be posted on <https://mideca.org/forms-files/>
- 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

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.
- 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. You will register your Proctor in the conference registration portal when you register yourself, your students, and any chaperones attending.
- Register your members for the conference via the online conference registration portal. Step-by-step instructions will be posted on <https://mideca.org/forms-files/>
 - **The registration deadline for the District Conference is November 22, 2022**
 - **Late registrations are available from Nov 23 to Dec 6 with a late fee per person added.**
 - 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.
- Review the Online Testing Procedures for the Cluster Exams. Select one of the available testing windows to administer the online tests. Choose either February 21-23 or February 28-March 2.
- Secure a computer lab for testing.

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 <https://mideca.org/forms-files/>
- Once all your students have completed their test, your Proctor will 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. Perhaps consider holding a Professional Dress Day. The dress code is posted on the Forms page at <https://mideca.org/forms-files/>
- Distribute the Student Code of Conduct Form (on <https://mideca.org/forms-files/>) 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 the COVID-19 Waiver Form (on <https://mideca.org/forms-files/>) to each person (adults and students) attending the conference. The forms must be completed and signed by all parties prior to arriving at the conference. **A completed form for each attendee must be brought with you and turned in when you arrive at the conference. Do not send these to Michigan DECA.**

- Distribute permission forms or other travel documents, as required by your school for each student. A sample letter to parents is available on the Forms page <https://mideca.org/forms-files/> 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 need to meet to ride to the conference and the expected time to return 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 one meal ticket for the Huntington Place 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 you'll be part of a team that will be administering each event, you won't be alone.

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, smartphones, smartwatches, iPads, iPods, AirPods/wireless or wired earbuds, PDAs, programmable calculators, and graphing calculators may not be used or worn during competition, which includes during prep-time, waiting for judges, and during competition.**
- Review when and where they need to meet to ride to the conference and the expected time to return to school.
- Double and triple check to be sure that you have a completed and signed Student 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.

Thursday – 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 Huntington Place, or at/near your hotel. Check the conference information that we send before the conference for your assigned registration location.
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, People Mover passes, 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 Huntington Place.
 - Location & times for your students to take the Math and/or Economics tests on Friday.
 - Encourage your students to visit the Exhibitors Area and fill out the "Visit the Exhibitors" Form
 - Meeting place before traveling to the Friday evening entertainment session at Huntington Place.
 - Times and procedures for the Awards Session on Saturday morning at Huntington Place.
 - Curfew, dress code, conduct and other information.
- Attend the Opening Session at Huntington Place.

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 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 instructions will be posted online on the forms page.
 - **The registration deadline for the International Conference is March 17, 2022!**

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