2023 WRITTEN EVENT SUBMISSION GUIDELINES

Michigan DECA will use an online submission process for most of the written events at the State Conference. We will not hold a Written Event Screening day. The screening will be done online by a group of individuals that have been selected to assist with the process.

The following requirements are in effect for written events submitted to Michigan DECA for the State Conference only. These requirements are in addition to the guidelines set by National DECA.

Events submitted online AND submitted hard copies:

Each of the Written Events listed below must have a digital copy submitted online AND ALSO a hard copy sent to the Michigan DECA Office. Projects must be uploaded to the Competition Portal during the window of February 9-15, 2023.
Hard copies must arrive to the Michigan DECA Office by February 15, 2023.

- Innovation Plan (EIP)
- Integrated Marketing Campaign Event (IMCE)
- Integrated Marketing Campaign Product (IMCP)
- Integrated Marketing Campaign Service (IMCS)
- Start–Up Business Plan (ESB)
- Merit Award Program (MAP) - **Gold level projects only**
- Chapter Awards Program (CAP) – *no digital copy uploaded, only a hard copy needed*

1. All students competing at the State Conference MUST be included on the chapter's submitted conference registration before you can upload projects.

2. Advisors are responsible to ensure that the written projects are submitted under the correct event and that team members paired correctly. If Michigan DECA discovers that an event has been submitted incorrectly (for example, a BOR project submitted as BMOR), a $25 fee per project will be accessed.

3. The DECA Written Event Statement of Assurances and Academic Integrity form *(on page 59 of the national DECA Guide)*, certifying the originality of the work must be signed by the advisor and each student listed on the event before the event is submitted. The Statement of Assurances and Academic Integrity form must be the first page of each entry. Only those students who signed the Statement of Assurances and Academic Integrity form and have been included on the chapter's registration will be allowed to compete in the event. The signature(s) must be either physical signatures or digital signatures. Typed names in a font will not be accepted as signatures.

4. **All content must be original work of the student(s) that signed the DECA Statement of Assurances and Academic Integrity form. No part of the written project can be previously entered into competition or submitted in another DECA competitive event.** Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference and are not eligible for a refund of the conference registration fee.

5. We strongly recommend that these projects have a minimum number of pages of at least half of the maximum pages allowed.

6. Entries must be in the following order: completed and signed DECA Statement of Assurances and Academic Integrity form, Cover Page, then the actual event following the guidelines set by DECA. (Do not include any evaluation forms.)

7. Chapter Advisors should review the work of the students and only submit written events that are a positive reflection on their chapter and their school.

8. Any project that receives 25 or more penalty points will not be eligible to compete or attend the State Conference. (MAP project threshold is 30 penalty points, and CAP is 40 penalty points.) The registration fee will be refunded at the 50% refund rate.

9. All entries must be digitally uploaded during the window of February 9-15, 2023, through the online competition submission portal. Complete instructions on how to upload projects will be provided in January.

10. The original project must be submitted in an official DECA written event folio [ShopDECA SKU: 4WEFO-LI]. (For Chapter Awards Program, refer to the CAP guidelines for specific information). No markings, tape or other material should be attached to the binder. Older versions of the folio are acceptable.

11. The hard copies of the project must be mailed to the Michigan DECA office to be received by February 15, 2023. We strongly recommend shipping with a service that offers tracking of packages. Late arrivals will not be judged, so be sure that it arrives by February 15, 2023. We do not received shipments on the weekends, even if you have paid extra for the service.

12. A team of volunteer advisors will review the projects online to access penalty points prior to the conference.

13. Michigan DECA staff will upload all entries to TurnItIn.com to be screened for plagiarism. The entries will be screened by Michigan DECA staff by the end of February. Evidence of plagiarism or cheating shall result in the student (and partner, if applicable) being disqualified from competition. No refunds will be given for disqualified dropped students.

14. Judges will be recruited to evaluate the presentation and written entry at the State Conference.

Written Event Competition at the DECA International Conference:

The following does not apply to Chapter Awards Program or Merit Awards Program, see the event's guidelines for competition information at ICDC.

1. Any project that receives penalty points at the State Conference must be corrected prior to being submitted at the International Conference.

2. All international competitive 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 6, 2023.

3. Preliminary presentations for international written events without an exam component will present to the judge on Sunday, April 23, 2023. The written entry will be evaluated prior to ICDC. No competition will take place on Monday for these events. Finalists will continue to be announced Tuesday morning. This includes events in these categories:
   • Business Operations Events
   • Project Management Events
   • Entrepreneurship Written Events
   • Stock Market Game

4. Penalty Points will be accessed for international written events to only the finalists' projects after the preliminary presentations, to determine the event finalists. Not every project will be accessed for penalty points.