

# International Conference Registration Information

## Deadlines:

**February 15 - Membership Invoices must be paid by this date to be eligible to attend ICDC**

**March 15 - Qualifier Not Attending Form Due to Michigan DECA**

**March 17 - Travel Forms Due to travel agency**

**March 17 - Housing and Registration Due through the Conference Registration Portal**

**April 10 - Final Payment Deadline**

Orlando is always a fun 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>

**Membership Invoices MUST be PAID IN FULL by February 15 to be eligible to register and attend the 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 13, 2023, and close on March 17, 2023.

### **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 9, 2023, 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.**

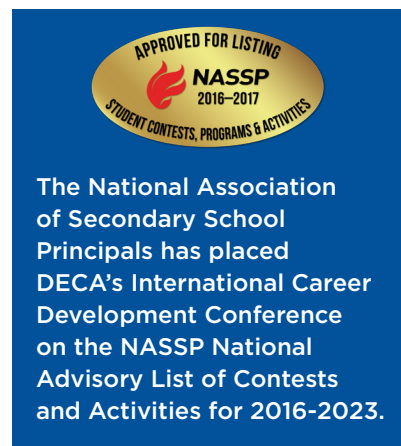
Please be aware that airline tickets are not refundable.

### **Travel Information**

Michigan has reserved flights with a travel agency 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 the travel agency will receive a credit for each registered attendee off of their registration balance. .

### **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. **Membership Invoices MUST be PAID IN FULL by February 15 to be eligible to attend 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.**

Michigan DECA has been assigned to the Hilton Buena Vista Palace, across from Disney Springs.  
1900 E Buena Vista Dr, Lake Buena Vista, FL 32830  
Phone: (407) 827-2727  
<https://www.buonavistapalace.com/>

## 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, consider finding roommates from another chapter. **Michigan DECA will not be matching attendees to fill hotel rooms.** Advisors should contact other advisors if you would like to house your students with another school to fill rooms.

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. There is a chance that we may have to change a double bedded room type requested for 2-3 students to a room with one king bed.

## 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. **Michigan DECA will not be matching attendees to fill hotel rooms.** Advisors should contact other advisors if you would like to fill rooms. **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 may 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, 2023. 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 year's 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 and Closing 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	7
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, they will be required to assist with competition.

# International Conference Information

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 6, 2023. The written entry will be evaluated prior to ICDC.

As a result, during the 2023 DECA International Career Development Conference, preliminary presentations for international written events without an exam component will present to the judge on Sunday, April 23, 2023. 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 24, 2023. 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 80's and nights in the 60's during our stay in Orlando.

## Transportation

- DECA provides shuttles from our hotel to the convention center. Schedules will be posted in the hotel.
- We do not recommend renting cars in Orlando, due to the high cost of parking at hotels and the convention center.

## 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 21, 2023

	Chapters Arrive	
8:00 - 9:30 p.m.	Advisor Registration	Hilton Buena Vista Palace
10:00 p.m.	State Meeting	Hilton Buena Vista Palace
11:00 p.m.	Curfew	Hilton Buena Vista Palace

### Saturday, April 22, 2023

8:30 p.m. - 10:00 p.m.	Opening Session	Convention Center
10:30 p.m. - 11:00 p.m.	Advisor Meeting	Hilton Buena Vista Palace
11:00 p.m.	Curfew	Hilton Buena Vista Palace

### Sunday, April 23, 2023

	Leadership Academies	Convention Center
9:00 a.m. - 12:00 p.m.	State Competitive Events	Hilton Buena Vista Palace
	International Competitive Events	Convention Center
11:00 p.m.	Curfew	Hilton Buena Vista Palace

### Monday, April 24, 2023

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

### Tuesday, April 25, 2023

8:00 a.m. - 10:30 a.m.	Second General Session	Convention Center
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	Convention Center
11:30 p.m.	Curfew	Hilton Buena Vista Palace

### Wednesday, April 26, 2023

Chapters Return Home