



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE 2023



MICHIGAN REGISTRATION GUIDE
APRIL 21-26 | ORLANDO



2023 INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

APRIL 21-26, 2023 | ORLANDO, FLORIDA

The registration portal will open and the link will be in the ICDC instructions packet, which will be posted by Sunday, March 12 on <https://mideca.org/forms-files/>

DEADLINES	
February 15, 2023	ICDC Competitors' Final Membership Eligibility – all membership invoices must have been paid by this date to register for ICDC
March 15 or sooner	Qualifier Not Attending Form to MI DECA
March 17	Housing and Registration deadline due in online registration portal
March 17	Forms due to Cadillac Travel for flights <i>The deadline to drop or release seats that you are holding is within 24 hours of receiving your confirmation. Any seats not confirmed within 24 hours will be dropped and offered to another school.</i>
March 24	Payment due to Cadillac Travel, if applicable
March 24	Deadline for chapters to submit accommodation requests to DECA Inc. https://deca.formstack.com/forms/services_for_special_need_students
April 1	Last day to order DECA blazers from ShopDECA. All students appearing before a judge must have a DECA blazer.
April 6	Deadline for chapters to upload qualifying written entry submissions
April 6	Deadline for Michigan DECA to submit any changes to competitive events registration
April 10	Payment deadline to Michigan DECA



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE QUALIFIER NOT ATTENDING FORM

DEADLINE: MARCH 15, 2023, 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

REGISTRATION INFORMATION

<p>Registration</p>	<p>\$515.00 per attendee if registered by March 17 and paid before April 10, 2023.</p> <p>Chapter advisors must submit conference registration and housing for DECA’s International Career Development Conference in the online conference registration portal.</p> <ul style="list-style-type: none"> ▪ DECA Inc. provides a clear backpack bag, name badge/lanyard, conference lapel pin, conference program and app. ▪ Michigan DECA provides a state shirt, Michigan trading pins, a ticket to Monday’s DECA Night at Universal Studios (includes roundtrip transportation from our hotel), and a 1 day Walt Disney World park hopper ticket. <i>(See next page about the Disney tickets.)</i> ▪ The registration fee applies to student members, advisors, chaperones, and guests. ▪ If you purchase theme park tickets on your own, you will not receive a refund for the tickets that are included in the Michigan DECA registration package.
<p>Eligibility</p>	<p>All students must qualify in an event or academy to attend. The only non-competing students that will be allowed to attend are children of Advisors.</p> <p>All membership invoices must have been paid by February 15, 2023 to register for ICDC. Any student on an unpaid membership invoice or one not paid by the deadline will be prevented from registering for the conference, regardless if they qualified in an event or an academy.</p>
<p>Supervision and Adult Assignments</p>	<ul style="list-style-type: none"> ▪ One adult must attend for every 6 students ▪ All adults will be assigned a role to assist during the conference. ▪ DECA now requires all states to provide judges. Any chaperone that is attending and is not a school district employee will be assigned to judge.
<p>Parents and Family</p>	<ul style="list-style-type: none"> ▪ Family members of your chapter’s attendees are welcome to stay with Michigan DECA in our assigned hotel, but they are considered part of the Michigan delegation, so they must also register for the conference and pay the regular registration fee. ▪ All adults must be approved by the chapter’s administration to be a school chaperone. ▪ All attendees will need to be included on the chapter’s registration, housing, and adhere to the same deadlines and policies. ▪ Payments made by students/parents must be turned into the school and have a school check issued to Michigan DECA.
<p>Required Activities</p>	<ul style="list-style-type: none"> ▪ As stated in the delegate code of conduct, all students and advisors are required to attend ALL 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.
<p>Refunds</p>	<p>Any participants cancelled after March 17, 2023, will be responsible for the following cancellation fee, which will be subtracted from any refunds available. Housing refunds may not be possible if other roommates are still occupying the hotel room. <i>This cancellation fee is in addition to any airline cancellation fees that may be charged.</i></p> <ul style="list-style-type: none"> ◆ After March 17, 2023 - \$100.00 cancellation fee ◆ After March 24, 2023 - \$200.00 cancellation fee ◆ After March 31, 2023 - \$300.00 cancellation fee ◆ After April 6, 2023 - \$400.00 cancellation fee <p>Any refunds for cancellations will be processed to the school, and not a specific individual.</p>

Payments	<ul style="list-style-type: none"> Michigan DECA accepts payments in the form of check, money order, and credit cards with a 3% processing fee. Payments made by students/parents must be turned into the school and have a school check issued to Michigan DECA. We are only able to accept personal checks from chapter advisors.
About the Walt Disney World One Day Park Hopper Ticket	<ul style="list-style-type: none"> Every paid attendee will receive a ONE DAY park hopper Walt Disney World ticket. You MUST select in the conference registration portal, either the Magic Kingdom or Hollywood Studios to start your day at Disney. The ticket will be voided if you do not start at the park you select. This choice will be for all tickets in your chapter. You also MUST select in the conference registration portal, which day your entire chapter wishes to use your park hopper tickets; Friday, Saturday, or Sunday. After entering that first park, you will be able to visit a different park(s) starting at 2PM until each park's regularly scheduled closure.

HOUSING INFORMATION

Michigan DECA has been assigned to:
Hilton Buena Vista Palace, 1900 E Buena Vista Dr, Lake Buena Vista, FL 32830 407-827-2727
<https://www.buenavistapalace.com/>

The hotel has an outdoor pool with a lazy river, a convenience store, a small café with freshly made food, and a pantry. The bar area at the pool also offers lunch and dinner. Conveniently located across the street from Disney Springs, an outdoor complex with restaurants, shopping, a movie theatre, bowling alley, and live music. The hotel offers a free shuttle to the Disney parks.

Rooms	<p>Rooms are \$248.00 per night (including taxes), which break down to:</p> <ul style="list-style-type: none"> Single Room (1 person) - \$1240.00 per person, for a 5 night stay Double Room (2 people) - \$620.00 per person, for a 5 night stay* Triple Room(3 people) - \$413.34 per person, for a 5 night stay* Quad Room (4 people) - \$310.00 per person, for a 5 night stay* <p><i>*Each room must have the required number of occupants specified to fully pay for cost of room.</i></p>
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Housing Information	<ul style="list-style-type: none"> All attendees must stay in the official hotel assigned to Michigan in order to register for the conference. All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session. If our hotel block fills up, the last registrations received will be assigned to a different hotel. No rewards points or travel vouchers may be used due to the group booking rates.
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Room Sharing	<ul style="list-style-type: none"> Michigan DECA is limited to a set number of double/double rooms at our hotel. Because of this, chapters must house the majority of their students in quad rooms. Advisors should contact other advisors when they need to match up students to create quad rooms. Michigan DECA will pair students that are in single or double rooms. Please note that the chapter will be responsible for any additional housing costs if we are not able to fill a room. Two students may not stay in a room with two double beds. Advisors that wish to share a room should contact other schools to find a roommate. If a chapter arranges to share a room with a chapter that is arriving earlier or staying longer, the chapter staying additional nights will be charged the difference.
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TRAVEL INFORMATION

Flights	<p>Cadillac Travel is Michigan DECA’s official travel provider.</p> <ul style="list-style-type: none"> • If you book your travel through Cadillac Travel, you may claim a \$20 credit per person off of your conference registration. • The deadline to drop or release seats that you are holding is within 24 hours of receiving your confirmation. Any seats not confirmed within 24 hours will be dropped and offered to another school. <p>You may also book your travel on your own without claiming the registration credit.</p>
Transportation	<p>DECA will provide transportation between our hotel and the Orange County Convention Center.</p> <p>Because of the high parking rates at the hotel and in Orlando, we do not recommend renting a car. But if you choose to rent a car in Orlando, you will be responsible to pay the daily parking rate at the hotel and/or convention center.</p>

ADDITIONAL INFORMATION

National Advisory List of Student Contests, Programs and Activities	<p>The National Association of Secondary School Principals has placed this program on the NASSP National List of Approved Student Contests, Programs and Activities for 2021-2022.</p>	
Non-Discrimination Policy	<p>DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.</p>	
For Additional Details	<p>This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at www.deca.org/icdc.</p>	

FRIDAY, APRIL 21

8:00 AM – 6:00 PM	CHARTERED ASSOCIATION ADVISOR CHECK-IN <i>Chapter advisors register with their chartered association advisor at their assigned hotel</i>	W206
8:00 AM – 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
8:00 AM – 9:00 PM	SHOP DECA + BLAZER SHOP	W205
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	W305

SATURDAY, APRIL 22

7:00 AM – 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM – 8:30 PM	SHOP DECA + BLAZER SHOP	W205
9:00 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	W207BC
9:30 AM – 5:00 PM	DECA DAY IN THE PARKS <i>Advance ticket purchase required</i>	Walt Disney World Resort® Universal Orlando Resort™
10:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	
1:00 PM – 5:00 PM	EXHIBIT BOOTH SET-UP	WB2
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	WA1-4
7:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	W305
8:30 PM	GRAND OPENING SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

SUNDAY, APRIL 23

7:00 AM – 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:00 AM – 5:00 PM	SHOP DECA + BLAZER SHOP	W205
7:30 AM	JUDGES' ORIENTATION	WB4
8:00 AM – 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Intuit and Otis Spunkmeyer</i>	
8:00 AM – 4:00 PM	EMERGING LEADER SERIES	OCCC
8:00 AM – 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA <i>Advisors only from 8:00 AM - 9:00 AM</i>	WB2
8:00 AM – 5:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	WC + Valencia Ballroom
8:00 AM – 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Market Game, Virtual Business Challenge</i>	WB4 + WB2
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING	OCCC
9:00 AM – 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
9:30 AM – 1:00 PM	EXECUTIVE MENTOR PROGRAM	OCCC
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association by invitation only</i>	W305
12:30 PM – 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Intuit and Otis Spunkmeyer</i>	
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	OCCC
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

MONDAY, APRIL 24

7:00 AM – 5:00 PM	SHOP DECA	W205
7:00 AM – 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:30 AM	JUDGES' ORIENTATION	WB4
8:00 AM – 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	WB2
8:00 AM – 4:30 PM	EMERGING LEADER SERIES	OCCC
8:00 AM – 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise, Virtual Business Challenge</i>	WB1 + WB2 + WB4
8:30 AM – 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University by invitation only</i>	W305
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
12:00 PM – 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by U.S. Army by invitation only</i>	
2:00 PM – 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <i>by invitation only</i>	W305
2:30 PM – 4:30 PM	MEET THE CANDIDATES SESSION <i>Open to all members</i>	
3:30 PM – 4:30 PM	COMPETITIVE EVENTS UPDATE <i>Advisors only</i>	
5:00 PM – 11:00 PM	DECA NIGHT AT UNIVERSAL ORLANDO <i>with roundtrip transportation from hotel</i> <i>All paid Michigan attendees will attend this event as part of our registration package.</i>	Universal Orlando Resort™
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

TUESDAY, APRIL 25

7:30 AM – 10:30 AM	JUDGES' ORIENTATION	WB4
7:30 AM – 6:00 PM	HEADQUARTERS	W206
8:00 AM	ACHIEVEMENT AWARDS SESSION	WA1-4
8:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	W205
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	WB4
12:00 PM	BUSINESS + ELECTION SESSION	
7:00 PM – 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners by invitation only</i>	W203
8:30 PM	GRAND AWARDS SESSION	WA1-4
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

WEDNESDAY, APRIL 26

	CHAPTERS TRAVEL HOME	
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Check deca.org/icdc for updates. Events will be held in the **ORANGE COUNTY CONVENTION CENTER** unless otherwise noted.

As an integral part of the classroom curriculum, DECA's industry-validated competitive events are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's flagship evaluation process involves students in both a written component such as an exam or report and an interactive component with an industry professional serving as a judge. DECA's competitive events directly contribute to every student being college and career ready when they graduate from high school.

QUALIFICATIONS FOR ENTERING INTERNATIONAL CONFERENCE COMPETITIVE EVENTS

- All participants must be active members of DECA with the current year's dues on file with DECA Inc. prior to February 15 of the current school year.
- All participants and written entries must be approved and authorized for entering competition by their chartered association through official competitive events registration forms.
- All participants and written entries must meet the specifications set forth for each activity.
- All participants must have participated in chartered association, district and/or local competition, or qualified through online competition.
- All entry forms and creative entries must be submitted by the chartered association advisor or designee according to announced deadlines.
- A participant may enter only one of the competitive events with a participatory component during DECA's International Career Development Conference.
- No additions or substitutions may be registered for competition after the deadline set forth by DECA Inc.
- A written entry may not be entered in more than one ICDC competitive event during a given year.
- Once a written entry is entered in ICDC competition, the identical content material may not be entered in ICDC competition again.
- All participants must attend the briefing sessions scheduled for their competitive event during the international conference, if scheduled.
- Participants are required to follow the official DECA dress code outlined on page 39.
- All written entries must include a signed copy of DECA's Written Event Statement of Assurances and Academic Integrity (page 59) of the DECA Guide.
- Participants must bring a photo ID to all event briefings, testing sessions and presentations. If a photo ID is not available, an advisor must verify the participant's identity.

COMPETITIVE EVENT CATEGORY	THURSDAY APRIL 6	SUNDAY APRIL 23	MONDAY APRIL 24	TUESDAY APRIL 25
Principles of Business Administration Events Team Decision Making Events Individual Series Events Personal Financial Literacy Event Professional Selling and Consulting Events		Briefing and Exam	Preliminary Presentations to Judges*	Finalist Presentations to Judges**
Business Operations Research Events Project Management Events Entrepreneurship Events Stock Market Game	Deadline for written entry submission through the online competition submission portal.	Preliminary Presentations to Judges		Finalist Presentations to Judges**
Integrated Marketing Campaign Events	Deadline for written entry submission through the online competition submission portal.	Briefing and Exam	Preliminary Presentations to Judges*	Finalist Presentations to Judges**
School-based Enterprise		SBE Academy	SBE Competition Preliminaries	SBE Competition Finals**

*All Individual Series and Principles of Business Administration events presentation appointments will begin Monday morning. There will no be events that begin in the afternoon as in the past.

** Finalists will be announced Tuesday morning during the Achievement Awards Session.



SPONSORED EVENTS

DECA gratefully acknowledges the competitive events sponsorship of these generous organizations.

Unless otherwise noted, each sponsoring organization provides the following awards for top performers at DECA's International Career Development Conference.

1st Place - \$1,000 per team

2nd Place - \$500 per team

3rd Place - \$250 per team

4th-10th Place - \$100 each per team

ACCOUNTING
APPLICATIONS SERIES ACT



FINANCE OPERATIONS
RESEARCH FOR



PRINCIPLES OF FINANCE PFN



APPAREL AND ACCESSORIES
MARKETING SERIES AAM

MEN'S WEARHOUSE®

INTEGRATED MARKETING
CAMPAIGN - PRODUCT IMCP



SPORTS AND ENTERTAINMENT
MARKETING OPERATIONS SEOR

PIPER | SANDLER

BUSINESS SERVICES OPERATIONS BOR

PIPER | SANDLER

MARKETING COMMUNICATIONS
SERIES MCS



VIRTUAL BUSINESS CHALLENGES

ACCOUNTING VBCAC

ENTREPRENEURSHIP VBCEN

FASHION VBCFA

PERSONAL FINANCE VBCPF

RESTAURANT VBCRS

RETAIL VBCRT

SPORTS VBCSP

BUYING AND MERCHANDISING
OPERATIONS BMOR

PIPER | SANDLER

PERSONAL FINANCIAL
LITERACY PFL



CAREER DEVELOPMENT
PROJECT PMCD



PRINCIPLES OF BUSINESS
MANAGEMENT & ADMINISTRATION PBM



AWARDS

1st Place \$1,000 per team

2nd Place \$500 per team

3rd Place \$250 per team

COMMUNITY GIVING
PROJECT PMCG



DECA

ATTENDANCE CRITERIA

The DECA Inc. Board of Directors has specified that there must be a **minimum of one adult advisor for every eight high school division student delegates**. An adult advisor may be any adult named by the chartered association DECA advisor to serve the chartered association in this capacity. He/she must register for the conference, pay the registration fee and be in attendance for the entire period of the conference. There are no restrictions on the number of adult advisors who may attend. In reference to the required minimum, all coordinators, parents, supervisors and teacher educators are eligible.

To be eligible to attend the International Career Development Conference, each high school division member must meet these basic criteria:

- Be an active member of a division of DECA. Membership must be recorded on an official DECA membership roster and be on file with DECA Inc.
- Have the approval of the chartered association DECA advisor.
- Have the approval of the chapter DECA advisor.
- Have the approval of the school administration.
- Have the approval of parent or guardian unless 21 years or older.

Any professional, alumni or collegiate division member meeting the above criteria is eligible to attend the International Career Development Conference.

In addition to the above criteria, high school division members must meet one (1) of the following criteria:

- Be a chartered association participant in one of the international competitive activities. Competitors must be on a submitted roster by February 15.
- Be a DECA Inc. scholarship award recipient.
- Be a chartered association, area or regional officer.
- Be a voting delegate representing his/her chartered association for his/her division.
- Be a delegate to one of the following:
 - Aspire
 - Elevate
 - Empower
 - Ignite
 - School-based Enterprise Academy (SBE)
 - Thrive
- Be a chartered association delegate by receiving special permission from his/her chartered association DECA advisor (limited to 1% of the chartered association's DECA Inc. membership in the high school division).

Allocation for competitors and chartered association representatives are based on each chartered association's membership in the high school division on June 30 of the previous calendar year. Please refer to the allocation schedules included for details.



PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors of DECA Inc. requires every student delegate to read and complete these forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. Chartered association advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The chartered association advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Conference Conduct Practices and Procedures**.

CODE OF ETHICS FOR ADULT ADVISORS

DECA offers training to those students who have a career objective in the field of marketing, finance, hospitality, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA's International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each chartered association shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of advisors as well as students.



DELEGATE CONDUCT PRACTICES + PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **DECA chartered association advisor** as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chartered associations will be responsible for delegates' conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

NON-DISCRIMINATION POLICY

DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.

DECA

DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE.

WHEN APPEARING BEFORE JUDGES AND ON-STAGE

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

DECA BUSINESS CASUAL

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.



ATTENDANCE PERMISSION FORM

ATTENDANCE

This is to certify that _____ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs:

WALK-IN CLINIC

Paramount Urgent Care
8972 Turkey Lake Rd #400
Orlando, FL 32819
(P) 407-226-1906

LOCAL HOSPITALS

Celebration Hospital
400 Celebration Place
Celebration, FL 34747
(P) 407-303-4000

Dr. P. Phillips Hospital
9400 Turkey Lake Road
Orlando, FL 32819
(P) 407-351-8500

PHARMACIES

Walgreens
8021 International Drive
Orlando, FL 32819
(P) 407-352-7071

Walgreens
13502 FL-535
Orlando, FL 32821
(P) 407-827-1004

Walgreens

6201 International Drive
Orlando, FL 32819
(P) 407-345-8402

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association, DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Policy Number



DECA

PERMISSION FORM ICDC DRESS CODE

**HIGH SCHOOL DIVISION
INTERNATIONAL CAREER DEVELOPMENT CONFERENCE**

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

Chartered Association DECA Advisor

State/Province

This form should be turned in at conference registration on April 21.



COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

ADULT (18 YEARS OF AGE AND OLDER)

DECA, Inc. has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending DECA, Inc.’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by DECA, Inc., the event’s host hotel, the event’s suppliers and partners, and/or established by the CDC and state or local authorities.

I specifically affirm and attest to the following, to the best of my knowledge:

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- I have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance;
- If I (i) develop any symptom of COVID-19, (ii) come in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) am diagnosed with COVID-19, I will not attend the event;
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless DECA, Inc., its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of DECA, Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.

Participant Signature

Participant Printed Name

Date



COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

MINOR (UNDER 18 YEARS OF AGE)

DECA, Inc. has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge, on behalf of myself and my minor child(ren) named below, the risk of COVID-19 transmission while participating in or attending DECA, Inc.’s events and further acknowledge that we are knowingly assuming that risk by voluntarily participating in or attending an event. We further agree to comply with all protective measures and protocols implemented by DECA, Inc., the event’s host hotel, the event’s suppliers and partners, and/or established by the CDC and state or local authorities.

We specifically affirm and attest to the following, to the best of our knowledge:

- We are not presently experiencing any symptom of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- We have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- We have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by our medical provider or public health authorities, consistent with CDC guidance;
- If any of us (i) develops any symptom of COVID-19, (ii) comes in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) is diagnosed with COVID-19, we will not attend the event;
- We are following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus

Accordingly, I (individually and on behalf of my minor child(ren) listed below) voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to our participation in or attendance at the event. On my behalf, and on behalf of my minor child(ren) listed below, I hereby release, covenant not to sue, discharge, and hold harmless DECA, Inc., its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of DECA, Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after our participation in or attendance at the event.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Names of minor family members participating in or attending the event:

1. _____
2. _____
3. _____
4. _____