



INTERNATIONAL CONFERENCE REGISTRATION

- The Conference Registration Portal will close on March 17, 2023 at 11:59 p.m. **Qualifier Not Attending Forms are due March 15 or sooner!**
- Conference registration fee is \$515 per person.
- A \$20 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 17. Email Ann (aday7@emich.edu) for changes after March 17.
- Deletions/cancellations can be made using the portal through final close on March 17, without having to pay their registration rate. After March 17, 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 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

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 4-20-2023, Friday, 4-21-2023, or Saturday 4-22-2023), and your departure date (Wednesday 4-26-2023). *Note: Opening Session is Saturday evening, and the International Awards Sessions are Tuesday morning AND Tuesday evening.*
 - Answer the questions pertaining to the Walt Disney World one day park hopper pass that is included in the registration package for all paid Michigan attendees. These answers will apply to your entire chapter. We are not able to mix parks or days for the tickets.
 - 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.

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- 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.
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 will be automatically assigned to assist with one of the competitive events that Michigan DECA coordinates.
 - Chaperones that are not a school district employee will automatically be assigned as a DECA judge.
 - **Note: If any adult family members are traveling with your chapter, they must be registered as a Chaperone, pay the registration rate listed, and judge during their scheduled time.**
 - Provide the cell phone number and email address for all adults (required). 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 \$20 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.

Rooms have a minimum 4 night stay beginning with the night of the Opening Session (Saturday).

Room Sharing Information:

- 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.

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 - all rooms are \$248.00 per night, divided between each occupant.

- Single King Room (1 person)
- Double King Room (2 people)
- Double Room, Two Beds (2 people) - note, students may not stay in this room type
- Triple Room (3 people) - *this room may be a King Bed with a rollaway or two beds, depending on hotel availability*
- Quad Room (4 people)

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, 2023.
 - **Michigan DECA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form before March 17, 2023**, 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 17, 2023.
13. **You may make changes to your submitted conference registration through March 17, 2023. 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.**