



STATE LEADERSHIP CONFERENCE REGISTRATION

<i>Students, Advisors, Chaperones</i>	<i>Regular Registration Rate available through October 12, 2023 at 11:59 p.m.</i>	<i>Late Registration Rate available through final registration deadline of October 20, 2023 at 11:59 p.m.</i>
Two Day Registration <i>Limited to 12 students per chapter*</i>	\$65.00 per person	\$75.00 per person
One Day - Thursday Registration <i>Limited to 12 students per chapter*</i>	\$30.00 per person	\$50.00 per person
One Day - Friday Registration <i>Maximum total 36 students* (including any two day students registered)</i>	\$40.00 per person	\$50.00 per person
Friday morning bus transportation from hotel to MSU	\$50.00 per chapter <i>Note: make sure to only add it to the Advisor's registration, not each person</i>	
Hotel Rooms	\$151.00 + 7% local tax = \$159.43 <i>Note: the local tax is not waivable, sales tax is waivable with Tax Exempt Form uploaded in registration portal</i>	
Tours	\$10.00 per person <i>see next page for descriptions of the tour options available</i>	

Hotel balance is to be paid directly to the East Lansing Marriott by October 30, 2023.

Registration balance is to be paid to Michigan DECA by October 28, 2023.

Email addresses are required for all students when registering them for the conference. They will be sent an email from Michigan DECA around October 20th to pre-select their workshops to generate a customized conference schedule. Please DO NOT enter an advisor's email address for students, as they will need to use the unique email address to login to their schedule account.

Cell phone numbers and email addresses are required for Advisors and Chaperones.

***If we have extra space available on October 13 to allow additional students, we may open up additional registrations for interested chapters. Please send an email to Ann Day at aday7@emich.edu if you are interested in joining the waitlist for additional registrations (the regular rate will apply for these additional registrations, as long as you're on the waitlist).**

Continued on next page

State Leadership Conference

Tentative Schedule



Hosted by

Broad College of Business
MICHIGAN STATE UNIVERSITY

Thursday, November 2, 2023

Optional Afternoon Campus tours - available only by pre-ordering in the conference registration portal.

All chapters should plan to have lunch prior to the tour. Tours will start with a visit at the Broad College's Innovation Center with a discussion on how the Center assists entrepreneurs, and continue with a walking tour of campus.

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| Noon – 2:00 p.m. | Tour Option 1 (Maximum of 40 people) \$10.00 per person
Chapters must be able to arrive at the hotel by 11:00 am to be able to attend this tour. |
| 1:00 – 3:00 p.m. | Tour Option 2 (Maximum of 40 people) \$10.00 per person
Chapters must be able to arrive at the hotel by Noon to be able to attend this tour. |
| 2:00 – 4:00 p.m. | Tour Option 3 (Maximum of 40 people) \$10.00 per person
Chapters must be able to arrive at the hotel by 1:00 pm to be able to attend this tour. |
| 3:00 – 5:00 p.m. | Tour Option 4 (Maximum of 40 people) \$10.00 per person
Chapters must be able to arrive at the hotel by 2:00 pm to be able to attend this tour. |

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| 6:30 – 8:30 p.m. | Dinner <ul style="list-style-type: none">• Speaker• Structured Table Discussions with Business Partner<ul style="list-style-type: none">• 25 Student Tables• 6 Advisor Tables (Teachers and Broad College of Business Staff) |
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| 9:00 – 10:15 p.m. | DECA Networking Activities |
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Friday, November 3, 2023

All activities on Friday will take place at Broad College of Business, Michigan State University

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| 8:30 a.m. | Continental Breakfast at MSU |
| 9:00 a.m. | Opening (DECA Officers and Speaker) |
| 10:00 a.m. | Concurrent Sessions presented by Business Partners |
| 10:50 a.m. | Concurrent Sessions presented by Business Partners |
| 11:40 a.m. | Panel Discussion on transitioning from High School to College (Group A) |
| 11:40 p.m. | Lunch Group B |
| 12:30 p.m. | Panel Discussion on transitioning from High School to College (Group B) |
| 12:30 p.m. | Lunch Group A |
| 1:20 p.m. | Concurrent DECA Sessions |
| 2:00 p.m. | Concurrent DECA Sessions |
| 2:30 p.m. | Conference Adjourns |

Registration Instructions

- 1. First submit all your members into the DECA Online Membership Portal prior to registering for the Conference. Students may not be added to the Conference if they are not yet a DECA member.** The Membership Portal can be found by going to <http://www.decaregistration.com/hs/Login.aspx>
 - Review your roster and add any missing members to bring your roster to a current status.
 - NOTE: You may add any Advisors and Chaperones to the Conference Registration and Housing without the requirement that they first be a submitted DECA member.
2. Then open the Michigan DECA State Leadership Conference Registration Portal (note that each conference has a different link) at <https://www.decaregistration.com/mi-flc>
3. Click on the REGISTRATION button, and login using the same username and password that you use for the DECA Membership Portal.
4. Update your information for this conference, to make sure you will receive confirmations and invoices. Make corrections, complete required fields (marked with an *), and 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.
5. To register students, click on the ADD STUDENT MEMBER button. Your registered student DECA members will be listed. If you see this error message: “Unable to get members: There are no Student records.”, you have not submitted your students in the DECA Membership Portal, which is required. See step #1.
 - Select the students you are taking to SLC. (Note: cell phone numbers are NOT required for students.)
 - Choose a participant type (Student Two Day or Student One Day) for each.
 - Click SAVE at the bottom of your student member list. This will take you to your list of attendees.
 - **Do to space constraints, chapters are limited to 12 students on Thursday, which applies to One Day, Thursday and Two Day registration types. Chapters are limited to 36 total students on Friday, which applies to One Day, Friday and Two Day registration types.**
 - *Note: If you have any State Officers in your chapter, you will NOT register them for the conference or housing.*
- 6. Enter an EMAIL address for each student - REQUIRED** Click on EDIT AND SELECT EVENTS, enter their email address, and click SAVE. *Do not enter a generic or advisor’s email addresses for students, each student needs a unique email address. They will be sent an email to login to an account to pre-select their workshop schedule.*
7. To register adults, click on the ADD NON-STUDENT button. You are required to have a minimum of 1 adult for every 8 students. The portal will not let you submit your registration if your adult-to-student ratio is not met.
 - Type in the name.
 - Choose a participant type (Advisor Two Day/One Day or Chaperone Two Day/One Day) and gender.
 - Provide the cell phone number and email address for all adults (required).
 - Click SAVE and repeat for additional advisors and/or chaperones.

Note: All Advisors and Chaperones will be assigned to assist with the conference as a workshop monitor.
8. If special accommodations at the conference or in the hotel are needed (i.e., barrier-free access) please communicate this in the delegate’s registration.
 - Select EDIT AND SELECT EVENTS next to the attendee’s name
 - In the SPECIAL NEEDS field, describe that delegate’s special needs
 - Click SAVE.

Housing must be assigned for all participants that are attending both days:

9. Select the HOUSING button. You will see your list of attendees.
 - A) Choose a ROOM TYPE (see descriptions below).
 - 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 10A-10C until all of your attendees have been assigned to rooms.

Room Types:

- King: 1 king bed for 1-2 people
- Adult Double: 2 adults with 2 queen beds (no students may occupy this room type)
- Triple: 3 people with 2 queen beds, or may be a King with a roll-away
- Quad: 4 people with 2 queen beds. A maximum of 4 guests may be assigned to one room.

10. To share a room with another chapter: **You must make arrangements to share hotel rooms with another chapter before assigning rooms.** 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.
11. When housing assignments are final, click SUBMIT HOTEL RESERVATION. If you see any error messages, they need to be corrected before housing can be submitted.
12. To finalize and submit your conference registration, select BACK TO REGISTRATION, then scroll to the bottom of the page.
 - Upload your Tax Exempt Form for the hotel by clicking the link. Failure to do so will result in sales tax being added to your hotel balance.
 - You must agree to the above payment and membership policy 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.
13. Print the REGISTRATION INVOICES and HOUSING INVOICES for yourself and your bookkeeper(s). Submit the invoices promptly to avoid any late payment penalties.
- 14. You can make changes to your conference registration and housing through 11:59 p.m. on October 20, 2023.**
 - To make changes, log in to State Leadership Conference Registration Portal.
 - To delete an attendee, click on DELETE on the attendee's row, which will also remove them from housing.
 - To add an attendee, repeat steps #5-8. You will also need to add them to the Housing list as well.
 - To add special needs information to an attendee, click EDIT AND SELECT EVENTS next to an attendee's name and make any changes.
 - Remember to click the FINISH REGISTRATION button to check for problems and to resubmit your registration and get your new invoices.

Please contact Ann aday7@emich.edu or 734.487.7843 if you have any questions on submitting your registration.