



INTERNATIONAL CONFERENCE REGISTRATION

Conference Registration Price	Hotel Price	Qualifier Not Attending Form Deadline	Registration Deadline	If you booked travel through Cadillac Travel	Payment Deadline
\$360 per person arriving Thurs or Fri \$320 per person arriving Sat	Single King \$312 per night Double King \$330 per night Triple \$330 per night Quad \$331.20 per night	March 18, 2024 or sooner	February 20, 2024 at 011:59 p.m. <i>deletions are not allowed after this date</i>	claim a \$20 per person registration credit	April 10, 2024

- Changes can be made using the portal during the conference registration period, until final close on March 20. Email Ann (aday7@emich.edu) for changes after March 20.
- Deletions/cancellations can be made using the portal through final close on March 20, without having to pay their registration rate. After March 20, 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 20, 2024 - \$100.00 cancellation fee
 - After March 25, 2024 - \$300.00 cancellation fee
 - After April 2, 2024 - \$400.00 cancellation fee
 - After April 9, 2024 - \$500.00 cancellation fee
- Payment deadline is April 10, 2024. There will be a \$15.00 late fee per person up to \$100.00 per chapter for payments received after April 10, 2024. **We can give a two-week payment extension if a fully completed Payment Extension Form is turned in before March 27, 2024.**

Items you will need to gather before submitting your International Conference Registration:

The following is required information, and the portal will not let you submit your registration without it:

Student Information

- Competitive Event or Academy
- Teammate (*if applicable*)
- Gender
- Grade Level
- T-Shirt Size

Adult to Student Ratio: a minimum of 1 adult for every 6 students

Advisor and Chaperone Information

Email addresses and cell phones are **REQUIRED** for all adults.

This information will be destroyed after the conference.

- Cell Phone
- Email Address
- Competition Assistance choice (*see box on right*)
- T-Shirt Size (*if purchased for \$12.00*)

Hotel Information

- Arrival information
- Who will be rooming together

Students selected to represent Michigan in any Academy must attend the entire opening (Saturday evening) and closing sessions (Tuesday evening) at the International Career Development Conference. Travel may not be booked that will interfere with session attendance.

Conference Assistance

All advisors and chaperones (including parents and family members) attending the conference are responsible to assist with the conference and supervision of the students.

Parents and Family Members may stay in the hotel, but they are then considered part of Michigan's 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, adult assistance policy, and Code of Conduct**, even if they are paying their portion on their own. *All fees must 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.*

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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 04-25-2024, Friday, 04-26-2024, or Saturday 04-27-2024), and your departure date (Wednesday 05-01-2024). *Note: Opening Session is Saturday evening, and the International Awards Sessions are Tuesday morning AND Tuesday evening.*
 - 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.
 - 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 or Chaperone) 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 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 web form: <http://deca.org/icdcaccommodationrequests>

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. Please note that the chapter will be responsible for any additional housing costs if we are not able to fill a room.
- Michigan DECA will pair up students when there are only 2 students in a room.
- **Due to the limited number of double-bedded rooms, students are required to share a bed.**
- 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.
- **Family members MUST stay in an Advisor's Single (King) Room. The family member will be invoiced an additional \$15 per night if a room with two double beds is selected.**
- **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 attendee's 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.

Rooms rates include taxes:

- Single King Room (1 person) - \$312.00 per night
- Double King or Double- Bedded Room (2 people) - \$165.00 per person, per night*
- Triple Room (3 people) - \$110.00 per person, per night*
- Quad Room (4 people) - \$82.80 per person, per night*

**Each room must have the required number of occupants specified to fully pay for cost of room*

8. 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.

9. 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.

10. 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.

11. 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, 2024.
 - **Michigan DECA will grant a two (2) week payment extension if the advisor submits a signed Payment Extension Request Form before March 27, 2024**, 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 27, 2024.

12. **You may make changes to your submitted conference registration through March 20, 2024. 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.**

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