2026-2027 DISTRICT CONFERENCE
PREPARED PITCH DECK EVENT SUBMISSION INSTRUCTIONS

The prepared event upload portal will open November 30. **Michigan DECA will email you the link to submit your uploads.**

Uploads are due 1 week prior to your District Conference date. For Districts 4, 5, and 9: your uploads are due by December 23.

Instructions in this packet apply for the following:

- Innovation Plan (EIP)
- Integrated Marketing Campaign Event (IMCE)
- Integrated Marketing Campaign Product (IMCP)
- Integrated Marketing Campaign Service (IMCS)
- Start-Up Business Plan (ESB)

The following applies to all District Conference Prepared Pitch Deck Events:

- **The DECA Prepared event Statement of Assurances and Academic Integrity form, certifying the originality of the work must be signed by the advisor and each student listed on the event before the event is submitted.** Only those students who signed the Statement of Assurances and Academic Integrity form and have been included on the chapter's registration will be allowed to compete in the event. All content must be original work of the student(s) that signed the DECA Statement of Assurances and Academic Integrity form.
- **The Statement of Assurances and Academic Integrity form should be a separate PDF file from the project.**
- **No part of the written project can be previously entered into competition or submitted in another DECA competitive event.** Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
- Advisors are responsible to ensure that the written projects are submitted under the correct event and that team members paired correctly.
- The pitch deck must be limited to 20 slides, including the appendix (if an appendix is attached).
- Pitch Deck slides must be in the following order:
    - Cover *(does not need to be numbered "1" but all following slides are numbered in sequence.)*
    - Title *(numbered as "2", and must contain the information listed in the event guidelines)*
    - Table of Contents *(numbered as "3")*
    - Body of the Pitch Deck - *The body of the pitch deck begins with Section 1 Overview, and continues in the sequence listed in the event guidelines. The first slide of the body is to be numbered "4" and all following slides are numbered in sequence. Slide numbers continue through the bibliography (required) and the appendix (optional, but if included, must be numbered). Each section must be titled, including the bibliography and the appendix (if included).*
- A judge will evaluate both the pitch deck and presentation with a combined score at the District Conference.

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INSTRUCTIONS

1. **Save the written projects as a PDF format.**
   - **DO NOT PRINT AND SCAN THE PROJECT TO A PDF FILE. It needs to be exported or saved as a PDF file**.
   - **A fully signed Statement of Assurances MUST be saved as a separate file from the project.**
   - Files cannot be larger than 11.9MB.
   - Please name your files as:
     - Project: **EVENT CODE STUDENT NAMES** (e.g., EIP BAKER SMITH JONES)
     - Statement of Assurances: **EVENT WS CODE STUDENT NAMES** (e.g., EIP WS BAKER SMITH JONES)
2. For Prepared event Submissions, chapter advisors will navigate to the JudgePro Project Submission Portal for their District Conference.
3. Login using the same Advisor username and password that you use for the DECA Membership Portal.
4. On the top menu, click on the blue PROJECTS button.
5. Students and teams are automatically pulled from the conference registration Portal.
   - **You cannot make any changes to the student's events or teams in the Project Submission Portal.** If you see any errors in events or team members, contact Ann Day at aday7@emich.edu to make changes for you, since the conference registration portal has closed.
6. **Click on the UPLOAD FILES button on the Presentation row.**
7. Click on the blue button named CLICK HERE TO UPLOAD A NEW FILE. **It must be a PDF file, no larger than 11.9 MB.** Upload the Project file and repeat again for the Statement of Assurances file (upload order does not matter).
8. Repeat for each student/team project.

FINAL CHECK:

- **Did you attach a fully signed Written Statement of Assurances for each project as a second file?**
- **Are your chapter's projects submitted in the correct events?**
- **Are the correct students assigned to each event?**
- **No duplicate project submissions?**

If you need to change a written project once uploaded, you can log back in and upload a new file as many times as you need until the Project Submission Portal closes one week prior to your conference date.

Please contact Marshall mconley6@emich.edu or Ann aday7@emich.edu if you have any questions.

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