

2017

STATE CAREER DEVELOPMENT CONFERENCE REGISTRATION GUIDE



QUICK REGISTRATION GUIDE

OREGON DECA STATE CAREER DEVELOPMENT CONFERENCE

February 12-14, 2017
Red Lion Jantzen Beach
909 N. Hayden Island Dr., Portland, OR 97217

Registration Fee:

\$100.00 per participant

Registration Link:

www.decaregistration.com/or

Hotel:

Red Lion Jantzen Beach
909 N. Hayden Island Dr.
Portland, OR 97217
ph: 503.283.4466 | fax: 503.735.4847

Hotel Fee:

Total: \$148.74 per room/per night
(\$129.00 + 15.3% tax)

Send Hotel Payment To:

Red Lion Jantzen Beach

Send Registration Check To:

Oregon DECA
PO Box 912
Jacksonville, OR 97530

Don't Forget to Register:

Voting Delegates
Grand Awards Session Guests

Written Events:

Submit to Sherril Daniels,
*Per mailing delivery instructions on Form D

Event Limitations:

Any competitor competing in both a Team Written Event and a Team Decision Making Event on the same day need to participate on the same team in both events to help with scheduling conflicts.

Due Dates:

Registration Materials:

- January 17

Hotel Registration/Payment:

- January 17

Registration Payment

- Postmarked January 17

Written Projects:

- Received by 4:00 pm January 19

Change Deadline:

- 5:00 pm on January 24

OREGON DECA SCDC REGISTRATION CHECKLIST

Forms are separate from this Quick Reg Guide. Be sure you have Forms A-E. Each is a separate file.

All advisors are responsible for the information included in the Oregon DECA Conference Policies and Procedures document which outlines all official policies and procedures related to participation in an OR DECA event; including this conference.

SEND DIRECTLY TO OREGON DECA:

DESCRIPTION	DEADLINE	SEND TO:	FORM	DONE
Online Conference Registration (Includes identification of competitors and their events, advisors/chaperones/alumni, designation of voting delegates, and Grand Awards Session guests)	January 17	https://www.decaregistration.com/or	Online	
Statement of Assurance – Form B. Upload to registration system.	January 17	https://www.decaregistration.com/or	B	
Service for Special Needs Students (if needed) – Form E	January 17	registration@oregondeca.org	E	
Make registration check out to: Oregon DECA	Postmarked January 17	Oregon DECA PO Box 912 Jacksonville, OR 97530	N/A	

SEND DIRECTLY TO THE RED LION ON THE RIVER- JANTZEN BEACH:

DESCRIPTION	DEADLINE	Email or Fax To:	FORM	DONE
Housing Summary Sheet – Form A (shows total number of rooms and total amount due)	January 17	Liz.lantz@redlionontheriver.com OR Fax to: 503-283-04743	A	
Form A – Housing Spreadsheet (Includes names of all participants, rooms assignments/types requested)	January 17	Liz.lantz@redlionontheriver.com OR Fax to: 503-283-04743	Excel File	
Hotel Payment If paying by Credit Card use: FORMA.CreditCardAuthorization	January 17	Liz.lantz@redlionontheriver.com OR Fax to: 503-283-04743		

WRITTEN EVENTS: ***SUBMIT SEALED EVENTS TO SHERRIL DANIELS:***

DESCRIPTION	DEADLINE	SEND TO:	FORM	DONE
Written Projects and Written Project Reporting Form - Form D	January 19 By 4pm	Sherril Daniels (See expanded guide for further details)	D	

BRING TO SCDC AND KEEP IN YOUR POSSESSION FOR DURATION OF CONFERENCE:

DESCRIPTION	DEADLINE	SEND TO:	FORM	DONE
Oregon DECA Student/Alumni Member Release Code	January 17	Keep in Your Possession	C	