



Quick Registration Guide

State Career Development Conference

QUICK REGISTRATION GUIDE

OREGON DECA STATE CAREER DEVELOPMENT CONFERENCE

February 12-14, 2023

*Holiday Inn Portland – Columbia Riverfront
909 N. Hayden Island Dr. / Portland, OR 97217*

Registration Fee:

\$125.00 per participant

Registration Link:

www.decaregistration.com/or

Hotel:

Holiday Inn Portland – Columbia Riverfront
909 N. Hayden Island Dr.
Portland, OR 97217
p: 503.283.4466 | f: 503.735.4847

Hotel Fee:

Total: \$171.68 per room/per night (estimated)
(\$148.00 + 16% tax)

NOTE: Fee is based on tax/fees known at this time

All conference participants must stay at the hotel – there is not a drive-in option

Security:

For the safety of all conference participants, additional security will be hired and on duty during conference activities.

Send Hotel Payment To:

Holiday Inn Portland – Columbia Riverfront

Send Registration Check To:

Oregon DECA
PO Box 1440
Owasso, OK 74055

Career Bowl:

Sunday February 12 – be sure to have your students come visit with our vendors, business representatives, and post-secondary institutions.

Live Stream General Sessions:

The Recognition Session (Monday) and the Grand Awards Session (Tuesday) will be live streamed. You will receive links to share with parents and others prior to the conference

Don't Forget to Register:

Voting Delegates

Written Events:

Carefully Review Form D for Details

Event Limitations:

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

Due Dates:

January 17-

- Registration materials & payment
- Hotel registration & payment
- No DROPS after this date

January 23-

- Event change deadline
- Substitutions only (in the same) event after this date

January 26 -

- Written Projects submitted online

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	www.decaregistration.com/or	Online	
Form B - Statement of Assurance Upload to registration system.	January 17	www.decaregistration.com/or	Form B	
Form E - Service for Special Needs Students (<i>if needed</i>)	January 17	registration@oregondeca.org	Form E	
Make registration check out to: Oregon DECA	Postmarked January 17	Oregon DECA PO Box 1440 Owasso, OK 74055	N/A	

SEND DIRECTLY TO THE HOLIDAY INN PORTLAND – COLUMBIA RIVERFRONT

DESCRIPTION	DEADLINE	SEND TO	FORM	DONE
Form A1 - Housing Summary Sheet (shows total number of rooms and total amount due)	January 17	cody.martin@hicolumbiariver.com or Fax to: 503-735-4847	Form A1	
Form A2 – Housing Spreadsheet (includes names of all participants, rooms assignments/types requested)	January 17	cody.martin@hicolumbiariver.com or Fax to: 503-735-4847	Form A2	
<i>If paying by Credit Card use:</i> Form A3- Credit Card Authorization	January 17	This form will be sent to chapters via Sertifi (secured site) after registration is received by the hotel. Please request this when you send housing list.	Form A3	

WRITTEN EVENTS

DESCRIPTION	DEADLINE	SEND TO	FORM	DONE
Form D (Advisor) - Written Projects online portal upload instructions Form D (Student) – Written Project online portal upload instructions	January 26	judges.decaregistration.com/org/deca-or/conf/ordecascdc	Form D	

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

DESCRIPTION	DEADLINE	SEND TO	FORM	DONE
Form C - Oregon DECA Student Release	January 17	Keep in Your Possession	Form C	

KEY REMINDERS AND UPDATES

Chapter Registration

Chapter registrations may only be submitted by the DECA Chapter Advisor. Students should not submit chapter registrations. Any registration inquiries need to come from the DECA Chapter Advisor, and the Oregon DECA State Management Team will only correspond with DECA Chapter Advisors regarding registration questions, confirmations, and requests for registration assistance.

Hotel Reservations

All overnight participants must stay at the official conference hotel for the duration of the conference, which is two nights. Chapters unable to stay overnight will need to submit their school policy prohibiting overnight stays to registration@oregondeca.org by January 17, 2023.

Opening Session

All chapters will participate in a grand opening session where we will hear from our State Leaders.

Testing

Competitors who need to take tests as part of their competitive event will do so online during the testing week designated for ALL students to complete testing. Testing window is January 30 – February 3.

Written Events (Written Portion)

The written entry portion of the Written Events will be uploaded and judged online using a similar online portal to what we have used for our State Conference in previous years. These will then be judged online.

State Officer Elections

All State Officers will be elected during the State Career Development Conference. Students who plan to run for a position should review the Candidate Guide. Only the selected Chapter's Voting Delegates will be given access to the voting system.

Scoring Concerns/Grievances:

All concerns/grievances from the GRAND AWARDS regarding scoring or competitive events MUST be submitted no later than 7:00 p.m. on the date that is two days after the close of the Grand Awards Session. For example; if the awards session is on Tuesday then grievances MUST be submitted by 7:00 p.m. on Thursday.

Concerns/grievances should be addressed to the State Director in writing via the Grievance Reporting Form provided in the Conference Policies & Procedures packet.

After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.

IMPORTANT: COVID-19 PROTOCOLS

Oregon DECA considers the health and safety of our students, advisors, judges, and business partners as our top priority. In cooperation with our hotel partners and in compliance with local and state guidelines and mandates, Oregon DECA will implement protective measures aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Oregon DECA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

Oregon DECA will continue to monitor the COVID-19 status and remain in regular communication with our hotel partners. Our plans will continue to evolve as the hotel and local protocols change. Please note:

- Participants must follow all state and local guidelines, as well as those set forth by the respective hotels hosting our conferences.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.

Please visit the CDC site for recommendations on how to protect yourself against COVID-19:
[cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

No Refunds

As a reminder, there are no refunds (conference registration or hotel) for cancellations that occur after the January 17, 2023, the final change deadline.

TENTATIVE CONFERENCE SCHEDULE

Sunday, February 12, 2023			
10:00 AM	Headquarters Open, Suite 206		
1:00 PM - 6:00 PM	Career Bowl, Columbia River A	7:30 PM – 8:00PM	Advisor Meeting, Columbia River B
3:00 PM -6:00 PM	Super Bowl Watch Party, Columbia River B	7:45 PM – 8:15 PM	Parade of Chapters Rehearsal
4:00 PM –5:30 PM	Early Bird Registration, Suite 206	9:00 PM - 10:30 PM	Opening Session, Grand Ballroom
Monday, February 13, 2023			
8:00 AM – 8:30 AM	Judges Check-In followed by Orientation, Columbia River - B	9:00 AM - 3:00 PM	Principles & Team Decision Making, Clark
8:00AM – 10:00AM	Registration, Suite 206		PBM Principles of Business Management and Administration
8:00 AM - 9:30 AM	Advisor Meeting & Series Director Meeting, Grand Ballroom		PHT Principles of Hospitality and Tourism
9:00 AM – 9:30 AM	Voting Delegate Meeting, Timberline		BLTDM Business Law & Ethics Team Decision Making Event
9:00 AM – 3:00 PM	Written Events, Multnomah		BTDM Buying & Merchandising TDM
	EBG Business Growth Plan		FTDM Financial Services TDM
	EIB Independent Business Plan		STDM Sports & Entertainment Mktg TDM
	EIP Innovation Plan		TTDM Travel & Tourism Marketing TDM
	ESB Start-Up Business Plan	12:30PM – 1:00 PM	Officer Candidate Briefing, Suite 216
	FOR Finance Operations Research Event	1:00 PM - 2:00 PM	State Officer Candidate Testing, Suite 216
	IBP International Business Plan Event	2:30 PM – 3:00 PM	Annual Business Meeting (Mandatory for Voting Delegates), Timberline
	IMCE Integrated Mktg Campaign Event	3:15 PM – 3:45 PM	State Officer Candidate Installation Rehearsal, Grand Salon 3 & 4
	IMCP Integrated Mktg Campaign Product	6:30 PM	Recognition Awards Session
	IMCS Integrated Mktg Campaign Service		
	PMBS Business Solutions Project		
	PMSP Sales Project	1100 PM –6:00 AM	Curfew, In your own room
9:00 AM - 3:00 PM	Individual Series Events, Grand Ballroom		
	ASM Automotive Services Marketing Series		
	ENT Entrepreneurship Series		
	FMS Food Marketing Series		
	HLM Hotel & Lodging Management Series		
	HRM Human Resources Mgmt Series		
	QSRM Quick Serve Restaurant Mgmt Series		
	RMS Retail Merchandising Series		

Tuesday, February 14, 2023			
8:00 AM – 8:30 AM	Judges Check-In followed by Orientation, Columbia River - B	9:00 AM – 3:00 PM	Individual Series Events, Grand Ballroom
9:00 AM – 3:00 PM	Written Events & Professional Selling, Multnomah		AAM Apparel and Accessories Marketing Series
	BMOR Buying and Merchandising Operations Research Event		ACT Accounting Applications Series
	BOR Business Services Operations Research Event		BFS Business Finance Series
	EFB Franchise Business Plan		BSM Business Services Marketing Series
	HTOR Hospitality and Tourism Operations Research Event		MCS Marketing Communications Series
	PMCA Community Awareness Project		RFSM Restaurant and Food Service Management Series
	PMCD Career Development Project		SEM Sports and Entertainment Marketing Series
	PMCG Community Giving Project		
	PMFL Financial Literacy Project	7:00PM	Grand Awards Session
	SEOR Sports and Entertainment Marketing Operations Research Event	8:30 PM approx...	2023 – 24 Officer Team Briefing
	FCE Financial Consulting Event		
	HTPS Hospitality and Tourism Professional Selling Event		
	PSE Professional Selling Event		