



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## REGISTRATION GUIDE

### CONFERENCE OVERVIEW

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 20,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA’s industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21<sup>st</sup> Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members’ mastery of these concepts.

In addition, thousands of members participate in DECA’s Emerging Leader Series, which helps them attain 21<sup>st</sup> Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice. Thousands of DECA advisors and educators participate in administering DECA’s Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

| REGISTRATION OVERVIEW           |   |
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| <p><b>Date and Location</b></p> | <p>April 22-25, 2023<br/>                     Orange County Convention Center, West Building<br/>                     Orlando, Florida</p> <p>All chapters must arrive in Orlando and check-in on April 21, 2023 and check-out and depart Orlando on April 26, 2023.</p>  |
| <p><b>Process</b></p>           | <ul style="list-style-type: none"> <li>• Registration will take place in DECA’s Online Membership System (<a href="https://membership.decaregistration.com/deca">https://membership.decaregistration.com/deca</a>).</li> <li>• Lodging and forms are submitted to OR DECA online</li> <li>• OR DECA will invoice chapters</li> <li>• DECA Inc Student Attendance Permission Form collected from each student. This form is on page 40 of the Conference Registration Guide at <a href="https://www.deca.org/conferences/icdc">https://www.deca.org/conferences/icdc</a><br/>                     You must bring these with you to ICDC. Do not send them to OR DECA.</li> </ul> <p>Registration for DECA’s International Career Development Conference is submitted to DECA Inc. by the Oregon DECA State Director who receives and verifies the information from chapter advisors.</p> <p>All delegates, advisors and chaperones attending the conference are required to register for the conference through Oregon DECA (do not contact DECA, Inc. or the conference hotel directly) and ALL delegates must meet ALL eligibility requirements set by DECA Inc., including membership</p> |

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| <b>Payment &amp; Refund Policy</b> | <ul style="list-style-type: none"> <li>▪ Payment for conference registration and housing is sent to OR DECA, PO Box 1440, Owasso, OK 74055. Checks should be made out to Oregon DECA.</li> <li>▪ All Registration Fees are <b>NON-REFUNDABLE</b>.</li> <li>▪ There is a \$20 Change Fee (per change) for any changes made after March 8, 2023.</li> <li>▪ Any chapter who cancels students after March 14, 2023 will still be responsible for the full registration rate outlined in the Registration Fees section of this document.</li> </ul> |
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| <b>REGISTRATION</b>            |  |
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| <b>Registration Cost</b>       | <p>Package Rates include registration package, lodging, spirit package (t-shirt, trading pins, spirit item), hotel security, and state meeting:</p> <p>Quad Occupancy: \$583.00<br/>           Triple Occupancy: \$689.00<br/>           Double Occupancy: \$889.00<br/>           Single Occupancy: \$1,529.00</p> <p>Conference fees are based on registration, materials, and hotel room occupancy (single, double, triple and quad). The fees DO NOT include transportation to/from or during the conference, tour tickets, park tickets, etc.</p> |
| <b>Additional Information</b>  | <ul style="list-style-type: none"> <li>▪ The registration fee applies to student members, advisors, chaperones and spouse/family members. <b>New this year: DECA Inc. is charging registration for spouse/family members. All guests in OR DECA hotel rooms must be registered for the conference.</b></li> <li>▪ All student members must be DECA Inc. members on an official roster (registered in the membership system no later than February 15th) and meet the attendance criteria in the official registration guide for ICDC.</li> </ul>       |
| <b>ICDC Attraction Tickets</b> | <p>All tour tickets are purchased directly from DECA Inc. OR DECA does not order or collect money for these</p> <p>Some attractions have limited availability of tickets. We encourage you to order as soon as possible after you know your ICDC attendees</p> <p>Disney tickets are by day, park and ticket time this year – Be diligent in ordering</p> <p>Please refer to all DECA, Inc. communication in relation to tour tickets. OR DECA cannot answer questions about these activities. All communication should be with DECA, Inc.</p>         |

| <b>HOUSING</b>        |   |
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| <b>Assigned Hotel</b> | Embassy Suites by Hilton<br>Orlando International Drive/ICON Park<br>8250 Jamaican Court<br>Orlando, FL |

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| <b>Housing Procedure</b>      | <p>The MAXIMUM number of students allowed in a room is 4. Reservation requests that assign more than four students to any one room will not be accepted. Please note that some rooms may have one bed and one pullout sofa or a bed and a rollaway depending on the makeup of the room.</p> <p>All hotel reservations will be submitted to Oregon DECA and Oregon DECA will send one combined rooming list to the hotel. <b>Chapters may not contact the hotel directly.</b></p> <p>All chapters must check-in no later than April 21, 2023 and check-out on April 26, 2023. If a chapter chooses to arrive late or leave early, they will still be responsible for paying for the hotel for these dates. If you choose to arrive before or depart after these dates, additional hotel fees will apply. Rooms are ONLY available after 4:00pm and check-out time is by 11:00am. Please plan accordingly.</p>   |
| <b>Additional Information</b> | <ul style="list-style-type: none"> <li>▪ All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA's International Career Development Conference.</li> <li>▪ All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for five nights, beginning with the night of the opening session.</li> <li>▪ Transportation will be provided from outlying hotel properties.</li> <li>▪ IMPORTANT: Due to the limited number of multiple housing rooms in the hotels, double/doubles will be used first as a Quad/Triple room (e.g. four/three guests in one room), then as a Double room (e.g. two guests in a room). A Double room may be assigned to a king or queen room. A rollaway may be available depending upon the property.</li> <li>▪ According to the Delegate Conduct Practices and Procedures, any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.</li> </ul> |

| KEY DEADLINES      |   |
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| <b>February 15</b> | All ICDC competitors must be paid members   |
| <b>February 21</b> | <p>Form A &amp; B due to OR DECA by 5:00pm</p> <p><a href="#">Form A – Intent to Compete</a> - Advisor completes for all students participating in competitive events</p> <p><a href="#">Form B – Leadership/Delegate Application</a> - Advisor completes for any students wishing to apply for leadership or delegate slots</p>  |
| <b>March 8</b>     | <p>Deadline for conference registration (<a href="http://www.deca.org/register">http://www.deca.org/register</a>)</p> <p>Deadline for all forms submitted to OR DECA. This includes uploading housing spreadsheet, t-shirt order, Advisor Statement of Assurance.</p> <p><a href="#">OR DECA ICDC Forms Registration</a></p> <p><b>No changes, substitutions, or drops after this date.</b></p> |
| <b>March 15</b>    | ICDC deposit payment due to Oregon DECA.  |
| <b>March 24</b>    | Final Balance of Payment due to Oregon DECA   |
| <b>March 24</b>    | Deadline for chapters to submit accommodation requests to DECA Inc.   |
| <b>April 6</b>     | Deadline for chapters to upload qualifying written entry submissions  |

| INFORMATION FOR OR DECA             |  |
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| <b>Emerging Leaders' Series</b>     | Oregon DECA has been allocated the following number of slots for the Emerging Leaders Series: <ul style="list-style-type: none"> <li>• Ignite 12</li> <li>• Elevate 6</li> <li>• Aspire 6</li> </ul>                               |
| <b>Competitive Event Assistants</b> | Oregon is assigned to QSRM and will need 21 volunteers. All attending adults will be required to help administer competitive events. Your assistance is greatly appreciated in helping competitive events to run smoothly.         |
| <b>State Meeting</b>                | Oregon DECA will host a state meeting to be held Saturday April 22 at 6:00PM at the Embassy Suites and will include heavy snacks and desserts. We should be finished by 6:30PM so you will have time for a full dinner if desired. |
| <b>T-Shirts</b>                     | Oregon DECA is providing each attendee with a signature Oregon DECA t-shirt to wear while at ICDC. This is included in the conference registration fee. Advisors should be prepared to provide shirt sizes when registering.       |

| ADDITIONAL INFORMATION           |   |
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| <b>Non-Discrimination Policy</b> | DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate. |
| <b>For Additional Details</b>    | This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at <a href="http://www.deca.org/icdc">www.deca.org/icdc</a> .   |

| ONLINE REGISTRATION PROCEDURES |  |
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|                                | <p>Registration will take place in DECA's Online Membership System (<a href="http://www.deca.org/register">http://www.deca.org/register</a>)</p> <ul style="list-style-type: none"> <li>▪ Once logged into the membership portal click on the <b>Conferences Tab</b></li> <li>▪ Click on <b>2023 ICDC – Chapter Registration</b></li> <li>▪ Select <b>Register Advisors</b> <ul style="list-style-type: none"> <li>○ Use the check box beside the Advisor name to select the advisors attending or you can use the Select All button. Click continue</li> <li>○ Verify the information that has been pre-filled. Please enter any missing information that is in a <b>RED</b> box. Click ICDC Registration under Registration Rates...click next <ul style="list-style-type: none"> <li>▪ Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.</li> </ul> </li> </ul> </li> </ul> |

- Click Next
  - Verify the information on the screen and click finish. You will need to do this for each advisor registering for ICDC
- **Select Register Students**
    - Use the check box beside the student name to select the students or you can use the Select All button. Click continue
    - The Name Verification Box will appear, please read that information...click ok
    - Please verify the information that is pre-filled from the student record. Home Phone, Cell Phone, and Email are **not** required... click next
      - Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.
    - You must choose a competitive event or academy for the student. You will put a select the box to the right of the competitive event or academy that the student will be registered in. (Note: the events can be sorted by name or category by clicking on the column header.)
      - If the student is in a team event:
        - a team number must be selected in the drop-down box
        - One team member must be designated as the team captain by clicking the Check Box
      - If the student is not in a competitor, then you must select Delegate
        - If the student is doing only the EMPOWER academy, then you must select Delegate for the student
    - Click Next
    - If the student is a Chartered Association Officer and would like to be registered for EMPOWER, you will select this by clicking the down arrow and click the select box...click next
    - Verify the information and click the Next Student Button and continue for all your students

- **Select Register Guests**

- This will be used to register your attending Chaperones, Spouse/Family Members, and Judges
  - You must fill in all required fields (outlined in red)
- Click Registration under the Registration Rates...click next [Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.]
- Verify the information on the screen then click Save and Finish or Save and Add Another Guest

- Click the **Select All** button or only the box beside the name of the person you want to register.

- **Click Accept Disclaimers**

- Check or uncheck box 1 – email rules and regulations
- You must check the “Read and Agree” check box...click confirm

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|  | <ul style="list-style-type: none"><li>▪ Click <b>Submit Registration</b></li><li>▪ Click <b>Confirm</b></li><li>▪ Click the <b>Export Registration</b> button to export a copy of your registration. <b>E-mail the file to <a href="mailto:statedirectcor@oregondeca.org">statedirectcor@oregondeca.org</a>.</b></li></ul>                   |
|  | <ul style="list-style-type: none"><li>▪ <b>All invoicing will be done by Oregon DECA.</b></li><li>▪ <b>All substitutions and cancellations must be made through Oregon DECA</b></li><li>▪ <b>DO NOT update the membership system as these changes will not be received. You must contact Oregon DECA directly to make changes.</b></li></ul> |