OREGON DECA

Registration Guide

State Career Development Conference

2026-2027

REGISTRATION GUIDE

OREGON DECA
STATE CAREER DEVELOPMENT CONFERENCE

February 6-8, 2027
Hyatt Regency Portland & Oregon Convention Center
375 NE Holladay St, Portland, OR 97232

Registration Fee:
Regular Registration Rate $145 per participant
Registration deadline – December 18, 2026

- All forms are due (both early bird and regular registration)

Early Bird Rate $125.00 per participant
Early Bird deadline – Dec. 1, 2026

- To receive Early Bird status, registration must be submitted at the link below
- **Any additions submitted after this date. will be subject to the regular rate.**

Registration Link:
www.decaregistration.com/or

Hotel:
Note our new location!
Hyatt Regency Portland
375 NE Holladay St
Portland, OR 97232
p: (971) 222-1234

Hotel Fee:
$179 + 16% tax = total inclusive room rate of $207.64 per room/per night
Single, double, triple and quad occupancies.

Send Hotel Payment To:
Hyatt Regency Portland

Send Registration Check To:
Oregon DECA
PO Box 1440
Owasso, OK 74055

You No Longer Need to Register:
Voting Delegates – each chapter will receive voting delegate ribbons onsite to assign to their members of choice

Prepared Events:
Carefully Review Form D for Details

Event Limitations:
Be sure to review the Events by Day schedule to be sure you register students in the appropriate events. Students may enter 3 events, with no more than 2 cluster exams.

Due Dates:
December 1 -

- Early Bird Registration

December 18 -

- Registration materials & payment
- No DROPS after this date, substitutions only

January 6 –

- Final change deadline for SCDC – no event changes allowed after this date
- Substitutions allowed only in same events

January 12 -

- Hotel registration & payment

January 7-14 -

- Prepared Projects submitted online

January 18-29 -

- Online Testing Window, 7:00am – 5:00pm
- All competitors will take the Emerging Leader Exam online!

OREGON DECA SCDC REGISTRATION CHECKLIST

Forms are separate from this Registration 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)	Early Bird Rate: December 1 Regular Registration: December 18	https://www.myctso.com/or/deca	Online	
Form B - Statement of Assurance Upload to registration system	December 18	https://www.myctso.com/or/deca	Form B	
Form E - Service for Special Needs Students *(if needed)*	December 18	Submit online form	Form E	
Make registration check out to: Oregon DECA	Postmarked January 10	Oregon DECA PO Box 1440 Owasso, OK 74055	N/A	

SEND 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 12	jana.mcleod@hyatt.com	Form A1	
Form A2 – Housing Spreadsheet (includes names of all participants, rooms assignments/types requested)	January 12	jana.mcleod@hyatt.com	Form A2	
If paying by Credit Card use: Credit Card Authorization	January 12	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) - Prepared Projects online portal upload instructions Form D (Student) – Prepared Project online portal upload instructions	January 14	Advisor Login Student Login	Form D	

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

DESCRIPTION	DEADLINE	SEND TO	FORM	DONE
Form C - Oregon DECA Student Release	December 18	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 participants must stay at the official conference hotel for the duration of the conference, which is two nights. Chapters traveling from outside the Portland area, may want to consider a third night so that you are not traveling after the closing session.

Please pay careful attention to the hotel reservation deadline (Jan. 12). After this date the hotel will release rooms from our block and cannot guarantee availability of rooms or the negotiated conference rate. Chapters unable to stay overnight will need to submit their school policy prohibiting overnight stays to registration@oregondeca.org by January 12, 2026.

Opening Session
All chapters will participate in a grand opening session where we will hear from our State Leaders. The dress for the opening session is chapter spirit wear. You may choose polos, t-shirts, sweatshirts, or other themed gear. Have fun with this!

Oregon DECA Garage
The Oregon DECA Garage gives students the chance to develop and pitch a product idea entirely onsite at SCDC. The guidelines below outline how to participate, what to create, and how the competition will run throughout the conference. See page 6 of this guide for Oregon DECA Garage Guidelines.

Testing
Competitors will test on site at SCDC. The online testing window will include the Oregon DECA Emerging Leader Exam which all competitors are expected to take online from January 18-29.

Prepared Events (Written Portion)
The written entry portion of the Prepared Events will be uploaded and judged online using a similar online portal to what we have used for our State Conference in previous years with their Statement of Assurance. 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 Overview and full Candidate Guide.

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 Monday, then grievances MUST be submitted by 7:00 p.m. on Wednesday.

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.

Request for all Participants (advisor, chaperone, and student:
We want our students to fully engage in the conference and activities where they are in attendance. Please help us relay the message to students that during sessions, workshops, exhibits, etc. they should NOT be on their mobile devices. You will hear and see more about this effort leading up to the conference.

Competitive Events:

- Students can participate in a maximum of three (3) events and take a maximum of two (2) cluster exams. Where possible we encourage students competing in multiple events with an exam component to choose events that take the same test.
- The Oregon DECA Garage is an optional event to participate in and does not qualify students for ICDC. This event does not count towards one of the events a student may compete in.
- See the event schedule by day below.

Competitive Events Schedule By Day

Saturday

- BMOR Buying and Merchandising Operations Research
- BOR Business Services Operations Research
- EBG Business Growth Plan
- EFB Franchise Business Plan
- EIB Independent Business Plan
- EIP Innovation Plan
- ESB Start-Up Business Plan
- FCE Financial Consulting Event
- FOR Finance Operations Research
- HTOR Hospitality and Tourism Operations Research
- HTPS Hospitality & Tourism Professional Selling
- IBP International Business Plan
- IMCE Integrated Marketing Campaign - EVENTS
- IMCP Integrated Marketing Campaign - PRODUCT
- IMCS Integrated Marketing Campaign - SERVICE
- PMBS Business Solutions Project
- PMCA Community Awareness Project
- PMCD Career Development Project
- PMCG Community Giving Project
- PMFL Financial Literacy Project
- PMSP Sales Project
- PSE Professional Selling
- SBE School Based Enterprise
- SEOR Sports and Entertainment Marketing Operations Research

Sunday

INDIVIDUAL SERIES

- AAM Apparel & Accessories Marketing Series
- ACT Accounting Applications Series
- ASM Automotive Services Marketing Series
- BSM Business Services Marketing Series
- ENT Entrepreneurship Individual Series Event
- HLM Hotel and Lodging Management Series
- JI Job Interview for Special Populations (state only event)
- SEM Sports and Entertainment Marketing Series

PRINCIPLES

- PFN Principles of Finance
- PHT Principles of Hospitality & Tourism
- PMK Principles of Marketing

TEAM DECISION MAKING

- BLTDM Business Law and Ethics Team Decision Making
- BTDM Buying and Merchandising Team Decision Making
- HTDM Hospitality Services Team Decision Making
- MTDM Marketing Management Team Decision Making

Monday

INDIVIDUAL SERIES

- BFS Business Finance Series
- FMS Food Marketing Series
- HRM Human Resources Management Series
- MCS Marketing Communication Series
- QSRM Quick Service Restaurant Management Series
- RFSM Restaurant and Food Service Management Series
- RMS Retail Merchandising Series

PRINCIPLES

- PBM Principles of Business Management & Administration
- PEN Principles of Entrepreneurship

PERSONAL FINANCIAL LITERACY

- PFL Personal Financial Literacy Event

TEAM DECISION MAKING

- ETDM Entrepreneurship Team Decision Making Event
- FTDM Financial Services Team Decision Making
- STDM Sports & Entertainment Marketing Team Decision Making
- TTDM Travel & Tourism Team Decision Making

Oregon DECA Garage Guidelines

Participation

- Participation is optional and designed as a supplemental activity during SCDC.
- This event is not an ICDC qualifier and does not impact competitive event advancement.
- Students may RSVP during conference registration (optional – planning purposes only)
- Official sign-ups will occur onsite on Day 1 (Sunday) of SCDC (see schedule for sign up times)
- Students may compete individually or in teams. Multi-chapter teams are allowed with advisor permission.

Project Requirements

- All work must be created onsite at SCDC.
- Projects may feature real products or fictional products.
- Students may use:
    - Poster board (this supply will be provided by Oregon DECA)
    - A digital presentation created on their own device
    - Students must provide their own markers, pens, and any printed materials. Oregon DECA will not supply writing tools or printing.

Presentation Schedule

- **Day 2:** Students present to a panel of industry professionals.

Judges will select the top three finalists.

- **Day 3:** Top 3 finalists present in a Shark Tank-style live pitch between Mini Awards and Grand Awards.

Awards

- The top three presentations compete for cash prizes.
- Finalists and winners will be recognized during conference award sessions.

Team Conduct & Expectations

- All participants must follow Oregon DECA's conference policies, dress code, and professional standards.
- Workspaces must remain neat and safe.
- Collaboration must occur respectfully and in alignment with DECA's values.

A sample rubric will be released on Diamond Teacher prior to conference.