

DECA

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

QUICK REGISTRATION GUIDE

CONFERENCE OVERVIEW

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 22,000 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 21st 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 21st 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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| Date and Location | April 26 – May 1 , 2024 (Conference Dates: April 27-30, 2024) Anaheim Convention Center Anaheim, California |
| Process | <ul style="list-style-type: none"> ▪ All student and adult attendees must be registered through the DECA Online Membership System by Friday, March 8 ▪ All chapter rooming lists must be sent to curtis@nevadadeca.org by Friday, March 8. Nevada DECA will build out the association rooming list based on occupancy rate listed on each room (i.e. if a chapter has three students in a “Quad” room, we will find a student from another chapter to occupy the room) ▪ Nevada DECA will issue final invoices to chapters by Friday, March 15. Payment in full for all invoices is due by Monday, April 22. |
| Transportation | <p>All Las Vegas area schools are required to utilize charter bus transportation coordinated by Nevada DECA.</p> <ul style="list-style-type: none"> • Departure – Friday, April 26, 2024 at 9:00am • Return – Wednesday, May 1, 2024 by approximately 3:00pm • All busses will depart and return from Clark High School at 4291 Pennwood Ave, Las Vegas, NV 89102 |
| Required Forms | <ul style="list-style-type: none"> • Form A – Intent to Compete (Due Wednesday, February 21) • Form B – ICDC Hotel Rooming List (Due Friday, March 8) • Form C – ICDC T-Shirt Order Form (Due Friday, March 8) • Form D – Student Medical/Release Form (Advisor retains in possession) • Form E - DECA Inc Code of Conduct and Attendance Forms (Advisor retains in possession) • Form F – Advisor Statement of Assurance (Due Friday, March 8) |

| REGISTRATION | |
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| Registration Cost | <p>All registration fees are based on requested occupancy rate of attendee rooms. Nevada DECA will build quads for student rooms and doubles for advisor rooms upon request. All rates are per person.</p> <ul style="list-style-type: none"> ▪ Quad: \$795 ▪ Triple: \$915 ▪ Double: \$1,155 ▪ Single: \$1,880 <p>All rates includes five nights hotel, roundtrip transportation, conference registration and materials, travel coordination, spirit items and trading pins.</p> <ul style="list-style-type: none"> ▪ DECA Inc. provides a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program and app. ▪ See below “Online Registration Procedures” for instructions on how to register. |
| Additional Information | <ul style="list-style-type: none"> ▪ The registration fee applies to student members, advisors, chaperones and spouse/family members. ▪ All student members must be DECA Inc. members on an official roster and meet the attendance criteria in the official registration guide for ICDC. ▪ At the conference, chapter advisors will register with their chartered association at their assigned hotel. |

| HOUSING | |
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| Assigned Hotel | Courtyard Anaheim Resort/Convention Center 2045 S Harbor Blvd, Anaheim, CA 92802 |
| Room Reservations | All chapters must submit Form B – ICDC Hotel Rooming List by March 8, 2024 . See www.nevadadeca.org/icdc to access this form. DO NOT CONTACT THE HOTEL DIRECTLY. |
| Additional Information | <ul style="list-style-type: none"> ▪ 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. |

| KEY DEADLINES | |
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| February 15 | ICDC Competitors’ Final Membership Eligibility |
| March 8 | Deadline for chapters to submit conference registration and housing to Nevada DECA |
| March 27 | Portal opens for chapters to upload qualifying written entry submissions |
| March 27 | Deadline for chapters to submit accommodation requests to DECA Inc. |
| April 10 | Deadline for chapters to upload qualifying written entry submissions |

| ADDITIONAL INFORMATION | |
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| Refund Policy | NO REFUNDS will be provided for members or advisors submitted in the conference registration system by the March 8 deadline. Substitutions MAY be allowed if possible but are not guaranteed. |
| Non-Discrimination Policy | 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. |
| For Additional Details | 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 www.deca.org/icdc . |

| ONLINE REGISTRATION PROCEDURES | |
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| | <p>Registration will take place in DECA’s Online Membership System (http://www.deca.org/register)</p> <ul style="list-style-type: none"> ▪ Once logged into the membership portal click on the Conferences Tab ▪ Click on 2024 ICDC – Chapter Registration ▪ Select Register Advisors <ul style="list-style-type: none"> ○ Use the check box beside the Advisor name to select the advisors attending or you can use the Select All button. Click continue ○ Verify the information that has been pre-filled. Please enter any missing information that is in a RED box. Click ICDC Registration under Registration Rates...click next <ul style="list-style-type: none"> ▪ 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. ○ 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ 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. |

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| | <ul style="list-style-type: none"> ○ 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.) <ul style="list-style-type: none"> ▪ If the student is in a team event: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ This will be used to register your attending Chaperones, Spouse/Family Members, and Judges <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ○ Check or uncheck box 1 – email rules and regulations ○ You must check the “Read and Agree” check box...click confirm ▪ Click Submit Registration ▪ Click Confirm ▪ Click the Export Registration button to export a copy of your registration. E-mail the file to your chartered association advisor. |
| | <ul style="list-style-type: none"> ▪ All invoicing will be done by your Chartered Association Advisor. ▪ All substitutions and cancellations must be made through your Chartered Association Advisor. ▪ DO NOT update the membership system as these changes will not be received. |