

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 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 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	
Date and Location	April 22-25, 2023 Orange County Convention Center, West Building Orlando, Florida
Process	<ul style="list-style-type: none"> ▪ Chapter advisors must submit conference registration and housing for DECA’s International Career Development Conference to their chartered association advisor based on the chartered association’s eligibility criteria and attendance policies. ▪ Payment for conference registration and housing is sent to the chartered association. ▪ Each chartered association sets its own deadline. The chartered association then officially submits its delegation’s conference registration and housing to DECA Inc. and the assigned hotel by March 15.

REGISTRATION	
Registration Cost	<p>Please complete Registration prior to March 10th Additional Information for MD DECA</p> <ul style="list-style-type: none"> o \$100 per attendee if registered by the chartered association before March 15 and paid before April 15 o \$105 per attendee if registered by the chartered association after March 15 and/or paid after April 15 o Spouse and family members must pay the \$105 per attendee fee, regardless of registration date ▪ 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.
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HOUSING	
Assigned Hotel	<p><u>Tru by Hilton Orlando Convention Center Area</u> 6461 Westwood Boulevard Orlando, Florida, 32821, USA Rooms are either King or Two Queen’s</p>
Hotel Rate	<p>\$167.63 per room with tax included (King/Double Rooms are same price) Includes Breakfast</p>
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. All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session. Transportation will be provided from outlying hotel properties. Guests in the following hotels will be considered within walking distance: Hyatt Regency Orlando, Rosen Centre, Rosen Plaza, Hilton Orlando and Tru by Hilton Orlando Convention Center Area. Limited transportation service will be provided to/from the Hilton Orlando and Tru by Hilton since they are connected via pedestrian bridge to the Orange County Convention Center.

KEY DEADLINES	
February 15	ICDC Competitors’ Final Membership Eligibility
March 10th	Maryland DECA Deadline for chapters to submit conference registration and housing to chartered association
March 15	Deadline for chartered association to submit conference registration to DECA Inc. and housing to assigned hotel and DECA Inc.
March 24	Deadline for chapters to submit accommodation requests to DECA Inc.
April 6	Deadline for chapters to upload qualifying written entry submissions
April 6	Deadline for chartered associations to submit any changes to competitive events registration
April 21 at 6:00 p.m. ET	Deadline for chartered association advisors to request refunds from DECA Inc.

ADDITIONAL INFORMATION	
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	
	<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 2023 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

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	<ul style="list-style-type: none"> ▪ 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. <u>Invoice will be emailed within 5 days of March 10th final submission date.</u> ▪ 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.