

# REGISTRATION INFORMATION

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE  
Anaheim Convention Center—Anaheim, CA  
April 27 – May 1, 2024

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the Indiana DECA chartered association advisor who receives and verifies the information from chapter advisors. All delegates, advisors and chaperones attending the conference are required to register for the conference and ALL delegates must meet ALL eligibility requirements set by DECA Inc., including membership.

## REGISTRATION FEE

Early-bird Registration Fee received by March 20, 2024:

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|---|-------|
| • Student/Advisor/Chaperone registration fee  | \$100 |
| • Spouse/Family registration fee  | \$105 |
| • Insurance & Indiana Fee (Includes Trading Pins, Promos, and more) Student/Advisor | \$25  |

## REGISTRATION PROCEDURE

- All registrations will be received electronically via Indiana DECA's registration website
- Housing will allow for arrival on Friday, April 26 (Optional)
- Registration is due March 20, 2024
- Each qualifying delegate will receive \$60 to put toward ICDC registration
- Qualifying delegates are students who competed at SCDC and move on to ICDC. Students who did not compete at SCDC and replace someone that did will NOT receive the \$60.

## PAYMENT

Deadline **to receive payment** for registration and housing is Tuesday, April 10

Make checks payable to:  
Indiana DECA

Please remit payment to:  
Indiana DECA  
Janice Brown  
12631 West Road  
Zionsville, IN 46077

**\*\*Please be sure to allow 5 days** if you are mailing via USPS and make sure your treasurer has the correct mailing address.

## REGISTRATION DEADLINE

Registration is due **NO LATER** than Tuesday, March 20 by 11:59 PM EST

## REFUND POLICY

After your chapter has a confirmed registration for the conference, any changes or cancellations **MUST** be made by replying via the confirmation e-mail you received. The cancellation deadline is April 3, 2024. Prior to the cancellation deadline, delegates cancelled (after the registration deadline) will be charged a cancellation fee of \$40. After the cancellation deadline, the full registration fee will still be due. Substitutions can be made at no cost up until April 3, 2024. Note that in Team Decision Making events, one of the participants must have been a member of the original team that qualified at SCDC. Hotel room changes **MUST** go through the same system as they will all be handled by a

master account. Credit for any unused hotel rooms after the cancellation deadline will be at the discretion of the hotel and **CANNOT** be guaranteed.

## WRITTEN PROJECTS

All competitive events with a written entry component will require that the written entry be submitted online by April 10, 2024, prior to the DECA International Career Development Conference. The written entry will be evaluated prior to ICDC. The Penalty Point Checklist was updated to reflect the practice of online submission for written entries and can be found on page 58 in the DECA Guide. DECA members may bring a copy of the written entry with them to provide the judge, if they wish; however, they will not be returned.

## ATTENDANCE CRITERIA

To be eligible to attend the International Career Development Conference, each high school division member must meet these basic criteria:

- Be an active member of a division of DECA. Membership must be recorded on an official DECA membership roster and be on file with DECA.
- Have the approval of the chartered association DECA advisor.
- Have the approval of the chapter DECA advisor.
- Have the approval of the school administration.
- Have the approval of parent or guardian unless 21 years or older.

Any professional, alumni or collegiate division member meeting the above criteria is eligible to attend the International Career Development Conference.

In addition to the above criteria, high school division members must meet one (1) of the following criteria:

- Be a chartered association participant in one of the international competitive activities. Members must be on a submitted roster by February 15. Dues must be paid to register.
- Be an international scholarship award recipient.
- Be a chartered association, area or regional officer.
- Be a voting delegate representing his/her chartered association for his/her division.
- Be a delegate to one of the following:
  - ELEVATE - Chapter Management Academy
  - IGNITE - Leadership Development Academy
  - ASPIRE - Senior Management Institute
  - EMPOWER – Incoming State Officer
  - School-based Enterprise Academy (SBE)
  - THRIVE
- Be a chartered association delegate by receiving special permission from his/her state/provincial DECA advisor (limited to 1% of the state's/province's DECA Inc. membership in the high school division).

Allocation for competitors and Chartered association representatives are based on each state/provincial association's membership in the high school division on June 30 of the previous calendar year.

# HOUSING INFORMATION

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the Indiana DECA chartered association advisor who receives and verifies the information from chapter advisors.

**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 the student's assigned and approved hotel, for a minimum of four nights, beginning with the night of the Grand Opening Session.**

Due to the limited number of multiple housing rooms in the hotels, two-bedded rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a one-bedded room. A rollaway may be available depending upon the property.

The hotels have been advised to make no charges without a credit card on the room. Because of the large number of students involved, chapters are responsible for all charges incurred by their chapter delegation.

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. Chartered associations will be responsible for delegates' conduct.

## ASSOCIATION HOTEL

Hilton Anaheim  
777 W. Convention Way  
Anaheim, CA 92802  
714-750-4321  
<https://www.hilton.com/en/hotels/snaahhh-hilton-anaheim/>

## HOUSING PROCEDURE

All registrations will be received electronically via the Indiana DECA registration website. Registration and housing details, including the ICDC Conference Registration Online Software, will be available on or before March 12, 2024. Visit <https://Indianadeca.logicsolut.net> for further information or follow the registration link on the Indiana DECA website.

## ROOM RATE

### **Friday Arrival** (April 26) with Wednesday Departure (May 1):

Single (1 bed)	\$310.58 x 5 nights per person = \$1,552.90
Double (1 bed)	\$155.29 x 5 nights per person = \$776.45
Double (2 bed)	\$164.10 x 5 nights per person = \$820.50
Triple (2 bed)	\$109.40 x 5 nights per person = \$547.00
Quad (2 bed)	\$ 82.05 x 5 nights per person = \$410.25

### **Saturday Arrival** (April 27) with Wednesday Departure (May 1):

Single (1 bed)	\$310.58 x 4 nights per person = \$1,242.32
Double (1 bed)	\$155.29 x 4 nights per person = \$621.16
Double (2 bed)	\$164.10 x 4 nights per person = \$656.40
Triple (2 bed)	\$109.40 x 4 nights per person = \$437.60
Quad (2 bed)	\$ 82.05 x 4 nights per person = \$328.20

# DRESS CODE REMINDER

## IMPORTANT REMINDER

- Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.
- DECA's board of directors has developed the official dress standards for the International Career Development Conference (ICDC). **The official dress code is provided on page 47 of the DECA Guide.** Students, advisors, and chaperones must follow the dress code.
- Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required.

- Professional business dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.
- For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.
- All skirts and dresses must be at or below the knee.
- As you prepare your DECA members for attending ICDC in Anaheim, please review the dress code with them.
- When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether a student is following the dress code guidelines.

## ASSOCIATION INFORMATION

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### COMPETITIVE EVENT/ACADEMY MANAGEMENT ASSISTANTS

Each year DECA requires that we supply advisors to assist with the operation of competitive events. All advisors will be required to work at least one shift during the conference. This year, Indiana will be responsible for the Automotive Services Series event. We have 42 positions that must be covered by Indiana advisors during the conference.

### CHARTERED ASSOCIATION MEETINGS

There is one Indiana delegation meeting for all students/advisors/chaperones attending the conference. It is scheduled for the following time:

- Saturday, April 27 at 7:00 PM in Pacific Ballroom C of the Hilton Anaheim Hotel

Please plan arrival times and non-conference activities around this scheduled meeting.

## ADDITIONAL INFORMATION

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### CHAPERONE RATIO

The chaperone ratio for ICDC is ***one advisor/adult per every eight students. You must have the right number of chaperones, and you may not share chaperones.***

It is the expectation that chapter advisors attend ICDC with students from their local chapter who have qualified and are planning to participate. If the chapter advisor cannot attend ICDC with his/her student(s), a staff member from the school may attend in his/her place. The designated staff member attending will be expected to fulfill all ICDC responsibilities and advisor assignments just the same as the chapter advisor. If a staff member is attending instead of the advisor, a letter on official school letterhead that has been signed by the school administration must be submitted indicating approval for the staff member to attend and accept responsibility for the student(s). The letter must be submitted to Janice Brown, Indiana Chartered Association Advisor, along with the ICDC registration materials.

### TRADING PINS

You will receive trading pins as a part of your registration. Additional pins will also be available to purchase. Pricing for additional pins is \$6 for five (5) pins.

## CONFERENCE TRANSPORTATION

The DECA ICDC will use the Anaheim Convention Center and Anaheim Marriott for all conference activities.

## STUDENTS WITH ACCOMMODATION REQUESTS

DECA Inc. wants to make every opportunity available for our special needs members to participate in ICDC. An online form is at [https://deca.formstack.com/forms/services\\_for\\_special\\_need\\_students](https://deca.formstack.com/forms/services_for_special_need_students) for attendees who require them. DECA Inc. will work with the school and/or chartered association to provide the appropriate services. It is critical that they receive the form by **March 27** in order to arrange the appropriate services. It is the responsibility of the local chapter advisor to submit this form to DECA Inc. by the due date.

## SCHOLARSHIPS

DECA's scholarship program provides over \$200,000 in scholarships at the International Career Development Conference each year. Many corporations provide scholarships through the DECA Scholarship Program. DECA Inc. administers the program based on guidelines set by the donor. DECA scholarships are mostly merit based. Scholarships will be awarded during the Grand Awards Session. Company representative and student pictures will be taken immediately following the on-stage presentation.

## LEADERSHIP RECOGNITION

Hosted by the DECA Inc. Board of Directors, this annual invitation only event held during DECA's International Career Development Conference recognizes invited chartered associations and DECA chapter advisors for their outstanding leadership and extraordinary work.

## INSURANCE COVERAGE

Philadelphia Indemnity Insurance Company will provide special insurance for each chartered association's delegates and advisors registered for the DECA International Career Development Conference. The delegates must be listed on the registration form. The policy has the following broad features:

\$25,000 principal sum for accidental death or dismemberment

\$5,000 maximum for all accidental medical expense benefits per covered accident

For additional information, please review the policy at [www.deca.org/icdc](http://www.deca.org/icdc).