



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE 2023



ASSOCIATION REGISTRATION GUIDE  
APRIL 22-25 | ORLANDO



# DECA

## INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

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.

## CLASSROOM CONNECTION

DECA's International Career Development Conference supports educational initiatives.

- Career Clusters®
- National Curriculum Standards
- 21<sup>st</sup> Century Skills
- Common Core State Standards
- Project-based Learning
- Personal Financial Literacy



The National Association of Secondary School Principals has placed this program on the NASSP National Advisory List of Contests and Activities for 2022-2023.



# CONFERENCE FACTS

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## 14,000

finalists from 52 chartered associations vying for international honors in DECA's Competitive Events Program.



## 3,000

DECA members engaging in leadership development activities preparing to be college and career-ready.



## 1,000

business leaders who will serve as judges for international competition.



## 100+

exhibitors from a wide variety of colleges and businesses.



## 2,000

DECA advisors coaching their students and attending Advisor Professional Learning.



## ORANGE COUNTY CONVENTION

9899 International Dr  
Orlando, FL 32819  
407-685-9800

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# DECA

## CONFERENCE OVERVIEW

# 2023







# KEY DATES

## FEBRUARY 15

ICDC competitors' final membership eligibility

## 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.

Business Growth Plan **EBG**  
 Business Services Operations Research **BOR**  
 Business Solutions Project **PMBS**  
 Buying and Merchandising Operations Research **BMOR**  
 Career Development Project **PMCD**  
 Community Awareness Project **PMCA**  
 Community Giving Project **PMCG**  
 Finance Operations Research **FOR**  
 Financial Literacy Project **PMFL**  
 Franchise Business Plan **EFB**  
 Hospitality and Tourism Operations Research **HTOR**  
 Independent Business Plan **EIB**  
 Innovation Plan **EIP**  
 Integrated Marketing Campaign-Event **IMCE**  
 Integrated Marketing Campaign-Product **IMCP**  
 Integrated Marketing Campaign-Service **IMCS**  
 International Business Plan **IBP**  
 Sales Project **PMSP**  
 Sports and Entertainment Marketing Operations Research **SEOR**  
 Start-Up Business Plan **ESB**  
 Stock Market Game **SMG**

## 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.

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the chartered association advisor who receives and verifies the information from chapter advisors.

Please confirm your association's conference registration and housing deadline with your Chartered Association Advisor.

[deca.org/associations](https://deca.org/associations)

# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## FRIDAY, APRIL 21

8:00 AM – 6:00 PM	<b>CHARTERED ASSOCIATION ADVISOR CHECK-IN</b> <i>Chapter advisors register with their chartered association advisor at their assigned hotel</i>	W206
8:00 AM – 9:00 PM	<b>HEADQUARTERS + ATTRACTION TICKET BOOTH</b>	W206
8:00 AM – 9:00 PM	<b>SHOP DECA + BLAZER SHOP</b>	W205
6:30 PM	<b>CHARTERED ASSOCIATION ADVISOR DINNER</b> <i>by invitation only</i>	W305

## SATURDAY, APRIL 22

7:00 AM – 8:30 PM	<b>HEADQUARTERS + ATTRACTION TICKET BOOTH</b>	W206
7:00 AM – 8:30 PM	<b>SHOP DECA + BLAZER SHOP</b>	W205
9:00 AM	<b>EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING</b>	W207BC
9:30 AM – 5:00 PM	<b>DECA DAY IN THE PARKS</b> <i>Advance ticket purchase required</i>	Walt Disney World Resort® Universal Orlando Resort™
10:00 AM	<b>OFFICER CANDIDATE ORIENTATION + INTERVIEWS</b>	
1:00 PM – 5:00 PM	<b>EXHIBIT BOOTH SET-UP</b>	WB2
5:00 PM	<b>PARADE OF CHARTERED ASSOCIATIONS REHEARSAL</b>	WA1-4
7:00 PM	<b>NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION</b> <i>by invitation only</i>	W305
8:30 PM	<b>GRAND OPENING SESSION</b>	WA1-4
12:30 AM	<b>CURFEW</b> <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## SUNDAY, APRIL 23

7:00 AM – 5:00 PM	<b>HEADQUARTERS + ATTRACTION TICKET BOOTH</b>	W206
7:00 AM – 5:00 PM	<b>SHOP DECA + BLAZER SHOP</b>	W205
7:30 AM	<b>JUDGES' ORIENTATION</b>	WB4
8:00 AM – 11:30 AM	<b>SCHOOL-BASED ENTERPRISE ACADEMY   FOOD OPERATIONS</b> <i>Sponsored by Intuit and Otis Spunkmeyer</i>	
8:00 AM – 4:00 PM	<b>EMERGING LEADER SERIES</b>	OCCC
8:00 AM – 4:00 PM	<b>COLLEGE + CAREER EXHIBITS / SHOP DECA</b> <i>Advisors only from 8:00 AM - 9:00 AM</i>	WB2
8:00 AM – 5:00 PM	<b>COMPETITIVE EVENT TESTING</b> <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	WC + Valencia Ballroom
8:00 AM – 5:00 PM	<b>COMPETITIVE EVENT PRELIMINARY COMPETITION</b> <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Market Game, Virtual Business Challenge</i>	WB4 + WB2
9:00 AM	<b>VIRTUAL BUSINESS CHALLENGE PARTICIPANTS' BRIEFING</b>	OCCC
9:00 AM – 4:00 PM	<b>ADVISOR PROFESSIONAL LEARNING SERIES</b>	
9:30 AM – 1:00 PM	<b>EXECUTIVE MENTOR PROGRAM</b>	OCCC
12:00 PM	<b>MDA LUNCHEON</b> <i>Sponsored by Muscular Dystrophy Association   by invitation only</i>	W305
12:30 PM – 4:00 PM	<b>SCHOOL-BASED ENTERPRISE ACADEMY   RETAIL OPERATIONS</b> <i>Sponsored by Intuit and Otis Spunkmeyer</i>	
4:00 PM	<b>VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION</b>	OCCC
12:30 AM	<b>CURFEW</b> <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## MONDAY, APRIL 24

7:00 AM – 5:00 PM	SHOP DECA	W205
7:00 AM – 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	W206
7:30 AM	JUDGES' ORIENTATION	WB4
8:00 AM – 4:00 PM	COLLEGE + CAREER EXHIBITS / SHOP DECA	WB2
8:00 AM – 4:30 PM	EMERGING LEADER SERIES	OCCC
8:00 AM – 6:00 PM	<b>COMPETITIVE EVENT PRELIMINARY COMPETITION</b> <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise, Virtual Business Challenge</i>	WB1 + WB2 + WB4
8:30 AM – 10:30 AM	<b>JOHNSON &amp; WALES SCHOLARSHIP AWARD BREAKFAST</b> <i>Sponsored by Johnson &amp; Wales University   by invitation only</i>	W305
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	
12:00 PM – 1:30 PM	<b>CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON</b> <i>Sponsored by U.S. Army   by invitation only</i>	
2:00 PM – 3:30 PM	<b>LEADERSHIP RECOGNITION RECEPTION</b> <i>by invitation only</i>	W305
2:30 PM – 4:30 PM	<b>MEET THE CANDIDATES SESSION</b> <i>Open to all members</i>	
3:30 PM – 4:30 PM	<b>COMPETITIVE EVENTS UPDATE</b> <i>Advisors only</i>	
5:00 PM – 11:00 PM	<b>DECA NIGHT AT UNIVERSAL ORLANDO</b> <i>Advance ticket purchase required</i>	Universal Orlando Resort™
12:30 AM	<b>CURFEW</b> <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## TUESDAY, APRIL 25

7:30 AM – 10:30 AM	JUDGES' ORIENTATION	WB4
7:30 AM – 6:00 PM	HEADQUARTERS	W206
8:00 AM	ACHIEVEMENT AWARDS SESSION	WA1-4
8:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	W205
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	WB4
12:00 PM	BUSINESS + ELECTION SESSION	
7:00 PM – 8:00 PM	<b>SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION</b> <i>Sponsored by National Advisory Board Partners   by invitation only</i>	W203
8:30 PM	GRAND AWARDS SESSION	WA1-4
12:30 AM	<b>CURFEW</b> <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

## WEDNESDAY, APRIL 26

9:00 AM – 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	W309
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Check [deca.org/icdc](https://deca.org/icdc) for updates. Events will be held in the **ORANGE COUNTY CONVENTION CENTER** unless otherwise noted.



# DECA

## COMPETITIVE EVENTS 2023



As an integral part of the classroom curriculum, DECA's industry-validated competitive events are aligned with the National Curriculum Standards in the career clusters of marketing, business management and administration, finance, and hospitality and tourism. DECA's flagship evaluation process involves students in both a written component such as an exam or report and an interactive component with an industry professional serving as a judge. DECA's competitive events directly contribute to every student being college and career ready when they graduate from high school.

## QUALIFICATIONS FOR ENTERING INTERNATIONAL CONFERENCE COMPETITIVE EVENTS

1. All participants must be active members of DECA with the current year's dues on file with DECA Inc. prior to February 15 of the current school year.
2. All participants and written entries must be approved and authorized for entering competition by their chartered association through official competitive events registration forms.
3. All participants and written entries must meet the specifications set forth for each activity.
4. All participants must have participated in chartered association, district and/or local competition, or qualified through online competition.
5. All entry forms and creative entries must be submitted by the chartered association advisor or designee according to announced deadlines.
6. A participant may enter only one of the competitive events with a participatory component during DECA's International Career Development Conference.
7. No additions or substitutions may be registered for competition after the deadline set forth by DECA Inc.
8. A written entry may not be entered in more than one ICDC competitive event during a given year.
9. Once a written entry is entered in ICDC competition, the identical content material may not be entered in ICDC competition again.
10. All participants must attend the briefing sessions scheduled for their competitive event during the international conference, if scheduled.
11. Participants are required to follow the official DECA dress code outlined on page 39.
12. All written entries must include a signed copy of DECA's Written Event Statement of Assurances and Academic Integrity (page 59) of the DECA Guide.
13. Participants must bring a photo ID to all event briefings, testing sessions and presentations. If a photo ID is not available, an advisor must verify the participant's identity.

COMPETITIVE EVENT CATEGORY	THURSDAY   APRIL 6	SUNDAY   APRIL 23	MONDAY   APRIL 24	TUESDAY   APRIL 25
Principles of Business Administration Events Team Decision Making Events Individual Series Events Personal Financial Literacy Event Professional Selling and Consulting Events		Briefing and Exam	Preliminary Presentations to Judges*	Finalist Presentations to Judges**
Business Operations Research Events Project Management Events Entrepreneurship Events Stock Market Game	Deadline for written entry submission through the online competition submission portal.	Preliminary Presentations to Judges		Finalist Presentations to Judges**
Integrated Marketing Campaign Events	Deadline for written entry submission through the online competition submission portal.	Briefing and Exam	Preliminary Presentations to Judges*	Finalist Presentations to Judges**
School-based Enterprise		SBE Academy	SBE Competition Preliminaries	SBE Competition Finals**

\*All Individual Series and Principles of Business Administration events presentation appointments will begin Monday morning. There will no be events that begin in the afternoon as in the past.

\*\* Finalists will be announced Tuesday morning during the Achievement Awards Session.

# DECA COMPETITIVE EVENTS

## PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS

Principles of Business Management and Administration **PBM**

Principles of Finance **PFN**

Principles of Hospitality and Tourism **PHT**

Principles of Marketing **PMK**

## TEAM DECISION MAKING EVENTS

Business Law and Ethics Team Decision Making **BLTDM**

Buying and Merchandising Team Decision Making **BTDM**

Entrepreneurship Team Decision Making **ETDM**

Financial Services Team Decision Making **FTDM**

Hospitality Services Team Decision Making **HTDM**

Marketing Management Team Decision Making **MTDM**

Sports and Entertainment Marketing Team Decision Making **STDM**

Travel and Tourism Team Decision Making **TTDM**

## INDIVIDUAL SERIES EVENTS

Accounting Applications Series **ACT**

Apparel and Accessories Marketing Series **AAM**

Automotive Services Marketing Series **ASM**

Business Finance Series **BFS**

Business Services Marketing Series **BSM**

Entrepreneurship Series **ENT**

Food Marketing Series **FMS**

Hotel and Lodging Management Series **HLM**

Human Resources Management Series **HRM**

Marketing Communications Series **MCS**

Quick Serve Restaurant Management Series **QSRM**

Restaurant and Food Service Management Series **RFSM**

Retail Merchandising Series **RMS**

Sports and Entertainment Marketing Series **SEM**

## PERSONAL FINANCIAL LITERACY EVENT

Personal Financial Literacy **PFL**

## BUSINESS OPERATIONS RESEARCH EVENTS

Business Services Operations Research **BOR**

Buying and Merchandising Operations Research **BMOR**

Finance Operations Research **FOR**

Hospitality and Tourism Operations Research **HTOR**

Sports and Entertainment Marketing Operations Research **SEOR**

## PROJECT MANAGEMENT EVENTS

Business Solutions Project **PMBS**

Career Development Project **PMCD**

Community Awareness Project **PMCA**

Community Giving Project **PMCG**

Financial Literacy Project **PMFL**

Sales Project **PMSP**

## ENTREPRENEURSHIP EVENTS

Innovation Plan **EIP**

Start-Up Business Plan **ESB**

Independent Business Plan **EIB**

International Business Plan **IBP**

Business Growth Plan **EBG**

Franchise Business Plan **EFB**

## INTEGRATED MARKETING CAMPAIGN EVENTS

Integrated Marketing Campaign-Event **IMCE**

Integrated Marketing Campaign-Product **IMCP**

Integrated Marketing Campaign-Service **IMCS**

## PROFESSIONAL SELLING AND CONSULTING EVENTS

Financial Consulting **FCE**

Hospitality and Tourism Professional Selling **HTPS**

Professional Selling **PSE**

## ONLINE EVENTS

Stock Market Game **SMG**

Virtual Business Challenge-Accounting **VBCAC**

Virtual Business Challenge-Entrepreneurship **VBCEN**

Virtual Business Challenge-Fashion **VBCFA**

Virtual Business Challenge-Hotel Management **VBCHEM**

Virtual Business Challenge-Personal Finance **VBCPF**

Virtual Business Challenge-Restaurant **VBCRS**

Virtual Business Challenge-Retail **VBCRT**

Virtual Business Challenge-Sports **VBCSP**

*Not all chartered associations offer all events. Please check with your chartered association advisor for events offered in your chartered association.*



## RECOGNITION AND AWARDS

DECA's competitive events provide recognition for competitors in a number of different areas. The following list describes the recognition provided at ICDC:

**CERTIFICATE OF ACHIEVEMENT:** All competitors will receive a digital Certificate of Achievement recognizing the achievement necessary to qualify to participate at the International Career Development Conference.

**CERTIFICATE OF EXCELLENCE:** Competitors scoring a combined total score of 70% or better on the competitive event components will earn a digital Certificate of Excellence.

**ACHIEVEMENT AWARDS:** For each event with an exam, the highest ten individual scores on the exam will receive a silver-ribbon medallion. For each Principles of Business Administration Event, Team Decision Making Event, Individual Series Event, Personal Financial Literacy Event, Integrated Marketing Campaign Event and Professional Selling and Consulting Event, participants with top scores in each section of the presentation component will each receive a silver-ribbon medallion. In all events, the top two overall scores in each section will be considered finalists and receive blue-ribbon medallions.

**GRAND AWARDS:** The top ten finalists will be called to the stage and receive red-white-blue ribboned medallions with first, second and third places receiving trophies.

**CASH AWARDS:** All competitive event first place honorees will receive a minimum of \$100 per team. Several events provide larger awards based on company sponsorship.





## SPONSORED EVENTS

DECA gratefully acknowledges the competitive events sponsorship of these generous organizations.

Unless otherwise noted, each sponsoring organization provides the following awards for top performers at DECA's International Career Development Conference.

1<sup>st</sup> Place - \$1,000 per team

2<sup>nd</sup> Place - \$500 per team

3<sup>rd</sup> Place - \$250 per team

4<sup>th</sup>-10<sup>th</sup> Place - \$100 each per team

ACCOUNTING  
APPLICATIONS SERIES **ACT**



FINANCE OPERATIONS  
RESEARCH FOR



PRINCIPLES OF FINANCE **PFN**



APPAREL AND ACCESSORIES  
MARKETING SERIES **AAM**

**MEN'S WEARHOUSE®**

INTEGRATED MARKETING  
CAMPAIGN - PRODUCT **IMCP**



SPORTS AND ENTERTAINMENT  
MARKETING OPERATIONS **SEOR**

**PIPER | SANDLER**

BUSINESS SERVICES OPERATIONS **BOR**

**PIPER | SANDLER**

MARKETING COMMUNICATIONS  
SERIES **MCS**



VIRTUAL BUSINESS CHALLENGES

ACCOUNTING **VBCAC**

ENTREPRENEURSHIP **VBCEN**

FASHION **VBCFA**

PERSONAL FINANCE **VBCPF**

RESTAURANT **VBCRS**

RETAIL **VBCRT**

SPORTS **VBCSP**

BUYING AND MERCHANDISING  
OPERATIONS **BMOR**

**PIPER | SANDLER**



CAREER DEVELOPMENT  
PROJECT **PMCD**



PERSONAL FINANCIAL  
LITERACY **PFL**



AWARDS

1<sup>st</sup> Place \$1,000 per team

2<sup>nd</sup> Place \$500 per team

3<sup>rd</sup> Place \$250 per team

COMMUNITY GIVING  
PROJECT **PMCG**



# COMPETITIVE EVENTS ALLOCATIONS

CHARTERED ASSOCIATION	2020-2021 MEMBERSHIP	2021-2022 MEMBERSHIP	Principles of Business Administration 4 Team Decision Making 8 Individual Series 14 Personal Financial Literacy 1	Business Operations Research 5 Project Management 6 Entrepreneurship Events 6 Integrated Marketing Campaign 3 Professional Selling and Consulting 3
Alabama	1,504	2,798	4	3
Alaska	-	-	3	2
Arizona	3,496	4,466	5	4
Arkansas	1,011	1,251	3	2
California	4,469	5,194	5	4
Colorado	6,601	7,345	7	6
Connecticut	1,584	1,966	3	3
Delaware	159	221	3	2
Florida	7,885	10,010	9	8
Georgia	7,561	11,675	10	9
Germany	452	483	3	2
Guam	16	-	3	2
Hawaii	235	326	3	2
Idaho	285	417	3	2
Illinois	2,398	3,000	4	3
Indiana	2,516	2,698	4	3
Iowa	379	520	3	2
Kansas	802	1,005	3	2
Kentucky	736	1,667	3	3
Louisiana	523	544	3	2
Maine	50	50	3	2
Maryland	662	628	3	2
Massachusetts	5,734	6,628	6	5
Michigan	6,438	6,927	7	6
Minnesota	3,428	3,983	5	4
Mississippi	870	1,101	3	2
Missouri	5,194	6,091	6	5
Montana	316	497	3	2
Nebraska	1,017	1,211	3	2
Nevada	802	1,513	3	2
New Hampshire	333	498	3	2
New Jersey	7,897	8,918	8	7
New Mexico	2,292	2,826	4	3
New York	4,571	5,272	5	4
North Carolina	3,819	5,023	5	4
North Dakota	711	893	3	2
Ohio	4,854	5,100	5	4
Oklahoma	1,360	1,570	3	3
Ontario	9,665	654	3	2
Oregon	986	1,283	3	2
Pennsylvania	3,399	4,211	5	4
Puerto Rico	1,715	2,095	3	3
Rhode Island	414	513	3	2
South Carolina	850	1,234	3	2
South Dakota	40	82	3	2

# COMPETITIVE EVENTS ALLOCATIONS

CHARTERED ASSOCIATION	2020-2021 MEMBERSHIP	2021-2022 MEMBERSHIP	Principles of Business Administration 4 Team Decision Making 8 Individual Series 14 Personal Financial Literacy 1	Business Operations Research 5 Project Management 6 Entrepreneurship Events 6 Integrated Marketing Campaign 3 Professional Selling and Consulting 3
Tennessee	3,039	4,484	5	4
Texas	10,025	12,909	10	9
Utah	1,434	2,508	4	3
Vermont	51	-	3	2
Virginia	7,144	9,693	8	7
Washington	8,457	10,881	9	8
West Virginia	267	519	3	2
Wisconsin	5,181	7,555	7	6
Wyoming	178	195	3	2
<b>TOTALS</b>	<b>146,293</b>	<b>173,131</b>	<b>237</b>	<b>187</b>

## COMPETITIVE EVENTS ALLOCATION FORMULA

Adjustments (gains or losses) will not be made until the end of the membership year and will be effective starting with the upcoming membership year.

The one additional competitive event allocation for every 50-member increase before March 1 is indefinitely suspended.

For ICDC 2023, competitive events allocations were determined by multiplying 2021-2022 membership by 1.3.

2021-2022 MEMBERSHIP	Principles of Business Administration 4 Team Decision Making 8 Individual Series 14 Personal Financial Literacy 1	Business Operations Research 5 Project Management 6 Entrepreneurship Events 6 Integrated Marketing Campaign 3 Professional Selling and Consulting 3
15,000	<b>10</b>	<b>9</b>
13,000	<b>9</b>	<b>8</b>
11,000	<b>8</b>	<b>7</b>
9,000	<b>7</b>	<b>6</b>
7,000	<b>6</b>	<b>5</b>
5,000	<b>5</b>	<b>4</b>
3,000	<b>4</b>	<b>3</b>
2,000	<b>3</b>	<b>3</b>
0 - 1,999	<b>3</b>	<b>2</b>



# EVIDENCE OF STUDENT LEARNING

## TRANSCRIPTS

Supporting college and career readiness, DECA's competitive events transcripts express each member's performance rated against National Curriculum Standards identified as essential knowledge and skills and 21<sup>st</sup> Century Skills. DECA transcripts provide evidence of student learning and achievement as demonstrated by their participation in DECA's Competitive Events Program at the International Career Development Conference.

DECA transcripts are an exceptional tool to provide feedback for both advisors and members in helping them assess areas for improvement in course instruction and student learning.

The transcripts provide ranking and performance measures for each instructional area on the career cluster exam and feedback for each performance indicator and/or evaluation criterion the judge evaluates.

Because of the structure of DECA's competitive events program, all data is normalized and should be viewed as a snapshot of performance rather than a competition ranking.

DECA transcripts are yet another tool in demonstrating DECA's commitment to integrating DECA into classroom instruction, applying learning, connecting to business and promoting competition. DECA members may wish to use their DECA transcripts as part of their portfolios when applying for scholarships, to college or for jobs.

Category		Normal score	International			
Comprehensive Exam		85	91	low	mid	high
Preliminary Case Study		92	92			
Final Case Study		92	88			
Overall		177	96			

  

Comprehensive Exam		Raw score	VA	Int'l	low	mid	high
Channel Management		67	55	82			
Communication Skills		100	98	99			
Economics		100	98	99			
Emotional Intelligence		80	39	53			
Financial Analysis		93	71	59			
Information Management		75	60	77			
Marketing Planning		75	67	64			
Marketing Information Management		53	16	53			
Operations		100	98	99			
Product/Service Management		82	60	76			
Professional Development		100	98	99			
Promotion		92	93	94			
Selling		100	98	99			

  

Preliminary Case Study		Instructional Area: Operations & Marketing					
		Met	Int'l	low	mid	high	
1. Pt #1 - Describe marketing functions and related activities.		✓	90				
2. Pt #2 - Explain customer/client/business buying behavior.		✓	93				
3. Pt #3 - Demonstrate connections between company actions and results.		✓	89				
4. Pt #4 - Explain the nature and scope of purchasing.		✓	90				
5. Pt #5 - Select vendors.		✓	83				
6. Pt #6 - Place orders/orders.		✓	83				
7. Pt #7 - Identify quality-control measures.		✓	95				
8. Clarity of expression		✓	99				
9. Organization of ideas		✓	76				
10. Showed evidence of mature judgment		✓	99				
11. Effective participation of both team members		✓	80				
12. Overall impression and responses to the judge's questions		✓	99				

  

Final Case Study		Instructional Area: Information Management					
		Met	Int'l	low	mid	high	
1. Pt #1 - Assess information needs.		✓	80				
2. Pt #2 - Apply information to accomplish a task.		✓	73				
3. Pt #3 - Obtain needed information efficiently.		✓	78				
4. Pt #4 - Evaluate quality and source of information.		✓	97				
5. Pt #5 - Describe the need for marketing information.		✓	35				
6. Pt #6 - Explain the nature and scope of the marketing information management function.		✓	97				
7. Pt #7 - Identify information monitored for marketing decision making.		✓	97				
8. Clarity of expression		✓	97				
9. Organization of ideas		✓	50				
10. Showed evidence of mature judgment		✓	97				
11. Effective participation of both team members		✓	97				
12. Overall impression and responses to the judge's questions		✓	89				

Key: NV=No value, BE=Below Expectations, ME=Meets Expectations, EE=Exceeds Expectations  
Met Prof. = If this box is checked, the judge felt that the student possessed enough knowledge and skill to be employed in an entry-level position in the career area.



# DECA

## EMERGING LEADERS SERIES

# 2023



# DECA

## EMERGING LEADER SERIES



DECA's Emerging Leader Series is designed to empower DECA members to provide effective leadership through goal setting, consensus building and project implementation.

Aligned with 21<sup>st</sup> Century Skills in the areas of critical thinking and problem solving, communication and collaboration, and creativity and innovation. DECA's Emerging Leader Series prepares members to be effective leaders in college and careers. All of these academies are available during the DECA International Career Development Conference. Elevate and Empower are also available at the DECA Emerging Leader Summit.

 <p>IGNITE</p>	 <p>ELEVATE</p>	 <p>EMPOWER</p>	 <p>ASPIRE</p>	 <p>THRIVE</p>
<p><b>ULTIMATE MEMBER</b></p> <p>Ignite your spark for DECA! As an emerging leader, you have great potential to take advantage of all that DECA offers. Now's your time to gain an edge as you learn how you can take your personal DECA experience to the next level and ignite your passion for DECA.</p>	<p><b>ULTIMATE CHAPTER LEADER</b></p> <p>Elevate your leadership in DECA by becoming the ultimate DECA chapter leader! Discover your personal leadership style and how you can use that to take your chapter to the next level. Now's your time to elevate your DECA status from member to chapter leader.</p>	<p><b>ULTIMATE ASSOCIATION OFFICER</b></p> <p>As a DECA association officer, one of your main responsibilities is to empower the members you serve. Learn how to effectively perform your role as an association leader, design an effective strategic plan and employ empowering communications strategies and methods.</p>	<p><b>ULTIMATE GRADUATE</b></p> <p>As you soon graduate, the sky is the limit for your aspirations. Do you know what to expect in college or how to be successful in your career? Learn how to leverage your DECA experience to your advantage in college, interviews and internships. Aspire to get on the fast track to college and career success.</p>	<p><b>ULTIMATE CHAPTER</b></p> <p>Now it's time to thrive with other high performing chapters and continue to develop your toolbox of collaboration, communications, critical thinking and creativity skills.</p>

Participation in DECA's Emerging Leader Series at ICDC is the primary conference activity for members, except for Empower. Empower is limited to chartered association officers, who may also participate in DECA's Competitive Events Program. Register through your chartered association advisor using the name of the academy.



# EMERGING LEADERS SERIES ALLOCATIONS

ASSOCIATION	MEMBERSHIP	% OF TOTAL	🔥 IGNITE	📈 ELEVATE	🏆 ASPIRE	SPECIAL PERMISSION
	2021-2022		8+ (___% of 560)	4+ (___% of 250)	3+ (___% of 390)	1% of Total Mem
Alabama	2,798	1.61612%	17	8	9	28
Alaska	-	0.00000%	8	4	3	0
Arizona	4,466	2.57955%	22	10	13	45
Arkansas	1,251	0.72257%	12	6	6	13
California	5,194	3.00004%	25	12	15	52
Colorado	7,345	4.24245%	32	15	20	73
Connecticut	1,966	1.13556%	14	7	7	20
Delaware	221	0.12765%	9	4	3	2
Florida	10,010	5.78175%	40	18	26	100
Georgia	11,675	6.74345%	46	21	29	117
Germany	483	0.27898%	10	5	4	5
Guam	-	0.00000%	8	4	3	0
Hawaii	326	0.18830%	9	4	4	3
Idaho	417	0.24086%	9	5	4	4
Illinois	3,000	1.73279%	18	8	10	30
Indiana	2,698	1.55836%	17	8	9	27
Iowa	520	0.30035%	10	5	4	5
Kansas	1,005	0.58049%	11	5	5	10
Kentucky	1,667	0.96285%	13	6	7	17
Louisiana	544	0.31421%	10	5	4	5
Maine	50	0.02888%	8	4	3	1
Maryland	628	0.36273%	10	5	4	6
Massachusetts	6,628	3.82831%	29	14	18	66
Michigan	6,927	4.00102%	30	14	19	69
Minnesota	3,983	2.30057%	21	10	12	40
Mississippi	1,101	0.63593%	12	6	5	11
Missouri	6,091	3.51815%	28	13	17	61
Montana	497	0.28707%	10	5	4	5
Nebraska	1,211	0.69947%	12	6	6	12
Nevada	1,513	0.87390%	13	6	6	15
New Hampshire	498	0.28764%	10	5	4	5
New Jersey	8,918	5.15101%	37	17	23	89
New Mexico	2,826	1.63229%	17	8	9	28
New York	5,272	3.04509%	25	12	15	53
North Carolina	5,023	2.90127%	24	11	14	50
North Dakota	893	0.51579%	11	5	5	9
Ohio	5,100	2.94575%	24	11	14	51
Oklahoma	1,570	0.90683%	13	6	7	16
Ontario	654	0.37775%	10	5	4	7
Oregon	1,283	0.74106%	12	6	6	13
Pennsylvania	4,211	2.43226%	22	10	12	42
Puerto Rico	2,095	1.21007%	15	7	8	21
Rhode Island	513	0.29631%	10	5	4	5
South Carolina	1,234	0.71276%	12	6	6	12
South Dakota	82	0.04736%	8	4	3	1
Tennessee	4,484	2.58995%	23	10	13	45

# EMERGING LEADERS SERIES ALLOCATIONS

ASSOCIATION	MEMBERSHIP	% OF TOTAL	🔥 IGNITE	📈 ELEVATE	🏆 ASPIRE	SPECIAL PERMISSION
	2021-2022		8+ (___% of 560)	4+ (___% of 250)	3+ (___% of 390)	1% of Total Mem
Texas	15,348	0.04736%	50	23	34	129
Utah	3,287	2.58995%	16	8	9	25
Vermont	140	0.00000%	8	4	3	0
Virginia	14,150	5.59865%	39	18	25	97
Washington	12,002	6.28484%	43	20	28	109
West Virginia	637	0.29977%	10	5	4	5
Wisconsin	11,064	4.36375%	32	15	20	76
Wyoming	226	0.11263%	9	4	3	2
<b>TOTALS</b>	<b>173,131</b>	<b>1.00000</b>	<b>992</b>	<b>466</b>	<b>552</b>	<b>1731</b>

Special Permission allocations include activities that qualify through DECA Inc. related activities but require the permission of the chartered association advisor: Scholarships, School-based Enterprise Academy, Stock Market Game, Thrive Academy, Challenge Winners, and Virtual Business Challenges. If your total number of qualifiers exceeds your allocation, please contact Christopher Young at [christopher@deca.org](mailto:christopher@deca.org).



# DECA

## SCHOOL-BASED ENTERPRISE ACADEMY

# 2023





# SBE ACADEMY + COMPETITION

Sponsored by



Gold certified and gold re-certified School-based Enterprises (SBE) are eligible to bring one to three student manager(s) to the SBE Academy at the International Career Development Conference (ICDC) with approval of their chartered association advisor. During the SBE Academy, students experience professional development sessions, network with other SBEs, and compete in front of judges with a prepared oral presentation based on one of the 10 instructional areas covered in the chapter certification project.

The academy and competition presentation will consist of two tracks: food operations (SBEF) and retail operations (SBER). The presentation must be entered in the category in which the written chapter certification project received certification – food operations or retail operations. Information about the academy and competition presentation topic are available at [www.deca.org/sbe](http://www.deca.org/sbe).

## DECA SBE PROGRAMS SUPPORT 21<sup>ST</sup> CENTURY SKILLS AND EMPLOYABILITY DEVELOPMENT

Experience working within a DECA SBE provides students the opportunity to learn skills that aren't necessarily learned in the classroom. DECA SBE provides students with the same valuable learning experience of any co-op or part-time job without requiring students to leave school. By working in a real business within the school, students are provided real-world experience vital to developing 21<sup>st</sup> Century Skills and preparing for future careers.

	Critical Thinking & Problem Solving	Collaboration & Teamwork	Communication	Creativity & Innovation
SBE ACADEMY	Identify and ask significant questions that clarify various points of view and lead to better solutions.	Demonstrate ability to work effectively and respectfully with diverse teams.	Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions.	Develop, implement and communicate new ideas to others effectively.
SBE COMPETITION	Use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation.	Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal.	Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.	Demonstrate originality and inventiveness in work and understand the real-world limits of adopting new ideas.

# DECA

## EXECUTIVE OFFICER CAMPAIGNS 2023







# EXECUTIVE OFFICER CAMPAIGNS + ELECTIONS

Each association is expected to participate in the election of the executive officers for the upcoming year. The estimated number of voting delegates allocated to your association is provided below. Voting delegates should attend both the campaign session and election session. Each association not running a candidate may submit the name of a student member to serve on the nominating committee, however, space on this committee is limited. The form will be sent in March.

Executive officer candidates should download and review all materials at [www.deca.org/hsofficers](http://www.deca.org/hsofficers). Applications must be received at DECA Inc. on or before **March 3, 2023**. The DECA chartered association advisor is the only person authorized to initiate executive officer candidate nominations for the high school division.

## VOTING DELEGATES

These are estimated voting delegate allocations based on 2021-2022 membership. According to the High School Division Bylaws, the apportionment will be made based on membership sixty (60) days prior to the annual meeting. DECA Inc. staff will send the official voting delegate allocation on **February 27, 2023**.

ASSOCIATION	VOTING DELEGATE	ASSOCIATION	VOTING DELEGATE	ASSOCIATION	VOTING DELEGATE
	2+(__% of 300)		2+(__% of 300)		2+(__% of 300)
Alabama	7	Kentucky	5	Ohio	11
Alaska	2	Louisiana	3	Oklahoma	5
Arizona	10	Maine	2	Ontario	3
Arkansas	4	Maryland	3	Oregon	4
California	11	Massachusetts	13	Pennsylvania	9
Colorado	15	Michigan	14	Puerto Rico	6
Connecticut	5	Minnesota	9	Rhode Island	3
Delaware	2	Mississippi	4	South Carolina	4
Florida	19	Missouri	13	South Dakota	2
Georgia	22	Montana	3	Tennessee	10
Germany	3	Nebraska	4	Texas	24
Guam	2	Nevada	5	Utah	6
Hawaii	3	New Hampshire	3	Vermont	2
Idaho	3	New Jersey	17	Virginia	19
Illinois	7	New Mexico	7	Washington	21
Indiana	7	New York	11	West Virginia	3
Iowa	3	North Carolina	11	Wisconsin	15
Kansas	4	North Dakota	4	Wyoming	2



# **DECA** ADVISOR PROGRAM 2023





# ADVISOR PROFESSIONAL LEARNING

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“This Is How We Do DECA” is professional learning for DECA advisors by DECA advisors. It’s designed to provide effective practices for using DECA to integrate into classroom instruction, apply learning, connect to business and promote competition. Drop in for just one session, or put together your own two-day schedule. You drive the professional learning you’ll receive.

Advisor Professional Learning Sessions are held on Sunday and Monday at the Orange County Convention Center.

## **Past topics have included:**

- This is DECA
- This Is How DECA’s Competitive Events Connect to Curriculum
- This Is How We Develop A Chapter Strategy
- This Is How We Use DECA in the Learning Process
- This Is How We Facilitate Project Management
- This Is How We Connect to Business
- This Is How We Prepare Students for DECA Exams
- This Is How We Integrate DECA’s Written Events
- This Is How We Empower Chapter Leadership Teams
- This Is How We Prepare Students for Role Plays
- This Is How We Develop and Enhance a School-Based Enterprise
- This Is How We Create a Chapter Brand
- Competitive Events Update

A complete listing of sessions will be included in the conference program and mobile app.

# DECA

## REGISTRATION + HOUSING 2023





# ASSOCIATION REGISTRATION INFORMATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the chartered association advisor who receives and verifies the information from chapter advisors.

## REGISTRATION FEE

EARLY-BIRD FEE FOR REGISTRATION  
RECEIVED BY MARCH 15, 2023  
(MUST BE PAID BY APRIL 15)

**\$100 per attendee**  
(Student, Advisor/Chaperone)

PAID AFTER APRIL 15 AND  
ON-SITE REGISTRATION FEE

**\$105 per attendee**  
(Student, Advisor/Chaperone)

SPOUSE/FAMILY MEMBER REGISTRATION FEE

**\$105 per attendee**

## PROCEDURE

Some associations may charge a different registration amount to cover their administrative costs or additional services. Each chartered association DECA advisor is required to register all student delegates and adult advisors/chaperones in the delegation using the online registration system within the online membership system.

Please direct your questions regarding the online registration system for ICDC to Michael Mount ([michael@deca.org](mailto:michael@deca.org)) or 703.860.5000).

All delegates, advisors and chaperones attending the conference are required to register for the conference. Conference registration must be received at DECA by **March 15, 2023**.

It is the chartered association advisor's responsibility to verify that ALL delegates meet ALL eligibility requirements, including membership. Chartered association advisors must approve registration for each participant.

### CHANGES AND SUBSTITUTIONS:

All changes to the original registration MUST be e-mailed to Michael Mount ([michael@deca.org](mailto:michael@deca.org)). No additions/substitutions for competitors will be accepted after **April 6, 2023**.

## PAYMENT

One check or money order for the total number of persons registering payable to DECA Inc. is to be received at DECA by **April 15, 2023**, with all completed forms if the chartered association advisor is taking advantage of the early-bird reduced registration fee of \$100. If conference registration is not paid in full for the entire delegation by **April 15, 2023**, the students, advisors and chaperones and spouse/family members with a balance due will be charged \$105. Any balance in registration fees and on-site registration (\$105) must be paid at the time of on-site conference registration. The total amount should be paid with one check payable to DECA Inc.

Any billing that has to be done following the conference will be done at the on-site fee.

### REFUND POLICY:

No refunds will be granted for adjustment of a chartered association's registration after 6:00 p.m. ET on **April 21, 2023**. Refunds will not be paid during on-site registration; however, conference officials will verify the amount of the refund. Refund checks will be sent within one month after the close of the conference.

## CHARTERED ASSOCIATION INFORMATION FORM

Please complete the online chartered association information form to provide your association's point of contact, reports and RSVPs by **March 24, 2023**.

## ON-SITE REGISTRATION

Chartered association advisors will register their delegations with DECA Inc. during the following hours:

**Orange County Convention Center | April 21 | 12:00 p.m. - 6:00 p.m.**

Name badges are registered attendees' tickets to all meetings, general sessions, transportation and special activities. This policy is for **students** and **advisors**. They must be worn at all times during the conference. Lost badges may be replaced at conference headquarters by the **advisor**.

## REGISTRATION MATERIALS

The bulk registration materials (name badges and holders, ribbons, pins, programs, participant gifts, etc.) will be delivered to your hotel. These materials will be available by late-afternoon on **April 20, 2023**. It will be your responsibility, however, to get the materials from the hotel storage/loading dock to a designated room, which **you** have arranged.

## 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 medical/dental expense benefit per accident

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

## ADDITIONAL ACRONYMS

Acronyms automatically appear in the online registration system. In addition to competitive events and leadership academies, the following acronyms should be used for these special programs.

**DEL:** Delegate, Special Permission, Voting Delegate, Candidate, Campaign Team

**SCO:** Scholarship



## COMPETITIVE EVENT + ACADEMY MANAGEMENT ASSISTANTS

The chartered associations indicated below are required to provide a series and assistant series director to manage the competitive event(s)/emerging leaders series/academies during the International Career Development Conference. The right hand column indicates the total number of adult assistants requested from each association. The chartered association membership and the number of attendees and advisors that were at the 2022 ICDC in Atlanta were used to calculate the required assistants. **Every association is required to provide the number of adult assistants indicated in order to allow the students from your association to compete.**

CHARTERED ASSOCIATION	EVENTS	NO. OF ASSISTANTS
Alabama*	ACT	26
Alaska		
Arizona*	IMCE	47
Arkansas*	PBM	16
California*	AAM	36
Colorado*	IMCP	63
Connecticut*	PFN	28
Delaware		8
Florida*	BLTDM, BTDM	61
Georgia*	PMBS/PMCD, SEOR	82
Guam		
Hawaii		5
Idaho*	SBE ACADEMY	15
Illinois*	PHT	69
Indiana*	ASM	42
Iowa*	IGNITE	19
Kansas*	BFS	26
Kentucky*	PFL	18
Louisiana		4
Maine		4
Maryland		6
Massachusetts*	IMCS	72
Michigan*	PMCA/PMCG, PMFL/PMSP	96
Minnesota*	BSM	53
Mississippi*	ELEVATE	16
Missouri*	ETDM, FTDM	79
Montana*	EMPOWER	10
Nebraska*	ENT	22
Nevada*	FMS	14
New Hampshire*	ELS	6
New Jersey*	HTDM, MTDM	72
New Mexico*	HLM	23
New York*	HRM	45
North Carolina*	FCE	57
North Dakota*	MCS	21
Ohio*	HTPS	67
Oklahoma*	PMK	20
Ontario*	SMG	20
Oregon*	QSRM	19

CHARTERED ASSOCIATION	EVENTS	NO. OF ASSISTANTS
Pennsylvania*	RFSM	44
Puerto Rico		1
Rhode Island		14
South Carolina*	RMS	33
South Dakota		4
Tennessee*	PSE	61
Texas*	EBG/EFB, EIB/IBP	137
Utah*	SEM	49
Virginia*	BOR/BMOR, FOR/HTOR	100
Washington*	EIP/ESB, SBEF/SBER	123
West Virginia*	THRIVE	14
Wisconsin*	STDM, TTDM	78
Wyoming*	ASPIRE	13

An asterisk indicates the association is responsible for managing the assigned event and providing the Event Director and Assistant Event Director(s). One of these individuals must be at the event at all times.

**Each Event Director and all Assistant Event Directors are required to attend the briefing on Saturday, April 22 at 9:00 AM at the Orange County Convention Center.**

# ICDC 2023 HOUSING INFORMATION

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the 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 his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the Grand Opening Session.

Each chartered association advisor will receive from DECA Inc. the assigned hotel for the delegation and is asked to register all student delegates, adult advisors/chaperones and spouses by completing the housing form provided by the hotel. When complete, email a copy to the assigned hotel and [conferences@deca.org](mailto:conferences@deca.org). Housing forms are due to the hotels no later than **March 15**.

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, chartered associations are responsible for all charges incurred by their chartered association 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.

## TENTATIVE HOTEL ASSIGNMENTS

ASSOCIATION	HOTEL	ASSOCIATION	HOTEL	ASSOCIATION	HOTEL
Alabama	Double Tree Suites by Hilton Hotel Orlando- Disney Springs	Louisiana	Universal's Cabana Bay Beach Resort	North Dakota	Embassy Suites by Hilton Orlando International Drive Convention Center
Arizona	Rosen Shingle Creek	Maine	Hampton Inn Orlando I-Drive/ Convention Center	Ohio	Rosen Shingle Creek
Arkansas	Rosen Centre Hotel	Maryland	Tru by Hilton Orlando Convention Center Area	Oklahoma	Hilton Orlando Buena Vista Palace
California	Hilton Orlando	Massachusetts	Hilton Orlando	Ontario	Hilton Garden Inn Orlando at SeaWorld
Colorado	Universal's Cabana Bay Beach Resort	Michigan	Hilton Orlando Buena Vista Palace	Oregon	Embassy Suites by Hilton Orlando I-Drive/ICON Park
Connecticut	Rosen Plaza Hotel	Minnesota	Universal's Dockside Inn & Suites	Pennsylvania	Hilton Orlando
Delaware	Embassy Suites by Hilton Orlando International Drive Convention Center	Mississippi	Universal's Dockside Inn & Suites	Rhode Island	Double Tree Suites by Hilton Hotel Orlando- Disney Springs
Florida	Rosen Centre Hotel	Missouri	Rosen Shingle Creek	South Carolina	Rosen Centre Hotel
Georgia	Universal's Dockside Inn & Suites	Montana	Hampton Inn Orlando I-Drive/ Convention Center	South Dakota	Rosen Centre Hotel
Hawaii	Hilton Orlando Buena Vista Palace	Nebraska	Rosen Plaza Hotel	Tennessee	Universal's Surfside Inn & Suites
Idaho	Fairfield Inn & Suites Orlando at Seaworld	Nevada	Tru by Hilton Orlando Convention Center Area	Texas	Universal's Cabana Bay Beach Resort
Illinois	Hilton Orlando Lake Buena Vista	New Hampshire	Embassy Suites by Hilton Orlando International Drive Convention Center	Utah	Renaissance Orlando at SeaWorld
Indiana	Universal's Aventura Hotel	New Jersey	Hilton Orlando	Virginia	Rosen Shingle Creek
Iowa	Fairfield Inn & Suites Orlando at Seaworld	New Mexico	Spring Hill Suites Orlando at SeaWorld	Washington	Hyatt Regency Orlando
Kansas	Rosen Centre Hotel	New York	Rosen Plaza Hotel	West Virginia	Renaissance Orlando at SeaWorld
Kentucky	Renaissance Orlando at SeaWorld	North Carolina	Universal's Dockside Inn & Suites	Wisconsin	Hilton Orlando Lake Buena Vista
				Wyoming	Hilton Garden Inn Orlando at SeaWorld

# HOTELS

HOTEL INFORMATION		ROOM BLOCK				ROOM RATES				
INTERNATIONAL DRIVE + SEAWORLD AREAS		One Bed (1-2 people)	One Bed + Sleeper Sofa (3-4 people)	Two Beds (3-4 people)	Two Beds + Sleeper Sofa (4-5 people)	Total Rooms	Single	Double	Triple	Quad
<b>EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE CONVENTION CENTER</b> 8978 International Drive Orlando, FL 32819 404-352-1400 www.hilton.com/en/hotels/mcoores		120		55		175	\$237	\$237	\$237	\$237
<b>EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE/ICON PARK</b> 8250 Jamaican Court Orlando, FL 32819 407-370-3775 www.embassysuitesorlandoidrive.com		10		90		100	\$228	\$228	\$228	\$228
<b>FAIRFIELD INN &amp; SUITES ORLANDO AT SEAWORLD</b> 10815 International Drive Orlando, FL 32821 407-354-1139 www.marriott.com/mcofw		25		100		125	\$169	\$169	\$169	\$169
<b>HAMPTON INN BY HILTON ORLANDO INTERNATIONAL DRIVE/CONVENTION CENTER</b> 8900 Universal Boulevard Orlando, FL 32819 407-354-4447 www.orlandoconventioncenter.hamptoninn.com		5		70		75	\$183	\$183	\$183	\$183
<b>HILTON GARDEN INN ORLANDO AT SEAWORLD</b> 6850 Westwood Boulevard Orlando, FL 32821 407-354-1500 www.hilton.com/en/hotels/orlseg		25		100		125	\$149	\$149	\$149	\$149
<b>HILTON ORLANDO</b> 6001 Destination Parkway Orlando, FL 32819 407-313-4300 www.thehiltonorlando.com		230		770		1,000	\$269	\$269	\$285	\$285
<b>HYATT REGENCY ORLANDO</b> 9801 International Drive Orlando, FL 32819 407-284-1234 www.hyatt.com/en-US/hotel/florida/mcoro		166		334		500	\$264	\$264	\$274	\$284
<b>RENAISSANCE ORLANDO AT SEAWORLD</b> 6677 Sea Harbor Drive Orlando, FL 32821 407-351-5555 www.marriott.com/mcosr		30		270		300	\$227	\$227	\$227	\$227
<b>ROSEN CENTRE</b> 9840 International Drive Orlando, FL 32819 407-996-9840 www.rosencentre.com		172		403		575	\$249	\$249	\$269	\$269
<b>ROSEN PLAZA</b> 9700 International Drive Orlando, FL 32819 407-996-9700 www.rosenplaza.com		142		333		475	\$239	\$239	\$259	\$259

Hotel rates do not include applicable taxes and fees. Consult your hotel for the room rate per night inclusive of all taxes and fees.

# HOTELS

HOTEL INFORMATION		ROOM BLOCK				ROOM RATES				
INTERNATIONAL DRIVE + SEAWORLD AREAS		One Bed (1-2 people)	One Bed + Sleeper Sofa (3-4 people)	Two Beds (3-4 people)	Two Beds + Sleeper Sofa (4-5 people)	Total Rooms	Single	Double	Triple	Quad
<b>ROSEN SHINGLE CREEK</b> 9939 Universal Boulevard Orlando, FL 32819 407-996-9939 www.rosenshinglecreek.com		300		700		1,000	\$259	\$259	\$279	\$279
<b>SPRINGHILL SUITES ORLANDO AT SEAWORLD</b> 10801 International Drive Orlando, FL 32821 407-354-1176 www.marriott.com/mcoss		25		100		125	\$179	\$179	\$179	\$179
<b>TRU BY HILTON ORLANDO CONVENTION CENTER</b> 6461 Westwood Boulevard Orlando, FL 32821 407-351-4091 www.hilton.com/en/hotels/orlcrru		10		105		115	\$149	\$149	\$149	\$149
DISNEY SPRINGS AREA		One Bed (1-2 people)	One Bed + Sleeper Sofa (3-4 people)	Two Beds (3-4 people)	Two Beds + Sleeper Sofa (4-5 people)	Total Rooms	Single	Double	Triple	Quad
<b>DOUBLETREE SUITES BY HILTON ORLANDO DISNEY SPRINGS™ AREA</b> 2305 Hotel Plaza Boulevard Lake Buena Vista, FL 32830 407-934-1000 www.hilton.com/en/hotels/mcofhdt				121	4	125	\$201	\$201	\$201	\$201
<b>HILTON ORLANDO BUENA VISTA PALACE</b> 1900 E Buena Vista Drive Lake Buena Vista, FL 32830 407-827-2727 www.hiltonorlandobuenavistapalace.com			147	353		500	\$227	\$227	\$227	\$227
<b>HILTON ORLANDO LAKE BUENA VISTA</b> 1751 Hotel Plaza Boulevard Lake Buena Vista, FL 32830 407-827-4000 www.hiltonorlandolakebuenavista.com		43		357		400	\$239	\$239	\$239	\$239
UNIVERSAL ORLANDO RESORT		One Bed (1-2 people)	One Bed + Sleeper Sofa (3-4 people)	Two Beds (3-4 people)	Two Beds + Sleeper Sofa (4-5 people)	Total Rooms	Single	Double	Triple	Quad
<b>UNIVERSAL'S AVENTURA HOTEL</b> 6725 Adventure Way Orlando, FL 32819 407-503-6000 universalorlando.com		15		135		150	\$175	\$175	\$180	\$185
<b>UNIVERSAL'S CABANA BAY BEACH RESORT</b> 6550 Adventure Way Orlando, FL, 32819 407-503-4000 universalorlando.com				800		800	\$205	\$205	\$210	\$215
<b>UNIVERSAL'S ENDLESS SUMMER DOCKSIDE INN AND SUITES RESORT</b> 7125 Universal Blvd Orlando, FL 32819 407-503-8000 universalorlando.com		126		504		780	\$175	\$175	\$180	\$185
				150 Suites			\$225	\$225	\$230	\$235
<b>UNIVERSAL'S SURFSIDE INN &amp; SUITES</b> 7000 Universal Blvd Orlando, FL 32819 407-503-7000 universalorlando.com		40		160		200	\$175	\$175	\$180	\$185

Hotel rates do not include applicable taxes and fees. Consult your hotel for the room rate per night inclusive of all taxes and fees.



# ADDITIONAL INFORMATION

## CONFERENCE TRANSPORTATION

The DECA ICDC will use the Orange County Convention Center for all conference activities.

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 and Hilton Orlando. Limited transportation service will be provided to the Hilton Orlando since it is connected via pedestrian bridge to the Orange County Convention Center.

## STUDENTS WITH ACCOMMODATION REQUESTS

We want to make every opportunity available for our members who require accommodations to participate in ICDC. An online form is at [deca.org/icdcaccommodationrequests](https://deca.org/icdcaccommodationrequests) to request accommodations for attendees who require them. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by **March 27** in order to arrange appropriate services.

## PARADE OF CHARTERED ASSOCIATIONS

One of the highlights of the Grand Opening Session will be the Parade of Chartered Associations. Each chartered association advisor will be requested to select **ONE** participant to represent your chartered association during the Parade of Chartered Association Flags. The representative will be **required** to wear the official DECA blazer with business attire to the opening general session and to be present during the rehearsal. Any chartered association not represented during rehearsal will not be permitted to have their flag posted during any of the conference sessions.

## CHARTERED ASSOCIATION MEETINGS

Chartered associations are encouraged to hold meetings to brief all delegates on conference activities, rules/regulations, changes in program, etc. Chartered association advisors must make arrangements for meeting locations since hotel facilities are not adequate to schedule multiple chartered association meetings at one time. Chartered association advisors must request meeting facilities by contacting the hotel staff at the assigned hotel. Meeting facilities will be assigned on a first-come, first-served, space available basis. Delegations that are unable to meet at the assigned hotel may complete the online form at [deca.org/icdcmeetingrequest](https://deca.org/icdcmeetingrequest) to request meeting space at the convention center.

## SALES TAX EXEMPTION

Your chartered association may qualify for tax exemption in Florida. If your association has previously been granted a Consumer's Certificate of Exemption by the Florida Department of Revenue, check its expiration date as it is valid for a five-year period. To apply or renew, visit [floridarevenue.com/taxes/businesses/Pages/sales\\_cex.aspx](https://floridarevenue.com/taxes/businesses/Pages/sales_cex.aspx)

## 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.

## DECA PROFESSIONAL DIVISION AWARDS

The DECA Professional Division Awards recognize individuals for outstanding and significant contributions toward the development and progress of DECA Inc. on the local to international level. The Honorary Life Membership Award, Outstanding Service Award and Association Administrator of the Year Award are presented at ICDC.

## 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.

## FUTURE DATES

### INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

April 27-30, 2024 | Anaheim, California  
April 26-29, 2025 | Orlando, Florida  
April 25-28, 2026 | Atlanta, Georgia  
April 17-20, 2027 | Anaheim, California  
April 22-25, 2028 | Orlando, Florida

# HEALTH + SAFETY

## COVID-19 GUIDELINES

DECA Inc. considers the health and safety of all who attend the 2023 DECA International Career Development Conference, including our attendees, staff, partners, volunteers and on-site vendors/service providers, as our top priority.

DECA Inc. will implement protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus ("COVID-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

Participants may be required to sign a COVID-19 Acknowledgment and Liability Waiver and provide it upon arrival at the conference. If participants cannot agree or commit to the COVID-19 Acknowledgment and Liability Waiver, they cannot attend.

DECA will continue to monitor the COVID-19 status and remain in constant contact with our hotels and event venues. This plan is a living document that will continue to evolve as the venue and local protocols change:

- Participants must follow all state and local guidelines, as well as those set forth by the hotel hosting the DECA International Career Development Conference.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.

Please visit the CDC for recommendations on how to protect yourself against COVID-19:

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html).

*\*Hotel reservations must be cancelled 72 hours prior to arrival to avoid a penalty of one night room and tax. DECA Inc. advises attendees to check the policies of travel and transportation providers to determine their cancellation policies prior to making any arrangements.*

# **DECA** GUIDELINES + CONDUCT 2023



# DECA

## ATTENDANCE CRITERIA

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The DECA Inc. Board of Directors has specified that there must be a **minimum of one adult advisor for every eight high school division student delegates**. An adult advisor may be any adult named by the chartered association DECA advisor to serve the chartered association in this capacity. He/she must register for the conference, pay the registration fee and be in attendance for the entire period of the conference. There are no restrictions on the number of adult advisors who may attend. In reference to the required minimum, all coordinators, parents, supervisors and teacher educators are eligible.

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 Inc.
- 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. Competitors must be on a submitted roster by February 15.
- Be a DECA Inc. 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:
  - Aspire
  - Elevate
  - Empower
  - Ignite
  - School-based Enterprise Academy (SBE)
  - Thrive
- Be a chartered association delegate by receiving special permission from his/her chartered association DECA advisor (limited to 1% of the chartered association's DECA Inc. membership in the high school division).

Allocation for competitors and chartered association representatives are based on each chartered association's membership in the high school division on June 30 of the previous calendar year. Please refer to the allocation schedules included for details.





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## PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors of DECA Inc. requires every student delegate to read and complete these forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. Chartered association advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The chartered association advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Conference Conduct Practices and Procedures**.

## CODE OF ETHICS FOR ADULT ADVISORS

DECA offers training to those students who have a career objective in the field of marketing, finance, hospitality, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA's International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each chartered association shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of advisors as well as students.



# DELEGATE CONDUCT PRACTICES + PROCEDURES

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The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **DECA chartered association advisor** as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chartered associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.

## 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.

# **DECA**

## **DRESS CODE**

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 following official dress standards for the International Career Development Conference. 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 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.

**AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION OR AN AWARD ON STAGE.**

### **WHEN APPEARING BEFORE JUDGES AND ON-STAGE**

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

### **DECA GENERAL SESSIONS, MEAL FUNCTIONS, EVENT BRIEFING, MANUAL REGISTRATION AND TESTING**

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

### **DECA BUSINESS CASUAL**

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

### **UNACCEPTABLE DURING DECA ACTIVITIES**

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

*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 or not a student is following the dress code guidelines.*

*Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.*



# ATTENDANCE PERMISSION FORM

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## ATTENDANCE

This is to certify that \_\_\_\_\_ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

## EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs:

### WALK-IN CLINIC

**Paramount Urgent Care**  
8972 Turkey Lake Rd #400  
Orlando, FL 32819  
(P) 407-226-1906

### LOCAL HOSPITALS

**Celebration Hospital**  
400 Celebration Place  
Celebration, FL 34747  
(P) 407-303-4000

**Dr. P. Phillips Hospital**  
9400 Turkey Lake Road  
Orlando, FL 32819  
(P) 407-351-8500

### PHARMACIES

**Walgreens**  
8021 International Drive  
Orlando, FL 32819  
(P) 407-352-7071

**Walgreens**  
13502 FL-535  
Orlando, FL 32821  
(P) 407-827-1004

### Walgreens

6201 International Drive  
Orlando, FL 32819  
(P) 407-345-8402

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association, DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Insurance Company Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Policy Number





# DECA

## PERMISSION FORM ICDC DRESS CODE

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### HIGH SCHOOL DIVISION INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

I certify that a permission form that includes an explanation of the ICDC dress code has been completed for each student attending the International Career Development Conference.

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Chartered Association DECA Advisor

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State/Province

*This form should be turned in at conference registration on April 21.*



# DELEGATE INFRACTION NOTICE

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TO: \_\_\_\_\_  
Name of Chartered Association Advisor or State Supervisor      State/Province

It has been reported that \_\_\_\_\_ of your state/  
province delegation violated the following delegate conduct practice and/or procedure:

- |  |                                   |
|--|-----------------------------------|
| _____ Dress code   | _____ No identification badge     |
| _____ Defaced public property  | _____ In unauthorized place       |
| _____ Possession of alcoholic beverages/<br>narcotics  | _____ Curfew regulations          |
| _____ Use of alcoholic beverages/narcotics   | _____ Unauthorized date           |
| _____ Smoking (including vaping) in a DECA<br>blazer while officially representing<br>state/province association of DECA | _____ Unauthorized transportation |
|  | _____ Other (please specify)      |

on \_\_\_\_\_ at \_\_\_\_\_  
date time

For the benefit of the thousands of DECA members who will be privileged to attend the International Career Development Conference in future years, it is necessary for all current ICDC delegates to abide by established conference rules. The exemplary image of DECA must be upheld.

A word of caution to those who care should be sufficient.

Major infraction reports require appropriate action by the Conference Conduct Committee.

Please bring this notice to the immediate attention of all parties involved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
Presidential Governance Committee



# COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

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## **ADULT (18 YEARS OF AGE AND OLDER)**

DECA, Inc. has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus ("COVID-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending DECA, Inc.'s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by DECA, Inc., the event's host hotel, the event's suppliers and partners, and/or established by the CDC and state or local authorities.

I specifically affirm and attest to the following, to the best of my knowledge:

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- I have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance;
- If I (i) develop any symptom of COVID-19, (ii) come in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) am diagnosed with COVID-19, I will not attend the event;
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless DECA, Inc., its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of DECA, Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.

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Participant Signature

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Participant Printed Name

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Date



# COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER

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## MINOR (UNDER 18 YEARS OF AGE)

DECA, Inc. has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus ("COVID-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge, on behalf of myself and my minor child(ren) named below, the risk of COVID-19 transmission while participating in or attending DECA, Inc.'s events and further acknowledge that we are knowingly assuming that risk by voluntarily participating in or attending an event. We further agree to comply with all protective measures and protocols implemented by DECA, Inc., the event's host hotel, the event's suppliers and partners, and/or established by the CDC and state or local authorities.

We specifically affirm and attest to the following, to the best of our knowledge:

- We are not presently experiencing any symptom of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- We have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- We have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by our medical provider or public health authorities, consistent with CDC guidance;
- If any of us (i) develops any symptom of COVID-19, (ii) comes in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) is diagnosed with COVID-19, we will not attend the event;
- We are following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus

Accordingly, I (individually and on behalf of my minor child(ren) listed below) voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to our participation in or attendance at the event. On my behalf, and on behalf of my minor child(ren) listed below, I hereby release, covenant not to sue, discharge, and hold harmless DECA, Inc., its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of DECA, Inc., its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after our participation in or attendance at the event.

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Parent/Guardian Signature

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Parent/Guardian Printed Name

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Date

Names of minor family members participating in or attending the event:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_