

REGISTRATION INFORMATION

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE
Nashville, Tennessee
April 29 – May 2, 2020

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 (Student, Advisor/Chaperone) received by March 18, 2020	\$90
Insurance & Indiana Fee (Includes Trading Pins, Promos, and more) Student/Advisor	\$20
Concert Ticket	\$50

REGISTRATION PROCEDURE

All registrations will be received electronically via the registration website. Your housing will allow for alternate arrival dates. Registration is due March 18, 2020. Spouses are free. Each qualifying delegate will receive \$35 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 \$35.

PAYMENT

Deadline **to receive payment** for registration and housing is Wednesday, April 15.

Make checks payable to:
Indiana DECA

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

**Please be sure your treasurer has the correct mailing address.

REGISTRATION DEADLINE

Registration is due **NO LATER** than Wednesday, March 18 by midnight 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 8, 2020. Prior to the cancellation deadline, delegates cancelled (after the registration deadline) will be charged a cancellation fee of \$27.50. After the cancellation deadline, the full registration fee will still be due. Substitutions can be made at no cost up until April 10, 2020. 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.

BUSINESS SOLUTIONS PROJECT

Participants in the Business Solutions Project must upload their written entry electronically by 4:00 p.m. EST on Wednesday, April 8, as DECA pilots electronic written entry submission. Once DECA Inc. receives registration from the chartered association, DECA Inc. will e-mail the chapter advisors with entries in PMBS with instructions on how to upload the written entry. This written entry will be used to score during preliminary and final competition at ICDC.

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 Inc.
- Have the approval of the state/provincial 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 state/provincial participant in one of the international competitive activities. Dues must be paid by March 1.
- Be an international scholarship award recipient.
- Be a state/provincial, area or regional officer.
- Be a voting delegate representing his/her state/provincial 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
 - 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, voting delegates and state/provincial 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 his or her assigned and approved hotel, for a minimum of four nights, beginning with the 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.

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

Cambria Nashville
118 8th Avenue, South
Nashville, TN 37203
615-515-5800
www.cambrianashville.com

HOUSING PROCEDURE

All registrations will be received electronically via the registration website. Registration and housing details, including the ICDC Conference Registration Online Software, will be available on or before March 9, 2020. Visit <http://logicsolut.net/indianadeca> for further information or follow the registration link on the Indiana DECA website.

ROOM RATE

Tuesday Arrival (April 28):

Single	\$255.84 x 5 nights per person = \$1,279.20
Double	\$127.92 x 5 nights per person = \$639.60
Triple	\$ 85.28 x 5 nights per person = \$426.40
Quad	\$ 63.96 x 5 nights per person = \$319.80

Wednesday Arrival (April 29):

Single	\$255.84 x 4 nights per person = \$1023.36
Double	\$127.92 x 4 nights per person = \$511.68
Triple	\$ 85.28 x 4 nights per person = \$341.12
Quad	\$ 63.96 x 4 nights per person = \$255.84

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 40 of the DECA Guide.** Students, advisors and chaperones must follow the dress code. Please remember that an official DECA blazer is required when presenting to a judge and to receive recognition or an award on stage. As you prepare your DECA members for attending ICDC in Nashville, 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 or not a student is following the dress code guidelines.

ASSOCIATION INFORMATION

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. Indiana will again be responsible for the Accounting Applications Series event this year. We have 41 positions that must be covered by Indiana advisors during the conference.

CHARTERED ASSOCIATION MEETINGS

There will be two Indiana delegation meetings during ICDC:

- Wednesday, April 29--(Prior to the opening session. Time and location to be announced.)
- Saturday, May 2--(Prior to the closing awards session. Time and location to be announced.)

ADDITIONAL INFORMATION

CHAPERONE RATIO

The chaperone ratio for ICDC is **one advisor/adult per every eight students**. Advisors sending students without the local advisor must furnish Janice Brown, Indiana Chartered Association Advisor, with a letter on school letterhead and signed by local administration authorizing another designated advisor to accept responsibility for the student(s). Advisors accepting responsibility from another school must also submit a letter. These two letters must be forwarded with the ICDC registration materials. **You must have the right number of chaperones, and you may not share chaperones.**

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 \$7 for five (5) pins.

CONFERENCE TRANSPORTATION

Transportation will be provided from outlying hotel properties. Guests in the following hotels will be considered within walking distance: Cambria Nashville, Courtyard Nashville Downtown, DoubleTree Nashville Downtown, Drury Plaza Hotel Nashville Downtown, Hampton Inn & Suites Downtown, Home2Suites by Hilton, Tru by Hilton, Hilton Garden Inn Downtown, Hilton Nashville Downtown, Holiday Inn & Suites Downtown, Holiday Inn Nashville Downtown Conference Center, Hyatt Place Nashville Downtown, AC Hotel, Residence Inn Downtown, SpringHill Suites Downtown, Omni Nashville, Renaissance Nashville, Sheraton Grand Downtown Nashville, Westin Nashville.

STUDENTS WITH SPECIAL NEEDS

We want to make every opportunity available for our special needs members to participate in the ICDC. An online form is at https://deca.formstack.com/forms/services_for_special_need_students to identify students that need special services. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by the **March 27** due date 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 \$300,000 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 strictly merit based. Scholarships will be awarded during the closing general session. Company representative and student pictures will be taken immediately following the on-stage presentation.

The Professional Development scholarship program is for DECA advisors wishing to further their education within their field. Some scholarships can be used to reimburse fees of attendance at an annual conference that provides continuing education credits in their field such as DECA AMPED, Conclave or ACTE. Corporate advisor application postmark deadline is **March 4, 2020**. These applications can be found at www.deca.org/advisors.

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.

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, Chairman's Award, Outstanding Service Award and Association Administrator of the Year Award are presented at ICDC.

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

Coverage is subject to the full terms and conditions in the master policy. For additional information please review the policy at www.deca.org/icdc.