

REGISTRATION INFORMATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the Connecticut 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

\$155 per attendee – This includes spirit items, pins and picnic conference closing celebration.

ONLINE PROCEDURE

Follow instructions below to register your chapter with Connecticut DECA.

ICDC Registration is here: <https://www.decaregistration.com/ct-icdc>

Check out the registration video instruction on the [CTDECA](#) website.

PAYMENT

All Payments are to be submitted to the following address.

CT DECA
PO Box 1053
Southington, CT 06489

REGISTRATION DEADLINE

Registration is Due March 12, 2019.

HOUSING INFORMATION

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the Connecticut 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

Renaissance Orlando at SeaWorld
6677 Sea Harbor Drive
Orlando, FL 32821
800-327-6677

HOUSING PROCEDURE

You must complete your housing in the ICDC registration page.

- a. Chapters may contact each other to share housing.

Each chapter will receive their own housing bill when all roommates have been added. Both chapters must finish their housing for the charges to be accurate. If you are sharing rooms, you must coordinate with another advisor. Please make sure you have discussed arrival and departure times prior to making room sharing commitments.

ICDC Registration is here: <https://www.decaregistration.com/ct-icdc>

ROOM RATE

Room Rate. \$240 per night including taxes and fees. There is complimentary wifi service.

Rates below based on 5 nights stay. April 26- May 1.

Single (Advisor Only) \$1,200

Double (Advisor Only) \$600

Triple \$400 per person

Quad \$300 per person

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 38 of the DECA Guide.** Students, advisors and chaperones must follow the dress code. As ICDC quickly approaches, please review the new dress code which will be in effect for the 2019 ICDC.

The most notable changes include:

- **All skirts and dresses must be at or below the knee.**
- **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.**
- **A collared dress shirt must be worn with appropriate neckwear (necktie, ascot, scarf) when appearing before judges and on-stage.**

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.

Please remember that an official DECA blazer is required to receive recognition or an award on stage. As you prepare your DECA members for attending ICDC in Orlando, please review the dress code with them.

ASSOCIATION INFORMATION

COMPETITIVE EVENT/ACADEMY MANAGEMENT ASSISTANTS

Connecticut DECA is in charge of Principals of Finance. It is required that all advisors commit to a time to help with management of this event. All adults attending ICDC will be required to work during the conference.

CHARTERED ASSOCIATION MEETINGS

There is a mandatory meeting for all chapters on Friday, April 26. Time and Meeting Space to be determined

After the closing ceremony, we will have a picnic buffet delegation celebration in Peninsula 5-7. A picnic buffet with brownies and cookies will be served.

ADDITIONAL INFORMATION

CONFERENCE TRANSPORTATION

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 walkway to the Orange County Convention Center.

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 28** due date in order to arrange the appropriate services.

CONFERENCE COMMUNITY SERVICE ACTIVITY

As the premier conference community service activity, DECA will be hosting the annual DECA 5K Run/Walk on Saturday, April 27. For more information and to register, visit www.decaregistration.com/5krun. Proceeds benefit a charity and DECA's Scholarship Fund.

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, 2019**. 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.