

1. All written events will be submitted online. You will receive a document to give to your students explaining how to submit their projects online. It is important to make sure the submission files are PDF files. PDF is the only format the system will accept.

****TIP****Have your students give you (via email, on a jump drive etc.) a PDF version of their paper that is no larger than 11.9 MB. PDF format is the only acceptable format to submit projects. If they gave it to you in a Word doc – just click “file” “save as” and select “PDF” as the format you would like to save it in.
2. There are two documents which are very important:
 - a. **Written Event Statement of Assurances and Academic Integrity.**
Make sure all required signatures are complete.
 - b. **Written Entry Checklist.** The purpose of the Written Entry Checklist is to make sure there are no penalty points to be deducted from the project. If mistakes are found – correct them before submitting in the projects!
3. The Professional Selling and Consulting Events **require** written documentation for New Mexico competition. (The National Guidelines do not require written documentation). The New Mexico guidelines can be found on the web site at <http://nmctso.com/deca/competitive-events/>
4. Submission of projects will begin on Saturday, January 21, 2023 at noon and must be submitted by Friday, January 27, 2023 at 5:00 pm.
5. The number of projects each chapter may enter is listed by each category of written events. If you attempt to enter more projects than allowed for your chapter an error message will appear and you will not be able to submit your registration until you have made the correction.

Business Operations Research Events

(Each chapter may enter 3 of each of these events).

- BOR Business Services Operations Research
- BMOR Buying and Merchandising Operations Research
- FOR Finance Operations Research
- HTOR Hospitality and Tourism Operations Research
- SEOR Sports and Entertainment Marketing Operations Research

Project Management Events

(Number to enter in each of these events is based on membership).

1-150 members based on November 1 membership—chapter may enter 1 of each event, 151 and above members based on November 1 membership—chapter may enter 2 of each event

- PMBS Business Solutions Project
- PMCD Career Development Project
- PMCA Community Awareness Project
- PMCG Community Giving Project
- PMFL Financial Literacy Project
- PMSP Sales Project

Entrepreneurship Events

(Each chapter may enter 3 of each of these events).

- EIP Innovation Plan
- ESB Start-Up Business Plan
- EIB Independent Business Plan
- IBP International Business Plan
- EBG Business Growth Plan
- EFB Franchise Business Plan

Integrated Marketing Campaign Events

(Each chapter may enter 3 of each of these events).

- IMCE Integrated Marketing Campaign-Event
- IMCP Integrated Marketing Campaign-Product
- IMCS Integrated Marketing Campaign-Service

Professional Selling and Consulting Events

(Each chapter may enter 3 of each of these events).

- *FCE Financial Consulting
- *HTPS Hospitality and Tourism Professional Selling
- *PSE Professional Selling

These three events **require** written documentation for New Mexico competition even though it is not required in national guidelines. The New Mexico guidelines can be found on the web site at <http://nmctso.com/deca/competitive-events/>