CHARTERED ASSOCIATON CONFERENCE REGISTRATION

March 3 and 4, 2025

Attendance Eligibility

All DECA members (State and National dues paid) are eligible to attend the Chartered Association Career Development Conference. **This must be done prior to the conference**. Each student attending shall be an active member of DECA, and have the approval of school administration, chapter advisor, and a parent or guardian (unless the student is of legal age).

Delegate Conduct and Medical Information

All students attending the SLC must complete a Medical Information form (this form includes the medical form, delegate form, photography and sound release form, delegate conduct guidelines, and personal liability release form). Advisors need to have a copy of the form with them during the state conference.

Adult Code of Conduct

All advisors or adult chaperones are required to read and sign the Adult Code of Conduct. Please turn in a copy at Headquarters during the state conference.

Abuse Prevention and Reporting

All advisors or adult chaperones are required to read the NM DECA Abuse Prevention and Reporting Manual. Please complete and submit the Policies and Procedures Statement of Acknowledgement and Agreement prior to during the state conference.

Activities Verification Form – NMAA

Each school must complete a NMAA Verification of Eligibility prior to the state conference. This form, attached to a roster of participating students, should be signed by a school administrator and **submitted to the NMAA (505-923-3114 FAX) prior to the state competition. You can also email the form to** julie@nmact.org

Housing

The conference hotel for the DECA Career Development Conference is The Doubletree by Hilton, 201 Marquette Ave NW, Albuquerque NM 87102.

If your chapter is staying at the hotel, you will need to complete the online housing located in your online registration. Once submitted, NM DECA will take care of room requests for the hotel. Do not use an online hotel registration site. **You need to use the DECA registration for your hotel needs.** All registration and housing are due to be submitted by **January 26. If you are parking a vehicle at the DoubleTree, you will also need to add the parking for each night you are at the hotel.**

You will be invoiced for the registration and housing. All payments are to be made to NM DECA. Your chapter should pay with one check made payable to NM DECA. Room rates are $165.00 per night. Parking at The DoubleTree is an additional $12 per night and bus parking is $55.00 per night.

Registration Information

Each local advisor is responsible for completing the online registration by **January 26 is the registration deadline**. Questions regarding DECA SLC registration should be directed to Debi Cline at deca@nmctso.com. Registration is $81 (in Albuquerque Public Schools, Rio Rancho Public Schools, Albuquerque Academy and AIMS) per person attending the conference. All other chapters' registration cost is $66 per person attending the conference. The registration fee includes the competitive events, leadership activities, facilities rental, audio visual, conference materials, printing, awards, and State Officer expenses during the conference. If you are parking in the Albuquerque Convention Center Parking facility, there is a $10.00 charge per day. Be sure to request the parking option for each day needed. There is NO in and out option. Each time a vehicle enters the facility, they must have a pass. **There will be a late fee of $10 per person for any late registration. If a student withdraws from competition, after January 27, there will be no refund. ALL CHANGES ARE FINAL.**

Competitive Events

Students may enter no more than one (1) event. Voting Delegates, DECA Promotion Event, Chapter Banner and Quiz Bowl **do not** count as one of the events a student may enter.

Each student will be **REQUIRED** to show their **schedule card** as their form of identification upon check in for preliminary contests. All entries will be verified with the lists of winners submitted from the District Contests. If you have a contestant that cancels after registering, please send the information to deca@nmctso.com.

Written Events

Written Projects will be submitted during the online window. Once the registration window has closed, advisors will be provided the login information for students. You will then provide this information to your students to be able to log-in for uploading their written projects. The project must be in PDF format. There will be 2 PDF documents for each project. The first document is the signed Statement of Assurances and the second document is their complete written project. The link for submission is https://judgepro.decaregistration.com/org/jpnm-scdc/conf/scdc/student

Please note that Professional Selling, Hospitality & Tourism Professional Selling and Financial Consulting also require additional information for the state conference.

DECA Promotion Event

Any DECA member may enter this event. This does not count as the one event a student may enter for a state competition. Each chapter may enter one (1) team in this event. Information on the DECA Promotion Event may be found online.

Quiz Bowl

NM DECA Quiz Bowl is intended to stimulate and motivate teams of students to test their acquired knowledge on topics and situations to marketing education programs. This does not count as the only event a student may enter for a state competition. **You will need to register your student(s) for this event for scheduling purposes.** Please refer to the Quiz Bowl Guidelines for number of teams that you can enter from your school. Additional information found online.

State Banner Contest

All participants and banners must be checked-in by 4:00 pm on Monday night in Ballroom C for judging. The banners will be ready for pick-up by 7:00 pm Monday night. Two chapters members will take the banner across stage at the opening session Please refer to the State Banner Contest rules and regulations.

Chartered Association Officer Candidates

Any member planning to run for chartered association office must complete the NM DECA State Candidate Handbook and Application. Completed applications must be submitted by **January 15.**

National Officer Candidates

Any member planning to run for national office must complete the NM DECA State Candidate Handbook and CTSO Officer Application. Completed applications must be submitted to the DECA State Office. **Deadline January 1.**

Scholarships

Joyce Armijo Honorary Scholarship applications are due January 15.

Advisors

All chapter advisors are required to help during the state conference. Work assignments will be emailed prior to the conference. Please print a copy and know the time and location to report each day. In addition, advisors will have the opportunity to receive professional development through networking, workshops, and observing competitive event processes. Thank you for your help.

Publicity

Your chapter and career technical education in general can use good publicity. Use participation in the State Conference to generate some positive publicity. Who's going? Where? When? Why? Chapter advisors figure prominently in the publicity of the conference. We look to you to provide advanced stories to your local newspapers and pictures or slides to local television stations. Alert the contact persons that you will phone information back from the conference about your students.

Insurance

An Insurance policy is carried which covers each person registered for the conference. If you have an injury—contact the DECA Staff at the conference headquarters (Tewa Room).

Parking at Albuquerque Convention Center

The Albuquerque Convention Center Parking Garage cost is $10 with NO in and out privileges (there are other options for parking). You must purchase these passes with your registration. If you do not purchase the passes in your registration, the cost is $20. You can access the parking garage by going south on Broadway (from Lomas) then turn west on Martin Luther King Jr. Almost immediately take a left to enter the parking structure.

Directions
Via I-25 Northbound
1. Take exit 225 toward Candelaria Rd/Lomas Blvd/Menaul Blvd (0.4 mi)
2. Merge onto Oak St NE (0.1 mi)
3. Turn left at Lomas Blvd NE (0.8 mi)
4. Turn left at 2nd St NW (0.3 mi)

Via I-25 Southbound
1. Head south on I-25 S toward Exit 234 (9.7 mi)
2. Take exit 224B toward Central Ave/Dr. Martin Luther King Jr. Ave (0.3 mi)
3. Merge onto Locust St NE (0.1 mi)
4. Turn right at Dr. Martin Luther King Jr Ave NE (0.7 mi)
5. Turn left at 2nd St NW (223 ft)

Via I-40 Eastbound
1. Head northwest on Hwy 66 W/I-40-BL W/NM-122 W/W Route 66 toward 2nd St (0.1 mi)
2. Make a U-turn at N 3rd St Continue to follow I-40-BL E/W Route 66 (2.7 mi)
3. Merge onto I-40 E via the ramp to Albuquerque (73.1 mi)
4. Take exit 159A for 4TH-2ND St toward Downtown/University Blvd (0.3 mi)
5. Slight right at Indian School Rd NW (0.1 mi)
6. Turn right at 3rd St NW (1.0 mi)
7. Turn left at Lomas Blvd NW (358 ft)
8. Turn right at 2nd St NW (0.2 mi)

Via I-40 Westbound
1. Head west on I-40 W toward Exit 170 (10.0 mi)
2. Take exit 159BC to merge onto I-25 S toward Las Cruces (1.7 mi)
3. Take exit 224B toward Central Ave/Dr. Martin Luther King Jr. Ave (0.3 mi)
4. Merge onto Locust St NE (0.1 mi)
5. Turn right at Dr. Martin Luther King Jr Ave NE (0.7 mi)
6. Turn left at 2nd St NW (223 ft)

Parking at Civic Plaza

The City of Albuquerque has made part of Civic Plaza available for our use! You would need to show the parking pass upon exit of each vehicle. You will receive a QR Code to present upon exit of the parking plaza. If you purchase parking on site, the fee is paid upon exit of the parking plaza with no discount available and no reimbursement.

Please talk with your students about safety and awareness prior to the conference.