

# DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## QUICK REGISTRATION GUIDE

### CONFERENCE OVERVIEW

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.

REGISTRATION OVERVIEW	
<b>Date and Location</b>	April 26-29, 2025 Orange County Convention Center—west wing Florida
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Chapter advisors must submit conference registration and housing for DECA's International Career Development Conference to their chartered association advisor based on the chartered association's eligibility criteria and attendance policies. <a href="https://www.decaregistration.com/nm-icdc">https://www.decaregistration.com/nm-icdc</a></li> <li>▪ Payment for conference registration and housing is sent to the chartered association.</li> <li>▪ Each chartered association sets its own deadline. The chartered association then officially submits its delegation's conference registration and housing to DECA Inc. and the assigned hotel.</li> </ul>
REGISTRATION	
<b>Registration Cost</b>	<ul style="list-style-type: none"> <li>▪ \$105 per attendee                             <ul style="list-style-type: none"> <li>○ \$105 per attendee if registered by March 18 and paid before April 15</li> <li>○ \$120 per attendee if registered after March 18 and/or paid after April 15</li> <li>○ Spouse and family members must pay the \$105 per attendee fee, regardless of registration date</li> </ul> </li> <li>▪ DECA Inc. provides a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program and app.</li> <li>▪ NM DECA provides a spirit item to each registered attendee</li> <li>▪ See below "Online Registration Procedures" for instructions on how to register.</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>▪ The registration fee applies to student members, advisors, chaperones and spouse/family members.</li> <li>▪ All student members must be DECA Inc. members on an official roster and meet the attendance criteria in the official registration guide for ICDC.</li> <li>▪ At the conference, chapter advisors will pick up all materials for their chapter at our hotel</li> </ul>
HOUSING	
<b>Assigned Hotel</b>	Doubletree Suites by Hilton Orlando Disney Springs Area 2305 Hotel Plaza Blvd Lake Buena Vista FL 32830 <a href="http://www.hilton.com/en/hotels/mcofhdt-doubletree-suites-orlando/">www.hilton.com/en/hotels/mcofhdt-doubletree-suites-orlando/</a>
<b>Hotel Rate</b>	<ul style="list-style-type: none"> <li>▪ \$250 including taxes (NM DECA is tax exempt in Florida for state taxes, but not local taxes)</li> <li>▪ <b>Each advisor will need to provide a credit card to cover incidental charges for their block of rooms</b></li> <li>▪ This is for each room each night (single, double, triple, quad)</li> <li>▪ Recommendation—if putting 2 adults in a room, request a double (each will have their own bed)</li> </ul>

<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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 opening session.</li> <li>▪ Transportation will be provided from outlying hotel properties. Buses will be provided for our property.</li> </ul>
<p><b>KEY DEADLINES</b></p>	
<p><b>February 15</b></p>	<p>ICDC Competitors' Final Membership Eligibility</p>
<p><b>March 17</b></p>	<p>Deadline for chapters to submit conference registration and housing to chartered association. The link for registration is <a href="https://www.decaregistration.com/nm-icdc">https://www.decaregistration.com/nm-icdc</a></p>
<p><b>March 19</b></p>	<p>Deadline for chartered association to submit conference registration to DECA Inc. and housing to assigned hotel and DECA Inc.</p>
<p><b>March 27</b></p>	<p>Deadline for chapters to submit accommodation requests to DECA Inc.</p>
<p><b>March 27</b></p>	<p>Portal opens for chapters to upload qualifying written entry submissions</p>
<p><b>April 8</b></p>	<p>Deadline for chapters to upload qualifying written entry submissions</p>
<p><b>April 10</b></p>	<p>Deadline for chartered associations to submit any changes to competitive events registration</p>
<p><b>April 25 at 2:00 p.m.</b></p>	<p>Deadline for advisors to request refunds from <a href="mailto:deca@nmctso.com">deca@nmctso.com</a></p>
<p><b>ADDITIONAL INFORMATION</b></p>	
<p><b>Non-Discrimination Policy</b></p>	<p>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.</p>
<p><b>For Additional Details</b></p>	<p>This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at <a href="http://www.deca.org/icdc">www.deca.org/icdc</a>.</p>
<p><b>ONLINE REGISTRATION PROCEDURES</b></p>	
<p><b>DLG System</b></p>	<ul style="list-style-type: none"> <li>▪ <a href="https://www.decaregistration.com/nm-icdc">https://www.decaregistration.com/nm-icdc</a></li> <li>▪ All registration takes place at site</li> <li>▪ All hotel registration takes place at site, student rooms can have up to 5 students (2 double beds and sleeper sofa)</li> <li>▪ Purchase order for NM DECA (includes registration and hotel)</li> <li>▪ All invoicing will be done by your Chartered Association Advisor.</li> <li>▪ All substitutions and cancellations must be made through your Chartered Association Advisor.</li> </ul>

▪ <https://www.decaregistration.com/nm-icdc>

Username is your national chapter ID

Password is your national membership password