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**CHARTERED ASSOCIATION  
CONFERENCE REGISTRATION**

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**March 2 and 3, 2026**

## Attendance Eligibility

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). Each student must meet the eligibility guidelines set by NMAA.

**Submission and payment of membership must be completed prior to the conference.**

## Delegate Conduct and Medical Information

All students attending the CDC 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 conference.

## Adult Code of Conduct

All advisors and adult chaperones are required to read and sign the [Adult Code of Conduct](#). Please turn in a copy at Headquarters during the 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](#) before the conference.

## Activities Verification Form – NMAA

Each school must complete a [NMAA Verification of Eligibility](#) before the conference. This form, attached to a roster of participating students, should be signed by a school administrator and submitted to Debi Cline by February 21. You must email the forms to [deca@nmctso.com](mailto:deca@nmctso.com).

## 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 in your online registration. Once submitted, NM DECA will manage all room and parking 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 by **January 24. If you are parking a vehicle, including buses, 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, housing, and parking. All payments are to be made to NM DECA. Room rates are \$170.00 per room (maximum 4 per room), per night. Parking at The DoubleTree is an additional \$12 per night, and bus parking is \$55.00 per night.

# Registration Information

Each chapter's advisor is responsible for completing the [online registration](#) by

**January 24.** Questions regarding DECA CDC registration should be directed to Debi Cline at [deca@nmctso.com](mailto:deca@nmctso.com). Registration is \$90 (Albuquerque Public Schools, Rio Rancho Public Schools, Los Lunas Public Schools, Albuquerque Academy, Health Leadership HS, Explore Academy, Legacy Academy, Sandia Prep, and AIMS) per person attending the conference. All other chapters in NM have a registration cost of \$70 per person (plus housing) for attending the conference. The registration fee includes the competitive events, leadership activities, facilities rental, audiovisual, conference materials, printing, awards, and Association Officer expenses during the conference. If you are parking in the Albuquerque Convention Center Parking facility, there is a \$10.00 charge per entrance into the parking structure. 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, it must have a pass. **There will be a late fee of \$10 per person for any late registration. If a student withdraws from the 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 the one event a student may enter.

Each student will be **REQUIRED** to show their **schedule card** as their form of identification upon check-in for the competition. All entries will be verified with the lists of winners submitted from the District Contests. If you have a contestant who cancels after registering, please send the information to [deca@nmctso.com](mailto:deca@nmctso.com).

## Prepared Events

Prepared Projects will be submitted during the online submission window. Once the registration window has closed, advisors will receive the prepared event upload login information for students. Advisors will then provide this information to the students to log in to upload their prepared projects. The project must be in PDF format. There will be two (2) PDF documents for each project. The first document is the signed Prepared Event Statement of Assurances and Academic Integrity, and the second document is their prepared project or slide deck. The link for submission is <https://judgepro.decaregistration.com/org/jpnm-scdc/conf/scdc/student>

## Testing

Testing will take place on site on Monday, March 2, in the early afternoon. More information will be posted in the schedule. There **WILL NOT** be a make-up testing session if your student misses their testing session. If a student has an IEP/504 plan with extended testing time as an accommodation, you must send that information to Debi Cline at [deca@nmctso.com](mailto:deca@nmctso.com) by February 15. Students must bring a #2 pencil and may bring a 4 or 5-function calculator (addition, subtraction, multiplication, division, and square root) to use.

## **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**

The Dr. James E Finical NM DECA Quiz Bowl is intended to stimulate and motivate teams of students to test their acquired knowledge on topics and situations related 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 the number of teams that you may enter from your school.

## **State Banner Contest**

All participants and banners must be checked in by 4:00 pm on Monday in Ballroom C for judging. The banners will be ready for pick-up by 7:00 pm on Monday. Up to 2 (two) chapter members will take the banner across the stage at the opening session. Please refer to the [State Banner Contest rules and regulations.](#)

## **Middle School Pilot Event**

This year, NM DECA is piloting a prepared event for Middle School students only! They will compete on Tuesday in the Middle School Innovation Event. This event **WILL NOT** advance to ICDC.

## **Chartered Association Officer Candidates**

Any member planning to run for a chartered association office must complete the NM DECA State Candidate Handbook and Application. Completed applications must be submitted by **January 15**. After the application has been received, the advisors will receive the link for the online test, which must be completed by the candidate and proctored by the advisor before January 30. Applicants who earn at least 70% on the exam move forward in the process, and directions will be emailed to them. On Monday, March 2, the candidates will have an interview with a committee, and on Tuesday, there is a mixer event, the campaign speeches, and the election. The new officer team will be announced on Tuesday evening at the awards session.

## **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 assist in running events during the conference. Work assignments will be emailed prior to the conference. Please print a copy and know the time and location to report. In addition, advisors will have the opportunity to receive professional development through networking, workshops, and observing competitive event processes.

## **Publicity**

Your chapter and career technical education in general can use good publicity. Use participation in the 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.

## **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).

## **Outside Food and Beverage**

The Albuquerque Convention Center has catering on-site and does not allow outside food and beverage to be brought into the building. [Civic Plaza](#) is open for attendees to sit and eat. This is across the street to the west of the convention center. This is assuming there is good weather.

## **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 from 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.**