

CONFERENCE INFORMATION

CONFERENCE DATES

March 12-14, 2023

LODGING AND CONFERENCE SITES

Westin @ Crown Center
1 East Pershing Road
Kansas City, MO 64108

Sheraton @ Crown Center
2345 McGee Street
Kansas City, MO 64108

QUOTAS

The number of delegates from District CDC to State CDC is determined by a quota system. View the list of eligible delegates according to the quota system on the Missouri DECA website (www.missourideca.org).

CHECK-IN

ALL Districts meet at 3:00 Sheraton—Empire. Students will wait with their luggage in holding rooms with VisitKC overseeing. Lodging will be communicated to district leaders - Advisors will be informed which hotel they are staying in (Westin or Sheraton, busses will drop off accordingly). Rooms will not be ready prior to 4 p.m.

All registration, changes, room assignments, and other special needs must be processed by your **District Competitive Events Director**.

REGISTRATION MATERIALS

Chapter advisors will submit all registration materials via online to the District Competitive Events Director before February 17, 2023. Materials required for registration are attached to this email.

In addition to the Online Registration materials, please provide a/the:

- **Credit Card (3% service Charge), Check or Purchase Order** for amount due *payable to Missouri DECA*
- **Competitive Events Written Projects** uploaded to DLG by March 1.
- **Statement of Assurance Form** (if not previously submitted to the State office)
- **Agreement to Supervise Form** (if applicable)

WHO CAN ATTEND?

All delegates attending the Missouri DECA State CDC must qualify through participation in their respective event at the District CDC.

- Students must be on an official submitted DECA Roster.
- A student may participate in **only one competitive event** at the State CDC.
- **Team members cannot be substituted.**
- If a member of a team decision making event drops, **you must drop the entire team** and the teammate cannot attend State CDC.

NO Refunds after **February 24**

CED Substitutions until **February 20**

The ICDC Registration Meeting will be held

Tuesday, March 14,

immediately following the Awards Session

Sheraton-Empire

MISSOURI DECA - 573-522-6541

www.missourideca.org

Larry Anders, State Advisor

Susan Kulyan, State Treasurer

REGISTRATION INFORMATION

REGISTRATION COSTS

The following registration amounts **per person** include two nights lodging, two meals, conference materials, entertainment, awards, and facilities. Delegates will also receive a conference t-shirt, but size changes cannot be made to your order after you submit your registration. If no t-shirt is specified, a LARGE will be ordered.

STUDENTS	QUAD	\$255
ADVISORS/ADMINISTRATORS/CHAPERONES	TRIPLE	\$285
	DOUBLE	\$320
	SINGLE	\$455

NO FEE FOR EXECUTIVE STATE OFFICERS, DVP'S, STATE OFFICER ADVISORS AND LEADERSHIP ACADEMY DIRECTORS

REFUND POLICY

Full refunds will be granted for requests received in writing to your **District Competitive Events Director** prior to February 24 2023

Competitive Events Directors may substitute competitors until February 20

All registration, changes, room assignments, and other special needs must be handled through your District Competitive Events Director.

COMPREHENSIVE CONSENT FORMS

Advisors must have a signed "**Comprehensive Consent Form & COVID Acknowledgment Form**" for each student attending the conference. Keep these forms in your possession and **return your signed "Statement of Assurance" form** with registration materials (if not previously submitted)

STUDENT TRAVEL/ATTENDANCE POLICY

Students are not allowed to drive to any state, regional, or international DECA event. All delegates to these conferences are expected to attend the entire conference and complete all conference activities.

SUPERVISION RATIO AND PROCEDURES

The supervision ratio for this conference is **one advisor for every 10 students**. If you wish to assign students to another advisor outside our school district for supervision purposes, complete and return the "**Agreement to Supervise**" form found on the www.missourideca.org website. Otherwise, one person who is **employed by your school district** must accompany every 10 students. *If you are in a multiple chapter school district, and the quota is met district-wide, you do not need to submit this form.*

NON-DISCRIMINATION POLICY

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson St., Jefferson City, MO 65102-0480; 573-526-4757 or Relay Missouri 800-735-2966.

SPECIAL RECOGNITION

Missouri DECA will recognize

- ★ **Scholarship Award Recipients**
- ★ **Campaign Award Recipients**
- ★ **Friends of DECA, Diamond Award and Crystal Catalyst Recipients**
Nominations due by Feb. 17th
- ★ **Membership Recognition**

ADA ACCOMMODATION

In compliance with the Americans with Disabilities Act, Missouri DECA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call 573-751-4367 with your requests before February 24.

NON-SMOKING POLICY

No smoking or vaping is allowed at the Missouri DECA State Career Development Conference. Smoking is a violation of Item 8 on the Delegate Conduct Practices and Procedures.

CHAPERONES / BUS DRIVERS

***School administrators and counselors are welcome to attend all or part of the DECA State CDC. **Be sure to include them on the Online registration form.**

Bus Drivers are to be housed by the DECA Chapter on DLG.

COMPETITIVE EVENTS INFORMATION

PHOTO ID REQUIREMENT

Students should bring photo identification with them to competition in order to verify they are the individual registered. **An electronic copy is acceptable.** The student will need photo identification during **all competitive events components.** If for any reason the student does not have photo identification, he or she must locate the chapter advisor and proceed to Headquarters where the chapter advisor will complete a verification form for the student to use during competition.

COMPETITIVE EVENTS SCHEDULES

Schedules for **team and written events** will be posted on-line Sunday. Schedules for Individual Series events will be distributed at event check-in/testing on Sunday. No scheduling adjustments or considerations will be made. Delegates must stay for the duration of the conference.

CLUSTER EXAMS

DECA's competitive events have been categorized by career clusters. Comprehensive exam questions and performance indicators used in role plays and case studies will be drawn from instructional areas relevant to the career cluster in which events are categorized. Specific performance indicator lists and sample exams may be viewed at www.deca.org.

WRITTEN EVENT REGISTRATION

The following entries **must be Uploaded to DLG by March 1.**

ALL WRITTEN ENTRIES are being collected and Uploaded prior to State CDC.

- **Business Operations Research Events (BOR, BMOR, HTOR, SEOR)**
- **Project Management Events (PMBS, PMCD, PMCA, PMCG, PMFL, PMSP)**
- **Entrepreneurship –Start-Up Plan (ESB)**
- **Entrepreneurship –Innovation Plan (EIP)**
- **Entrepreneurship –Independent Business Plan (EIB)**
- **Integrated Marketing Campaign Event (IMCE, IMCP, IMCS)**

• Each written project should be uploaded as ONE DOCUMENT to JudgePro by March 1. A Link will be sent to you at a later date for uploads.

- Be sure that the **Written Event Statement of Assurances** is completed and included with all events for which it is required. Check the "Checklist Standards" for each event to determine if it is required. Projects missing this form will be assessed a 15 point penalty.

All downloaded written entries with the Event Name, Student's Name, DECA Chapter Name, Missouri DECA District Number, and Team #.

The designation of Team 1 or 2 is used when a district submits more than one **team entry** in the same event from thier district.

Event Name:
Student's Name:
DECA Chapter Name:
District Number:
Team #:

EVENTacronym_STUDENTlastnames_DECAchapter_DISTRICT#_TEAM#(if applicable)

Example: IMCE_Smith-Wilson_BlueSpringsSouth_D3_Team2



DRESS CODE

Per the DECA Guide, *"from the opening session until the end of the closing session, students, advisors and professionals shall adhere to the Dress Code requirements. It is the Chapter Advisors' responsibility to see that their students and themselves comply with the rules established for proper dress code. Advisors should monitor students' dress at all functions."*

Students, advisors, and chaperones are required to wear professional attire to Sunday Dinner, Opening Session, during Competition, at Tuesday's District Meeting, and at the Awards Session.

Missouri DECA has established a quality image with many business professionals in attendance at State CDC. Dress should not distract from our environment, and participants should use good judgment when deciding what to wear.

Professional Business Attire

- Jacket/DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress socks (no sport/athletic socks)
- Dress shoes
- Skirt/Dress length must be at the knee.

UNACCEPTABLE Casual Attire

- Tops with spaghetti straps, halter tops, tube tops
- Athletic gear including bike shorts, mesh shorts, and rippled-sleeve shirts
- Clothing items with inappropriate or unhealthy language or logos
- Clothing items that do not provide appropriate coverage of the midriff, back, and undergarments

UNACCEPTABLE types of dress shoes

- Boat shoes
- Canvas or fabric shoes
- Flip flops or casual sandals
- Athletic shoes
- Industrial work shoes
- Hiking boots

STATE TO ICDC QUOTAS

The following outlines the eligibility qualifications to represent Missouri at the ICDC in Atlanta, GA.

INTERNATIONAL DECA CDC: April 21-26 2023

- **Principles of Business Administration** (Top 6)
- **Individual Series** (Top 6)
- **Team Decision Making** (Top 6)
- **Business Operations Research** (Top 5)
- **Project Management Events** (Top 5)
- **Entrepreneurship** (Top 5)
- **Integrated Marketing Campaign** (Top 5)
- **Professional Selling** (Top 5)
- **Virtual Business Challenge** (2 students + Adv.)
- **SBE Gold Certificates/Re-certificate** (2 students + Adv.)
- **Leadership Delegates** (36)
- **State Officers** (If not competing, may serve as Voting Delegates)

The top 10 finalists will be called to the stage at the State CDC Awards Session.

*If your student makes it to the stage during the Awards Session and receives a medallion, you should plan to attend the registration meeting in the event your student becomes eligible to attend the ICDC due to drops. **Failure to attend this meeting results in the forfeit of your students' opportunity to register for the ICDC** should they become eligible. It is IMMEDIATELY following the awards ceremony in **Sheraton-Empire**

ICDC REGISTRATION

MAKE ICDC REGISTRATION EASY

[International Career Development Conference](#) (ICDC)

Date: April 21-26 2023 (This includes travel day)

Place: Orlando, Florida

Hotel: Rosen Shingle Creek

Transportation: EXP Travel will order our plane tickets.

Please ask students to make a commitment prior to State CDC whether or not they will attend ICDC if they qualify.

Registration will occur at the **ICDC Registration Meeting immediately following** the State CDC Awards Session on **Tuesday, March 14 in Sheraton-Empire.**

Chapter advisors with qualifying students* **must** attend. Only students and their advisors who have qualified may attend ICDC conference.

Registration costs for the ICDC are:

Quad	\$1300
Triple	\$1420
Double	\$1650
Single	\$2350

This amount includes conference registration, flight, transfers, five nights stay at Rosen Shingle Creek, Missouri DECA Pins, Missouri DECA Bling and Conference Room.

- Think about ICDC **before** State CDC.
- Discuss ICDC with your administrator(s) to obtain approval **before** attending State CDC.
- Have your students (and their parents) decide **before** attending State CDC if they will attend ICDC if they qualify.
- Attend the ICDC Meeting **WITH STUDENT ID** if your students qualify—even if they drop.
- Listen attentively during the ICDC registration meeting.
- Attend the ENTIRE MEETING.
- Supervision Ratio is 1-10

GENERAL ICDC INFORMATION

- ICDC Tentative Conference Agenda is posted on the DECA.org website.

ICDC lodging for Missouri
DECA: **Rosen Shingle Creek**
9939 Universal BLVD
Orlando, FL
866-996-6338



State CDC

CHAPTER REGISTRATION SUMMARY

SCHOOL: _____

DISTRICT: _____

Submit the following forms to your **DECA District Competitive Events Director** *by the deadline established by your district*. No cash or student checks will be accepted.

CED Initial

All Written Manuals have been uploaded to DLG

Chapter Registration Summary (this form) _____

Chapter Registration and Rooming Invoice _____

Check, Credit Card or Purchase Order with administrator signature payable to Missouri DECA _____

All lodging for a DECA District is finalized by that Districts CED on DLG. ALL written policies about lodging from your school district MUST be emailed to the State DECA Advisor PRIOR to SCDC. State DECA Advisor cannot move students or advisors into rooms—all lodging roommate issues are to go through the CED and DECA advisor.

Number	Delegate Type	Amount	Total
_____	State Officers, State Officer Advisors, Leadership Academy Directors	X <u>\$0.00</u>	= \$ _____
_____	Students Quad	X <u>\$255.00</u>	= \$ _____
_____	Triple	X <u>\$285.00</u>	= \$ _____
_____	Double	X <u>\$320.00</u>	= \$ _____
_____	Single	X <u>\$455.00</u>	= \$ _____
_____	TOTAL ADVISORS AND STUDENTS		\$ _____

- Your district will not be able to check in at State CDC until EVERY chapter in your district is present and has completed all registration requirements with the District Competitive Events Director.
- Payment DUE immediately after registration is completed.

Remit payment to: Missouri DECA, 205 Jefferson Street, 5th Floor Larry Anders, Jefferson City, MO 65102.

ADVISOR ASSIGNMENTS

Please be prompt to your assigned conference management task. Missouri DECA thanks you for your assistance in making this a rewarding and positive experience for all involved.