

Attire

- Professional dress is **required** for Friday, February 16th, 2024.
 - Business suit or sport coat or blazer
 - Dress slacks, dress skirt or business dress
 - Skirts and dresses should be professional in length.
 - Collared dress shirt, dress blouse or dress sweater
 - Blazer optional
 - Dress shoes
 - Necktie/scarf
- Business Casual — For The Industry Tour
 - Business suit or sport coat or blazer
 - Dress slacks, dress skirt or business dress, or neat jeans
 - Collared dress shirt, dress blouse or dress sweater
 - Blazer optional
 - Casual closed toed shoes
- Casual attire is acceptable for trivia night. Preferred University T-Shirt and Jeans
 - Unacceptable casual attire
 - Skin-tight or revealing (including midriff-bearing) attire
 - Swimwear
 - Clothing with printing/pictures that is suggestive, obscene or promotes substances such as drugs and alcohol

Debriefing

- If judges complete the debriefing sheet for your event, they will be scanned in and emailed to the Advisors and the State Rep for your chapter to reference after the conference.
- Role Play score sheets should be given back to the chapter advisor at the end of the day on February 16th, 2024.
- Members enrolled in Prepared Business Presentations will be presenting at State on February 16th, 2024. Trophies will be awarded.

Electronics

- Internet usage is allowed during the preparation and presentation of your event(s). Stoney Creek has a good system installed but there is NO guarantee of coverage. In case of a technical glitch, competitors should have a back-up plan if internet usage is an important part of their presentation.

Exam

- Exams were taken online during the testing dates of February 12-14.

Name Badge

- You must have your name badge on at all times.
- If your name badge is incorrect, come to **headquarters in the Tiger's Den**.

Opening Session

- The Opening Session is **MANDATORY**.
- A miracle minute raising money for MDA, will happen during opening session. Please bring cash to donate to MDA.

Prep and Performance

- Case Studies: Make sure to focus on the **Performance Indicators** during your presentation. Address each indicator point-by-point. Do not stray off topic by offering solutions that do not address the specified Performance Indicators.
- Presentation Tips: 1) Shake the judge's hand before and after your presentation. 2) Keep good eye contact with him/her. 3) Remain in your "role". 4) Avoid saying words like "um", "like", "you guys" and "you know". 5) Make sure to have an outline of what you will be presenting.
- Take your time presenting, relax and good luck!

Materials

- Be sure to look over what materials you are allowed to use during prep and presentation. We are following National DECA guidelines which mirror what is allowed for those of you that advance to ICDC. Come to prep with all materials you may want to use in your presentation. You will not be able to leave once your prep time has started.
- You are allowed to use the internet via a tablet/laptop following national DECA Guidelines. **Cell phones are NOT allowed for this purpose**. We do not anticipate any problems but access is not guaranteed. Students should have a back-up plan should the internet be inaccessible from their device.

Schedule

- If you are in events: Individual Case Studies or the Team Case Studies, your schedule will have a prep time listed; however, it is important to report at least 10 minutes early just in case the events are running ahead of schedule.
- NOTE: There are a few of you who go directly from presenting your first event to the holding area for your second event. Keep in mind, the Holding Area is for this purpose...to ensure you arrive prior to your prep time.

- If there are problems with your schedule, please let your advisor know ASAP.
- Be sure your Advisor and Chapter President have your cell phone numbers in case of emergency.
- Individual student schedules will be printed on your name tag.

ICDC, Testing, and Prepared Business Presentation Upload

- **Deadline for ICDC registration and the hotel is March 15 or before.** Your chapter will register directly with DECA, Inc in the membership portal.
- Online Exams: Students will be entered into the proctor system for online testing. The Testing window is April 1-12. Your chapter will be required to provide a qualified proctor and send that person's information to DECA, Inc.
- Prepared Business Presentations with a written component will need to be uploaded between April 1- 10.