

# REGISTRATION INFORMATION

## INTERNATIONAL CAREER DEVELOPEMTN CONFERENCE

Virtual

April 19 – 23, 2021

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the Indiana DECA chartered association advisor who receives and verifies the information from chapter advisors. All "Leaders," "Competitors," and "Advisors" attending the conference are required to register for the conference and ALL delegates must meet ALL eligibility requirements set by DECA Inc., including membership.

### REGISTRATION FEE

Registration MUST be received by March 17, 2021

<b>Leader</b>	\$35 per student member plus \$15 Indiana Fee = <b>\$50</b>
<b>Competitor</b>	\$55 per student member plus \$15 Indiana Fee = <b>\$70</b>
<b>Advisor</b>	\$35 per advisor plus \$15 Indiana Fee = <b>\$50</b>

\*A minimum of one chapter advisor must register per chapter with Leader and Competitor participants.

Those participating at the "Member" rate of \$0 per student member do not need to register and will simply use their DECA membership ID and a password to login to the conference portal.

### REGISTRATION PROCEDURE

All registrations will be received electronically via the [registration website](#) that was used for SCDC. The registration website will open on or before March 8, 2021. Registration is **DUE March 17, 2021** by midnight EST.

#### Important Note for Competitors:

Your competitive events qualifiers should only register for ICDC if they can participate on the designated days of their competitive event. Unfortunately, there are no exceptions.

For preliminary competition, members will have a specific day for each component: to turn in their written entry, take their exam, and record their presentation. They can do this during a timeframe (8 am EST to 9 pm EST) at any point during that specific day. For final competition, members will have a specific day and time for their presentation that will be published with the announcement of the finalists.

Before registering your competitors, please ensure that your competitive events qualifiers will be able to participate using live video conference software at any given point during the school day on this day in the event your competitors advance to finals. During the live final video competition, an adult proctor will join the student member(s) and judge(s).

All members appearing before a judge **must wear an official DECA blazer** and adhere to the dress code. The deadline to order blazers and receive prior to ICDC is April 1.

### REGISTRATION DEADLINE

Registration is due **NO LATER** than Wednesday, March 17, by midnight EST.

No additions/substitutions for competitors will be accepted after Wednesday, March 31, 2021.

## PAYMENT

Deadline to **receive** payment for registration is **Wednesday, April 7, 2021**. (Please allow 5-7 days for USPS mail delivery.)

Make checks payable to:  
Indiana DECA

Please remit payment to:  
Indiana DECA  
Janice E. Brown  
12631 West Road  
Zionsville, IN 46077

## REFUND POLICY

After your chapter has a confirmed registration for the conference, any changes or cancellations **MUST** be made by replying via the confirmation e-mail you received. The cancellation deadline is March 31, 2021. Prior to the cancellation deadline, delegates cancelled (after the registration deadline) will be charged a cancellation fee of \$15. After the cancellation deadline, the full registration fee will be due. Substitutions can be made at no cost up until March 31, 2021.

\*Note that if a substitution is made in the Team Decision Making events, one of the participants must have been a member of the original team that qualified for SCDC at the district level.

## PARTICIPATION CRITERIA

The DECA Inc. Board of Directors has specified that there must be a minimum of one adult advisor for every chapter, and that advisor will be responsible for communications to their student members throughout the competition process. There are no restrictions on the number of adult advisors who may attend.

To be eligible to attend the International Career Development Conference, each high school division member must meet these basic criteria:

- Be an active member of a division of DECA. Membership must be recorded on an official DECA membership roster and be on file with DECA Inc.
- Have the approval of the chartered association DECA advisor.
- Have the approval of the chapter DECA advisor.
- Have the approval of the school administration.
- Have the approval of parent or guardian unless 21 years or older.

Any professional, alumni or collegiate division member meeting the above criteria is eligible to attend the International Career Development Conference.

In addition to the above criteria, high school division members must meet one (1) of the following criteria to participate beyond the Member Package level:

- Be a chartered association participant in one of the international competitive activities and registered for the Competitor Package. Dues must be paid by March 1.
- Be a DECA Inc. scholarship award recipient.
- Be a chartered association, area, or regional officer.
- Be a voting delegate representing his/her chartered association for his/her division.
- Be registered for the Leader Package.
- Be a chartered association delegate by receiving special permission from his/her chartered association DECA advisor (limited to 1% of the chartered association's DECA Inc. membership in the high School division.)

Allocation for competitors and chartered association representatives are based on each chartered association's membership in the high school division on June 30 of the previous calendar year.

### **STUDENTS WITH SPECIAL NEEDS**

We want to make every opportunity available for our special needs members to participate in the ICDC. An online form is at <http://www.deca.org/icdcspecialservices> to identify students that need special services. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by the **March 27** due date in order to arrange the appropriate services.

# VIRTUAL ICDC REGISTRATION PACKAGES

Members and advisors can select from four different registration packages to customize your DECA Virtual International Career Development Conference experience.

Some chartered associations may charge an additional registration fee to cover administrative costs. Chapter advisors will register their chapter with their chartered association.



## MEMBER PACKAGE

**\$0 PER STUDENT MEMBER**

Perfect for DECA members who want to be part of the Virtual ICDC experience!

*The package includes:*

- Access to the General Sessions
- Access to Partner Opportunities



## LEADER PACKAGE

**\$35 PER STUDENT MEMBER**

Perfect for DECA members wishing to enhance their leadership skills.

*The package includes all Member Package benefits plus:*

- Access to On-Demand Conference Workshops
- Access to On-Demand Emerging Leader Series
- Access to Social Activities
- ICDC Swag Pack

### ICDC SWAG PACK

Available with Leader, Competitor and Advisor Package registration, the Swag Pack includes:

- DECA stadium bag
- Exclusive conference t-shirt
- Commemorative lapel pin
- Conference laptop sticker
- DECA sunglasses
- DECA plastic stadium cup



## COMPETITOR PACKAGE

**\$55 PER STUDENT MEMBER**

Exclusively offered to DECA members who qualify to participate in ICDC level competitive events through their chartered association.

*The package includes all Member and Leader Package benefits plus:*

- Access to compete in the qualified competitive event and the opportunity to win DECA Glass
- Competitor Transcript



## ADVISOR PACKAGE

**\$35 PER ADVISOR**

Exclusively offered to DECA advisors. A minimum of one chapter advisor must register per chapter with Leader and Competitor participants.

*The package includes all Member and Leader Package benefits plus:*

- Advisor Appreciation Gift
- Access to post-event transcripts for Competitor participants from your chapter.



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APRIL 12	APRIL 13	APRIL 14	APRIL 15	APRIL 16
WRITTEN ENTRY SUBMISSION	ONLINE TESTING			
<b>Business Operations Research</b> BOR, BMOR, FOR, HTOR, SEOR	<b>Personal Financial Literacy Exam</b> PFL	<b>Marketing Exam</b> AAM, ASM, BSM, BTDM, FMS, IMCE, IMCP, IMCS, MCS, MTDM, PSE, RMS, SEM, STDM	<b>Hospitality and Tourism Exam</b> HTPS, HTDM, HLM, QSRM, RFSM, TTDM	<b>Business Management Exam</b> BLTDM, HRM
<b>Project Management</b> PMBS, PMCD, PMCA, PMCG, PMFL, PMSP	<b>Business Administration Core Exam</b> PBM, PFN, PHT, PMK			<b>Finance Exam</b> ACT, BFS, FCE, FTDM
<b>Entrepreneurship</b> EIP, ESB, EIB, IBP, EBG, EFB	<b>Entrepreneurship Exam</b> ENT, ETDM			
<b>Integrated Marketing Campaign</b> IMCE, IMCP, IMCS				
<b>Other Events</b> SMG, SBEF, SBER				
APRIL 19	APRIL 20	APRIL 21	APRIL 22	APRIL 23
CORE ICDC WEEK Featuring On-Demand Emerging Leader Series and On-Demand Workshops				
<b>Grand Opening Session</b> 8 p.m. ET / 5 p.m. PT				
PRELIMINARY COMPETITION				
<b>Principles of Business Administration</b> PBM, PFN, PHT, PMK	<b>Individual Series</b> ACT, AAM, ASM, BFS, ENT, FMS, HLM, HRM, MCS, QSRM, RFSM, RMS, SEM	<b>Team Decision Making</b> BLTDM, BTDM, ETDM, FTDM, HTDM, MTDM, STDM, TTDM	<b>Business Operations Research</b> BOR, BMOR, FOR, HTOR, SEOR	<b>Project Management</b> PMBS, PMCD, PMCA, PMCG, PMFL, PMSP
<b>Personal Financial Literacy</b> PFL			<b>Integrated Marketing Campaign</b> IMCE, IMCP, IMCS	<b>Entrepreneurship</b> EIP, ESB, EIB, IBP, EBG, EFB
<b>School-based Enterprise</b> SBEF, SBER			<b>Professional Selling and Consulting</b> FCE, HTPS, PSE	<b>Stock Market Game</b> SMG
APRIL 26	APRIL 27	APRIL 28	APRIL 29	APRIL 30
FINAL COMPETITION				
<b>Principles of Business Administration</b> PBM, PFN, PHT, PMK	<b>Individual Series</b> ACT, AAM, ASM, BFS, ENT, FMS, HLM, HRM, MCS, QSRM, RFSM, RMS, SEM	<b>Team Decision Making</b> BLTDM, BTDM, ETDM, FTDM, HTDM, MTDM, STDM, TTDM	<b>Business Operations Research</b> BOR, BMOR, FOR, HTOR, SEOR	<b>Project Management</b> PMBS, PMCD, PMCA, PMCG, PMFL, PMSP
<b>Personal Financial Literacy</b> PFL			<b>Integrated Marketing Campaign</b> IMCE, IMCP, IMCS	<b>Entrepreneurship</b> EIP, ESB, EIB, IBP, EBG, EFB
<b>School-based Enterprise</b> SBEF, SBER			<b>Professional Selling and Consulting</b> FCE, HTPS, PSE	<b>Stock Market Game</b> SMG
MAY 3	MAY 4	MAY 5	MAY 6	
			<b>Grand Awards Session</b> 8 p.m. ET / 5 p.m. PT	



**DECA'S EMERGING LEADER SERIES** is designed to empower DECA members to provide effective leadership through goal setting, consensus building and project implementation.

Aligned with 21<sup>st</sup> Century Skills in the areas of critical thinking and problem solving, communication, collaboration and creativity, and innovation, DECA's Emerging Leader Series prepares members to be effective leaders in college and careers. A curated selection of sessions from each of the Emerging Leader Series academies will be available on-demand during the Virtual International Career Development Conference, and Elevate and Empower are also available at the DECA Emerging Leader Summit.

 <p><b>ASPIRE</b></p>	 <p><b>ELEVATE</b></p>	 <p><b>EMPOWER</b></p>	 <p><b>IGNITE</b></p>	 <p><b>THRIVE</b></p>
<p><b>ULTIMATE GRADUATE</b></p> <p>As you soon graduate, the sky is the limit for your aspirations. Do you know what to expect in college or how to be successful in your career? Learn how to leverage your DECA experience to your advantage in college, interviews and internships. Aspire to get on the fast track to college and career success.</p>	<p><b>ULTIMATE CHAPTER LEADER</b></p> <p>Elevate your leadership in DECA by becoming the ultimate DECA chapter leader! Discover your personal leadership style and how you can use that to take your chapter to the next level. Now's your time to elevate your DECA status from member to chapter leader.</p>	<p><b>ULTIMATE ASSOCIATION OFFICER</b></p> <p>As a DECA association officer, one of your main responsibilities is to empower the members you serve. Learn how to effectively perform your role as an association leader, design an effective strategic plan and employ empowering communications strategies and methods.</p>	<p><b>ULTIMATE MEMBER</b></p> <p>Ignite your spark for DECA! As an emerging leader, you have great potential to take advantage of all that DECA offers. Now's your time to gain an edge as you learn how you can take your personal DECA experience to the next level and ignite your passion for DECA.</p>	<p><b>ULTIMATE CHAPTER</b></p> <p>Now it's time to thrive with other high performing chapters and continue to develop your toolbox of collaboration, communications, critical thinking and creativity skills.</p>

# **DECA**

## **DRESS CODE**

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Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges (live or pre-recorded). Professional dress should also be worn to all live, virtual conference sessions.

For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

All skirts and dresses must be at or below the knee.

**AN OFFICIAL DECA BLAZER IS REQUIRED WHEN APPEARING BEFORE A JUDGE (INCLUDING LIVE AND PRE-RECORDED PRESENTATIONS).**

### **WHEN APPEARING BEFORE JUDGES (INCLUDING LIVE AND PRE-RECORDED PRESENTATIONS)**

- Official DECA blazer
- Dress slacks or dress skirt or business dress
- Collared dress shirt and appropriate neckwear (necktie, ascot, scarf) or Dress blouse
- Dress shoes

### **VIRTUAL GRAND OPENING AND GRAND AWARDS SESSION.**

- Business suit or sport coat or blazer (blazer optional)
- Dress slacks, dress skirt or business dress
- Collared dress shirt, dress blouse or dress sweater
- Blazer optional
- Dress shoes
- Necktie/scarf (optional)

### **DECA BUSINESS CASUAL**

- Casual slacks (e.g., Dockers), blouse or shirt, socks and casual shoes.
- Jeans, t-shirts and athletic shoes are not included in business casual attire.

### **UNACCEPTABLE DURING DECA ACTIVITIES**

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes and hiking boots.

*When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.*

*Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.*





# DELEGATE CONDUCT PRACTICES + PROCEDURES

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The Board of Directors for DECA Inc. requires each delegate attending the International Career Development Conference to read and complete the **Attendance Permission Form** and return to the **DECA chartered association advisor** as partial completion of attendance requirements.

- The term “delegate” shall mean any DECA member, including advisors, attending conferences (high school, collegiate, alumni, professional).
- There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges and wristbands at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
- The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
- Delegates shall respect the rights and safety of other hotel guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
- Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
- Delegates must adhere to the dress code at all times.
- Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter and chartered association advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
- Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
- Chartered associations will be responsible for delegates’ conduct.
- Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
- Tasteful casual wear will be accepted during specific social functions as designated during orientation.





# PARTICIPATION PERMISSION FORM

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## ATTENDANCE

This is to certify that \_\_\_\_\_ has my permission to attend the above named DECA activity. I also do hereby on behalf of him/her absolve and release the school officials, the DECA chapter advisors and the assigned chartered association DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

## EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

We have read and agree to abide by the delegate conduct practices and procedures and dress code. We also agree that the school officials, the DECA chapter advisors, the chartered association DECA staff, or the Conference Conduct Committee members have the right to send the student home from the activity at our expense, provided that he/she has violated the delegate conduct practices and procedures and/or his/her conduct has become a detriment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Insurance Company Name

\_\_\_\_\_  
Policy Number