

# 2016 Collegiate DECA International Career Development Conference

## *Conference Registration Information* (Designed for both association AND chapter use)

### **2016 Conference Location: Renaissance DC Downtown (Washington, DC)**

All conference participants must be officially registered. The information located in this document includes registration costs and other information related to **registering** for the conference. A separate document will be posted on the Collegiate ICDC webpage regarding those who will be attending the conference (dress code, code of conduct, special accommodations, etc.). It is the chapter's (and association's where applicable) responsibility to make sure that all of their delegates understand and adhere to the conference policies, rules, etc.

*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.*

Note: The term “Association” will be used to refer to chartered states, provinces, territories, etc. The term Group Leader is used to describe the chapter advisor or association advisor responsible for registration and payment for the group.

### **Due Date**

Regardless of how you process conference registration, registration is due to DECA Inc. by March 16, 2016.

### **Association Registration**

Chapters/Members located in the following Associations **MUST** register for the conference through your Association Advisor (unless otherwise instructed by him/her). This person will provide you with costs, deadlines, information and forms specific to you. **Special Note:** Your Association might add a "fee" to the conference rate charged by DECA Inc.; therefore, you must confirm your conference registration cost with your Association Advisor.

Florida  
Louisiana  
Michigan  
Minnesota  
Mississippi

Missouri  
North Dakota  
Oklahoma  
Rhode Island

Association Advisor contact information is available at <http://www.deca.org/about/chartered-associations-directory/>. You may also contact DECA at 703-860-5000 for advisor contact information (please identify the purpose of your call—the receptionist can provide this information).

### **Chapters/Members Registering Directly Thru DECA Inc.**

If your chapter is NOT located in one of the associations listed above under Association Registration, your chapter will register directly through DECA Inc. (Referred to as **Direct Chapter Registration**.)

## *Registration Costs & Procedures*

### **REGISTRATION FEES**

Pre-registration Fee (Students and Advisors/Chaperones/Alumni) .....\$125.00 per person\*  
On-Site Registration Fee (Students and Advisors/Chaperones/Alumni) ....\$135.00 per person  
Spouse/Family and Judge Registration Fee. ....NO CHARGE

\* The discounted pre-registration fee is only available prior to the beginning of on-site registration (Friday, April 15, 1:00 p.m. EST). Registration is \$135.00 after this date and time.

*Please make your check(s) payable to DECA Inc.* If you choose to use an alternative form of payment other than check, money order or cash (i.e., credit card: MasterCard or VISA) there will be a convenience fee of 3% on all charged amounts.

**Note:** The “insurance” that has been offered in the past for an additional cost is now included in the registration at no additional cost.

### **REGISTRATION REFUNDS**

Paid registrants who cancel on or before 1:00 p.m. EST on April 15 will receive a full refund. Refund checks will be sent within one month after the close of the conference. There are no refunds for changes made after 1:00 p.m. EST on April 15.

## *Voting Delegates*

The Voting Delegate Allocation policy for Collegiate DECA is as follows, according to the Collegiate DECA Bylaws:

“Sixty (60) days prior to the annual meeting of this division the determination of the apportionment of the additional voting delegates will be made according to reported membership.”

This final, official allocation will be sent to association advisors prior to the international conference in a *Collegiate ICDC Update Report*. It is up to the association advisor or designee to allocate voting delegate slots for their association.