

# FLASH REPORT

HIGH SCHOOL DIVISION  
2007 International Career Development Conference  
Orlando, FL  
Flash Report No. 1

**DATE:** March 5, 2007  
**TO:** High School DECA State/Provincial Advisors  
**FROM:** Shirlee Kyle, High School Division Director  
**RE:** International Career Development Conference

The purpose of the Flash Report is to keep you informed of any changes in the ICDC plans. Information contained in this Flash Report **supercedes** any previous information you have received.

## ATTENDANCE CRITERIA

The DECA Inc. Board of Directors has specified that there must be a MINIMUM OF ONE ADULT ADVISOR FOR EVERY EIGHT HIGH SCHOOL DIVISION STUDENT DELEGATES. An adult advisor may be any adult named by the state/provincial DECA advisor to serve the state/provincial association in this capacity. He/She must register for the conference, pay the registration fee and be in attendance for the entire period of the conference.

## CONFERENCE REGISTRATION

Registration is scheduled on Friday, April 27, from 12:00 noon until 6:00 p.m. and Saturday, April 28, from 8:00 a.m. to 10:00 a.m. in Registration Desk No. 13 at the Orlando Orange County Convention Center. In an effort to better serve you, please submit the attached form indicating the date and time you wish to register.

DECA will again provide a conference registration transportation service if you send an email to [Shirlee\\_Kyle@DECA.org](mailto:Shirlee_Kyle@DECA.org) stating the time you wish to register on Friday afternoon or Saturday morning. You will then be picked up at your hotel (except Rosen Centre and Rosen Plaza) and taken to conference registration. An email confirmation will be sent to you confirming the hotel pickup time. If you prefer to use your own transportation, assistance in loading your materials will be provided. If your email is not received by April 20, it will be assumed that you are not using this service. No other DECA transportation is provided on Friday and Saturday. An email confirmation will be sent to confirm date/time of pickup.

The bulk registration materials (programs, brieffolios, name badge holders, etc.) will be delivered to your hotel on Wednesday and Thursday, April 25 and 26. It will be your responsibility, however, to get the materials from the hotel storage to a designated room, which **you** have arranged with the hotel.

### **ADMINISTRATORS'/VIP's DAY**

DECA has a special recognition event planned for administrators/VIPs on Monday, April 30. If an administrator/VIP (principal, assistant principal, superintendent, CTE director, etc.) is accompanying a delegation to ICDC, please communicate this information to [michelle\\_walker@deca.org](mailto:michelle_walker@deca.org) providing the name, title and contact information of the administrator/VIP attending ICDC. A formal invitation will then be sent to the administrator/VIP to participate in this special event.

### **REGISTRATION FEE/REFUND POLICY**

Reminder: If payment is not received at DECA Inc. by Tuesday, April 24, your state/province will be charged the on-site registration fee. Payment by credit card will incur a 3% processing fee if the balance is \$500 or more. Any billing that has to be done following the conference will be done at the on-site fee as well.

No refunds will be granted for adjustment of a state's/province's registration after 10 a.m. on Saturday, April 28. Refunds will not be paid during on-site registration; however, conference officials will verify the amount of the refund. Refund checks will be sent within one month after the close of the conference.

No additions/substitutions for competitors will be accepted after Tuesday, April 24. No refunds will be granted after registration closes at 10 a.m. on Saturday, April 28.

### **INSURANCE COVERAGE**

Please provide the following information for each individual who selected the insurance option: name, school, home address and beneficiary. This information can be faxed to 703-860-4013 to Anne Farrell or emailed to [anne\\_farrell@deca.org](mailto:anne_farrell@deca.org).

### **CELL PHONES**

State/Provincial associations are asked to provide a cell phone number for emergency purposes. Please submit on the attached form at least one cell phone number that can be used throughout the conference. ALL state/provincial associations must provide a cell phone for emergency use.

### **TOUR BOOTH HOURS OF OPERATION**

Advance sales tickets to area attractions can be picked up in the Registration Office in the Orlando Orange County Convention Center. Tour booth hours of operation are:

Friday, April 27	12 p.m. – 6 p.m.
Saturday, April 28	7 a.m. – 8 p.m.
Sunday, April 29	8 a.m. – 3 p.m.
Monday, April 30	8 a.m. – 6 p.m.
Tuesday, May 1	8 a.m. – 12 p.m.

People assigned to hotels in Lake Buena Vista—Buena Vista Palace, Doubletree Guest Suites, Embassy Suites Lake Buena Vista and Hilton Walt Disney World—can pick up tickets Friday from 12 p.m. – 6 p.m. and Saturday from 7 a.m. – 3 p.m. at the Hilton Walt Disney World Hotel in John T's restaurant foyer (near hotel registration desk).

### **AIRLINE/CAR RENTAL INFORMATION**

When making your airline reservations for traveling to Orlando, please give your travel agent the following information and save money off the lowest published fare:

Continental Airlines	800.468.7022	Agreement Code: ADNONP; A Code: ZUBA
United Airlines	800.521.4041	Reference MTG07

Avis and Hertz Rent-A-Car are proud to be the official car and van rental suppliers for DECA in Orlando.

Avis	800.331.1600	AWD Number J098056
Hertz	800.654.2240	CV 033J0004

Mears and Total Transportation Solutions are official airport shuttle service companies for the International Career Development Conference, April 19 – May 4. For discount shuttle information, contact

Mears	800.759.5219	<a href="http://www.mearstransportation.com">www.mearstransportation.com</a>
Total Transportation Solutions	407.582.0330	<a href="mailto:mkern@ttsorlando.com">mkern@ttsorlando.com</a>
Group Travel Planners	800.521.4097	<a href="mailto:group.travel@comcast.net">group.travel@comcast.net</a>

### **STATE/PROVINCIAL ASSOCIATION HOUSING**

Included is a listing of state/provincial associations and the hotel where each is assigned.

### **HOTEL CANCELLATIONS**

If your state/province is not going to meet your allocated room block, or if your state/province is going to need additional rooms for your state/provincial delegation, please call me by March 23 so that proper arrangements can be made with the hotels. I would appreciate your cooperation with this request.

### **CONFERENCE TRANSPORTATION**

Total Transportation Solutions is the transportation system chosen to serve the DECA attendees on the conference shuttle. Special routes from each hotel will provide direct service to the Orlando Orange County Convention Center for the duration of the conference. Guests staying at the Rosen Plaza Hotel or Rosen Centre hotel are within walking distance of the convention center and will not receive conference shuttle service. The buses will leave from each of the following hotels:

Route 1	Red	Crowne Plaza Universal and Wyndham Orlando
Route 2	Blue	Doubletree Castle, Homewood Suites and Embassy Suites I-Drive
Route 3	Green	Shingle Creek Resort
Route 4	Purple	Hilton Garden Inn, Renaissance Orlando and International Plaza
Route 5	Orange	Buena Vista Palace
Route 6	Raspberry	Hilton Walt Disney World, Doubletree Suites and Embassy Suites LBV

The conference shuttle schedule is as follows:

Saturday	April 28	4:00 p.m. – midnight*
Sunday	April 29	7:00 a.m. – midnight*
Monday	April 30	7:00 a.m. – 9:00 p.m.*

Tuesday May 1 6:30 a.m. – midnight\*

\*Last departure from the Orlando Orange County Convention Center to return to hotels.

The tour transportation schedule will be provided in the next FLASH.

### **SERVICE FOR SPECIAL NEEDS STUDENTS**

We want to make every opportunity available for our special needs members to participate in the ICDC. A form is enclosed to identify students who need special services. We will work with the school and/or state/provincial association to provide the appropriate services. It is critical that we receive the attached form by the March 30 due date in order to arrange the appropriate services.

### **ICDC DRESS CODE**

Attached is a copy of the ICDC dress code and code of conduct. Please make certain that all conference attendees are made aware of the requirements. The dress code is also published in the *DECA Guide* and will be published in the ICDC program.

### **NAME BADGES AND WRISTBANDS**

Your name badge AND wristband are your tickets to all meetings, general sessions, transportation and special activities. This policy is for **students/ chaperones** and **advisors**. They must be worn at all times during the conference. The only way of losing a wristband is by cutting it off or fastening too loosely. Lost badges and wristbands may be replaced by the **advisor** at the conference headquarters. Replacement name badges or wristbands will cost \$1. Proceeds will benefit the Muscular Dystrophy Association. **ABSOLUTELY NO ONE WILL BE ALLOWED IN THE DANCE WITHOUT A WRISTBAND.**

### **TENTATIVE CONFERENCE AGENDA ON WEB SITE**

Please consult the Web site for a tentative conference agenda. A copy is also attached to this email.

### **COMPETITIVE EVENTS**

The use of cell phones and scientific calculators will not be allowed in the competitive event halls. Cell phones must be in the off position. Only a four-function calculator will be allowed. NO Palm Pilot type equipment will be allowed in individual series events — only a calculator.

All participants must have a **photo ID** at each of the competitive event sessions.

Every effort will be made to strictly enforce the penalty points as printed in the *DECA Guide*. Encourage your local advisors/competitors to review the competitive event guidelines carefully before submitting their events.

Display materials must meet the guidelines published in the *DECA GUIDE*. Boards can be used on both sides. All items mounted on the boards must fit within the dimensions of the board.

Participants are encouraged to bring all visual aids to the briefing session for approval. Approved visual aid materials may be re-evaluated by event staff during preliminary and final competition.

All participants must attend the testing/event briefings/manual registration sessions scheduled for their competitive event during the International Career Development Conference. If a student does not attend the testing/briefing/manual registration session, (s)he will NOT be allowed to compete and will be dropped from the event or the team.

### **A\*S\*K SCHEDULE**

DECA will offer A\*S\*K Institute certification exams at ICDC on Sunday and Monday beginning at 9 a.m. each day. The last seating will be at 3:30 p.m. A\*S\*K certification exams will be available for 1) *Fundamental Concepts of Business* and 2) *Fundamental Marketing Concepts*. Other exams are available for testing later this spring at selected local sites. Students may take the exam and, with separate registration, be eligible for the full recognition package. Exams will be available on a walk-in basis both days, space permitting. Seats may be reserved with advance registration and payment through MarkED (email: [ASKInstitute@Mark-ED.org](mailto:ASKInstitute@Mark-ED.org) or call 800.448.0398 x 0). Visit [www.ASKInstitute](http://www.ASKInstitute) <http://www.ASKInstitute/> for details on the certification program and the accompanying recognition package.

This ICDC option offers an easy opportunity for your students to add significant value to their conference experience by earning their industry-based A\*S\*K certification while in Orlando. A\*S\*K certification is a great way for students—and teachers—to build their resumes and add to their portfolios.

### **NATIONAL OFFICER CANDIDATE SCREENING AND TESTING**

State/Provincial associations that are running an Officer Candidate should note that the Screening and Testing will be held on Saturday, April 28, beginning at 9:00 a.m. at the Orlando Orange County Convention Center. If you have any questions, concerns, or conflicts, please contact Barbara Henn ([barbara\\_henn@deca.org](mailto:barbara_henn@deca.org)) who will make every effort to accommodate your needs concerning this matter.

### **NOMINATING COMMITTEE FORM**

Attached you will find a form allowing you to recommend students to serve on the national officer candidate nominating committee. The role of the nominating committee is to screen officer candidates by using a set of established procedures and then providing a list of eligible candidates to the voting delegates. If you are not running a candidate, please take the time to submit one or more students to sit on this committee. The times they are needed are listed on the form. If you have any questions, please contact Barbara Henn at DECA Inc. ([barbara\\_henn@deca.org](mailto:barbara_henn@deca.org))

### **INFORMATION REQUESTED**

In an effort to assist the officer candidates in scheduling caucus meetings with the states/provinces, I would appreciate your sending me the name of the leading voting delegate for your state/province. This person's name and hotel information will be provided to the officer candidates.

### **VOTING DELEGATE REQUIREMENTS**

Voting delegates are required to attend the briefing and the campaign sessions—one regional and the president's—on Sunday afternoon and the election session on Tuesday. Substitutions may be made; however, if a delegate is missing from the election session, the state/province loses that delegate's vote(s).

### **VOTING DELEGATE MEETINGS WITH THE CANDIDATES**

In recent years officers have related some disturbing stories about the conduct of voting delegates during state/provincial caucuses. Voting delegates have required candidates to respond to inappropriate questions, placing the candidate in awkward or embarrassing situations. Some activities have bordered on harassing the candidate.

**To avoid any potential mistreatment or misunderstanding, an adult advisor must be present during all caucuses between voting delegates and candidates.** Candidates are being directed to notify DECA staff of any states/provinces that require the candidates to meet with them without an adult advisor.

We also are requiring all candidates to abide by the conference curfew. Please require that your voting delegates conduct all caucuses before midnight, allowing time for the candidates to return to their hotel before curfew.

### **JUDGES**

Spouses, parents, school administrators and local businesspeople are especially welcome at DECA's International Career Development Conference. One great way for them to experience the unique atmosphere of the conference is by serving as a judge for competitive events. If you plan to bring guests to the conference, encourage them to participate in this vital ICDC function. Simply fill out the attached judge sign-up form and fax to Randi Bibiano at 703-860-4013 or go to [www.deca.org](http://www.deca.org) and sign up online. Please feel free to contact Randi Bibiano at 254-698-3151 or Cindy Allen at 703-860-5000 if you have any questions.

### **CONFERENCE MANAGEMENT ASSIGNMENTS**

The attached sheet details the adult assistants needed from your state/province to manage the competitive events program and leadership academies. Those of you requested to provide an event series director and assistant series director(s) are encouraged to email to [shirlee\\_kyle@deca.org](mailto:shirlee_kyle@deca.org) the following information for these individuals:

Name  
School Address  
Phone/Fax for Both School and Home  
Cell Phone  
Email

This information would be appreciated as soon as possible and is due no later than March 20. The briefings for the series directors and assistant series directors will be held at 8 a.m. on Saturday, April 28, in the Orange County Convention Center, Rooms 203 and 204. Please share this information with these people so that travel arrangements are appropriately made. Thanks for your cooperation.

### **SUPER DANCE and FASHION SHOW**

This year's Fashion Show, sponsored by the Fashion Institute of Design & Merchandising, and Super Dance will be held Sunday evening, April 29, at 8:00 p.m., at the Orlando Orange County Convention Center. Don't miss the excitement! All students, chaperones and advisors will be required to show the wristband to gain admittance. Please note that a name badge alone is NOT sufficient for entry to the dance.

### **DECA/CONCLAVE SCHOLARSHIP AUCTION**

A fund-raising reception/auction to benefit the DECA/Conclave Scholarship Program will be held on Sunday evening from 9:00 p.m. – 11 p.m. in Room 311. All proceeds will be used to sponsor scholarships for new DECA advisors to attend the Marketing Education Conclave. All advisors are invited to attend this fun activity sponsored by Otis Spunkmeyer, Inc.

We are asking each state/provincial association to contribute a basket of items representing your state/province valuing \$100 - \$200. Baskets should be brought to conference registration on Friday or Saturday, April 28 or 29. It would be very helpful if the baskets were labeled with the state's/province's name and the basket contents. Please RSVP to Michelle Walker at [michelle\\_walker@deca.org](mailto:michelle_walker@deca.org) so we know if your state/province is planning to participate. Your participation is greatly appreciated.

### **GENERAL SESSIONS**

States/Provinces will be assigned seating for the opening and closing sessions; however, seating will NOT be assigned for the mini-awards sessions.

### **STATE/PROVINCIAL PHOTOGRAPHS**

Once again, Covello and Covello Photographers will be available at ICDC to take your state/provincial delegation's official photo—an ideal item to add to your scrapbook or Web site. These photographers have worked with DECA for the past several years and have done an outstanding job. This year will be no exception as new equipment will be used, allowing the pictures to be delivered to the state/province even sooner than before. State/Provincial association group photographs will be taken during the following times:

**Saturday, April 28**

**5:00 p.m.—8:15 p.m. and 10:15 p.m.—11:45 p.m.**

**Tuesday, May 1**

**5:00 p.m.—8:15 p.m.**

**PLEASE NOTE:** The Grand Opening and Grand Awards Sessions will be held at 8:30 p.m. Photographers will be available for state/provincial photos as early as 5 p.m. (or earlier by request). If you wish to schedule your state's/province's photo time and have not yet done so, please email Shirlee Kyle at [shirlee\\_kyle@deca.org](mailto:shirlee_kyle@deca.org) ASAP. The final schedule will appear in the next Flash report.

### **SENIOR MANAGEMENT INSTITUTE**

The Senior Management Institute (SMI) is available to all high school seniors who are NOT participating in the ICDC competitive events program. The purpose of the institute is to serve as a bridge to real-world careers. The 15-hour institute will prepare students with life skills needed in the business world or in college. Part of the time will be spent creating an action plan for life, along with a personal mission statement. High on the list of skills the institute develops are teamwork skills, group dynamics, decision making and conflict resolution.

At this year's SMI, DECA members attending will connect with top corporate executives in tabletop discussions. Through this Executive Mentorship Program the executives will share their experience and strategies for succeeding in life after high school. In previous years this experience has been a high point for both members and the corporate executives.

### **LEADERSHIP DEVELOPMENT ACADEMY**

The Leadership Development Academy is open to members who are NOT participating in the competitive events program and is recommended for freshman, sophomores and juniors. Every student who attends this stimulating, interactive academy (LDA) will leave with not only the knowledge of leadership and chapter management skills, but with a new spirit and outlook for involvement in the DECA chapter, a spirit that will spill over to life outside of DECA and to any chosen career path as well. Participants will complete the LDA experience at a special graduation ceremony.

## **CHAPTER MANAGEMENT ACADEMY**

The Chapter Management Academy has been established for students representing state/provincial Gold Level chapters in the Chapter Awards Program. These students cannot participate in a competitive event. Each gold level chapter is entitled to send up to three (3) students to this academy on Sunday, April 29, and Monday, April 30.

Attached is the state/provincial reporting form for the Chapter Awards Program (CAP)/Chapter Management Academy, which must be submitted by the state/provincial advisor to Barbara Henn ([barbara\\_henn@deca.org](mailto:barbara_henn@deca.org) or faxed to Barbara Henn's attention at 703-860-4013) by March 30 so that eligibility can be confirmed.

## **DECA LEADS**

DECA LEADS has been developed for high school state/provincial officers and provides a unique opportunity to dive into advanced team and leadership building with the help of leadership professionals, members of DECA Inc. and members of the current National Officer Team. DECA LEADS emphasizes the essential plans, goals, action items and skills needed for each team to achieve success within their state or province.

## **ATTIRE FOR LEADERSHIP ACADEMIES**

Business attire is appropriate for both days of the Leadership Development Academy, DECA LEADS, the Chapter Management Academy and the Senior Management Institute.

## **ADVISOR ACADEMY**

The New Advisor Academy held each year at the ICDC is being reorganized for this year, with opportunities for much more advisor-to-advisor sharing. The Academy is officially open to all advisors with up to three years of experience.

The Academy will contain a core of eight workshops, four on Sunday, April 29, and four more on Monday, April 30. Only the four core Academy sessions will be offered on Sunday, but on Monday, advisors can pick from the basic workshops of the New Advisor Academy or from a stream of complementary Professional Division workshops that are available to all advisors at the conference.

To receive certification from the New Advisor Academy, teachers must register and attend a minimum of 6 workshop sessions, including at least 3 of the 4 held on Sunday. These registered advisors will receive a form on which to record their attendance at sessions for validation. Those not registered are welcome to drop in on sessions that interest them, but they will not receive certification unless they register and attend 6 or more sessions. We do encourage any advisors attending ICDC to sit in on sessions that interest them.

The format for the Academy sessions will be short presentations and roundtable discussions on topics of interest to beginning advisors. They will feature experienced advisors skilled in those areas. The following is a tentative schedule for the Academy's sessions:

**Sunday, April 29**

9:00 a.m. Orientation to the Academy/Chapter Organization  
10:45 a.m. Program of Work, Chapter Activities, Promotion  
1:00 p.m. Conferences, Traveling, Competitive Events Basics  
2:00 p.m. Fund-raising Approaches and Ideas

**Monday, May 1**

9:00 a.m. Curriculum Aids: MarkED LAPs, National Standards & Performance Indicators  
10:45 a.m. Relations with the Business Community/Advisory Board  
1:00 p.m. Preparing Members for Role-play Events  
2:00 p.m. Teaching through Written Competitive Events  
3:00 p.m. Certificate Presentation/Adjournment

**STATE/PROVINCIAL OFFICERS' LUNCHEON**

The state/provincial officers' luncheon will be held on Sunday. Piper Jaffray will sponsor the luncheon for one officer team from each state/province—either the 2006—07 or 2007—08 team. Please indicate on the form attached the number of officers and advisors who will attend this banquet.

**SEARS HOLDINGS CORPORATION EMPLOYEE BREAKFAST**

There will be an employee breakfast held for students/advisors that are employed by Sears/Kmart on Monday, April 30, at 7:00 a.m. in Room 205 A. Please indicate on the form attached the number of students and advisors that will attend.

**COMPETITIVE EVENTS PARTICIPATION REPORT**

Please complete the attached form providing competitive event information from your state/provincial conference. Please return by April 16, 2007, to Shirlee Kyle at DECA Inc. This form is extremely important as the Competitive Events Task Force and Board of Directors look at the future of our competitive events program.



# STATE/PROVINCIAL ADVISOR INFO SHEET

**Received Deadline: March 30**

State/Province \_\_\_\_\_  
\_\_\_\_\_ State/Provincial Advisor's Signature

\_\_\_\_\_ I will register the state/provincial delegation on  
\_\_\_\_\_ Friday, April 27 between 12 p.m. and 6 p.m.

\_\_\_\_\_ Saturday, April 28 between 8 a.m. and 10 a.m.

\_\_\_\_\_ In my absence \_\_\_\_\_ will register the delegation  
at the designated time.

\_\_\_\_\_ is the cell phone number for this delegation and will be  
made available to conference and hotel staff.

\_\_\_\_\_ is the lead voting delegate for the state/province.

\_\_\_\_\_ officers/advisors will be in attendance at the State/Provincial Officer's Luncheon.

\_\_\_\_\_ students/advisors employed with Sears will be in attendance at the Sears Holdings  
Corporation Employee Breakfast.

Return to:

ICDC Registration DECA Inc. 1908 Association Drive Reston, VA 20191	OR	email to shirlee_kyle@deca.org
	OR	fax to 703.860.4013

# DECA

## Service for Special Needs Student

Please provide the information as completely as possible to help us provide a positive learning experience for all conference participants.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
State/Provincial Association

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Special Needs Condition

\_\_\_\_\_  
Services Requested

\_\_\_\_\_  
Contact Person for ICDC

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Please mail or fax by March 30 to:

Shirlee Kyle, Director  
High School Division  
DECA  
1908 Association Drive  
Reston, VA 20191  
FAX: 703.860.4013  
Email: shirlee\_kyle@deca.org

## STATE/PROVINCIAL HOTEL ASSIGNMENTS

Alabama	Hilton	Rhode Island	Doubletree Castle
Alaska	Embassy LBV	South Carolina	Rosen Centre
Arizona	Doubletree Castle	South Dakota	Homewood Suites
Arkansas	Doubletree Suites	Tennessee	Shingle Creek
California	Buena Vista Palace	Texas	Wyndham
Colorado	Wyndham	Utah	Sheraton World
Connecticut	Shingle Creek	Vermont	Doubletree Suites
Delaware	Sheraton World	Virginia	Rosen Plaza
Florida	Rosen Centre	Washington	Shingle Creek
Georgia	Sheraton World	West Virginia	Doubletree Suites
Germany		Wisconsin	Hilton
Guam	Homewood Suites	Wyoming	Rosen Centre
Hawaii	Wyndham		
Idaho	Homewood		
Illinois	Hilton		
Indiana	Embassy LBV		
Iowa	Hilton Garden Inn		
Kansas	Renaissance		
Kentucky	Wyndham		
Louisiana	Embassy LBV		
Maine	Homewood Suites		
Manitoba	Homewood Suites		
Maryland	Rosen Centre		
Massachusetts	Rosen Plaza		
Michigan	Buena Vista Palace		
Minnesota	Renaissance		
Mississippi	Rosen Centre		
Missouri	Shingle Creek		
Montana	Rosen Centre		
Nebraska	Rosen Centre		
Nevada	Buena Vista Palace		
New Hampshire	Embassy I-Drive		
New Jersey	Shingle Creek		
New Mexico	Embassy LBV		
New York	Crowne Plaza		
North Carolina	Shingle Creek		
North Dakota	Homewood Suites		
Ohio	Wyndham		
Oklahoma	Hilton		
Ontario	Embassy I-Drive		
Oregon	Hilton		
Pennsylvania	Buena Vista Palace		
Puerto Rico	Homewood Suites		

## COMPETITIVE EVENT MANAGEMENT ALLOCATIONS

The state/provinces indicated below are requested to provide a series and assistant series director to manage the competitive event(s) during the International Career Development Conference. The right-hand column indicates the total number of adult assistants requested from each state/province. Consideration is given to the state/provincial membership, to the number of people who attended the 2006 ICDC and to the number of advisors/chaperones who were in Dallas. Every state/province is required to provide the number of adult assistants indicated in order to allow the students from your state/province to compete. If this is going to be a problem, please notify Shirlee Kyle ASAP so other arrangements might be made.

STATE/PROVINCE	EVENTS	NO. OF ASSISTANTS
Alabama	ASM	24
Alaska		1
Arizona	FMP	26
Arkansas	PRP	8
California	FMML	32
Colorado	HRR	58
Connecticut		21
Delaware		4
Florida	HMDM, SMDM	58
Georgia	BFR	40
Germany		2
Guam		2
Hawaii		2
Idaho		14
Illinois	EMDM	29
Indiana	ACT	28
Iowa		15
Kansas		22
Kentucky	ENP	26
Louisiana		9
Maine		6
Manitoba		1
Maryland		7
Massachusetts	EBP	35
Michigan	BMDM Entrance/Exit Tables	87
Minnesota	RFSM	30
Mississippi		22
Missouri	EPP	67
Montana		7

STATE/PROVINCE	EVENTS	NO. OF ASSISTANTS
Nebraska	TSE	27
Nevada	QSRM	14
New Hampshire		12
New Jersey	BLMDM	58
New Mexico		28
New York	MMS	46
North Carolina	IBP	56
North Dakota		13
Ohio	CSP, TMDM	60
Oklahoma	BSM	35
Ontario	SEM	25
Oregon	HLM	30
Pennsylvania	FMDM	44
Puerto Rico		3
Rhode Island		8
South Carolina	RMS	20
South Dakota		3
Tennessee	CMP	63
Texas	AAM/DQB/LEP	98
Utah	FMAL	23
Vermont		7
Virginia	GMR, RMR	75
Washington	ENW	88
West Virginia		14
Wisconsin	ADC	69
Wyoming		11

NOTE: Series Director and Assistant Series Director Briefings will be held on **Saturday, April 28, at 8 a.m. at the Orange County Convention Center in Rooms 203 and 204.** Please keep this in mind as you select the individuals to serve in this capacity.

## PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. Collegiate and Alumni members will be expected to follow the policies established for the High School Division since these divisions have chosen to meet during the High School Division Conference. The conduct guidelines were approved by the Board of Directors for DECA Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors of DECA Inc. requires every student delegate to read and complete the Attendance Permission forms as partial completion of ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the International Career Development Conference. State/Provincial advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The state/provincial advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Conference Conduct Practices and Procedures.**

## CODE OF ETHICS FOR ADULT ADVISORS

Marketing education programs offer training to those students who have a career objective in the field of marketing, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent at DECA's International Career Development Conference.

Since a good example is one method of teaching, and students participating in the conference are impressionable, a **Code of Ethics** is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the board of directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they may be reached at any time during the conference.
- Each state/province shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of **advisors** as well as students.

## DELEGATE CONDUCT PRACTICES AND PROCEDURES

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 **state/provincial** DECA 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 verbal, physical or sexual harassment, hazing or name-calling.
- 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 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 state/provincial 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.
- State/Provincial 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.



**HIGH SCHOOL DIVISION  
INTERNATIONAL CAREER  
DEVELOPMENT CONFERENCE  
Attendance Permission Form**

**State/Provincial Association \_\_\_\_\_**

**DRESS CODE FOR ICDC**

**Approved by the DECA Board of Directors – April, 2006**

From the opening session until the end of the closing session, students, advisors and professionals shall adhere to the following Dress Code requirements. It is the Chapter Advisor's responsibility to see that their students, professionals and theythemselves comply with the rules established for proper dress code. Advisors should monitor their students' dress at all functions. Professional business dress should be worn to all events where a judge or observer may be in attendance. This will include participating events as well as testing. Business representatives, press personnel, hotel staff, and guests will be seeing DECA's finest members – show them a professional business image.

Competitors must wear an official DECA blazer during interaction with judges and when receiving recognition/an award on stage. *While you do not have to wear an official DECA blazer during workshops, meal functions, briefings and testing, professional business dress is required.*

**Professional Business Attire/When Appearing Before Judges**

**Females**

- Official DECA blazer with dress skirt or dress slacks and a dress blouse or official DECA blazer with a dress
- Dress shoes (no tennis shoes or flip-flop sandals) and hosiery/trouser socks

**Males**

- Official DECA blazer with dress slacks, collared dress shirt and necktie
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

**DECA Sessions and Meal Functions**

**Females**

- Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress
- Dress shoes (no tennis shoes or flip-flop sandals) and hosiery/trouser socks

**Males**

- Business suit or sport coat with dress slacks, collared dress shirt and necktie
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

**An official DECA blazer is required to receive recognition/an award on stage.  
Event Briefing/Manual Registration/Testing/Workshops**

**Females**

- Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress
- Dress shoes (no tennis shoes or flip-flop sandals) and hosiery/trouser socks

**Males**

- Collared dress shirt and necktie with dress slacks (blazer optional)
- Dress shoes (no tennis shoes or flip-flop sandals) and dress socks

**DECA Business Casual**

- Casual slacks, blouse or shirt, socks and casual shoes
- Jeans, t-shirts and athletic shoes are NOT included in business casual attire

**Dance Attire**

- Casual slacks or jeans with blouse, shirt or t-shirt. Shoes are required.

**The following are unacceptable during DECA activities:**

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear
- Sleepwear

**ATTENDANCE:**

This is to certify that

---

has my permission to attend the above named DECA activity. I also do hereby, on behalf of

---

absolve and release the school officials, the DECA chapter advisors and the assigned state/provincial DECA staff from any claims for personal injuries or illness that might be sustained while he/she is *en-route* to and from or during the DECA-sponsored activity.

**Attendance Permission Form (continued)**

**EMERGENCY:**

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

**Hospital**

Sand Lake Hospital  
9400 Turkey Lake Road  
Orlando, FL 32819  
(407) 351-8500

**Urgent Care**

Sand Lake Road Centra Care  
2301 Sand Lake Road  
Orlando, FL 32809  
(407) 851-6478

Lake Buena Vista Centra Care  
12500 South Apopka Vineland Road  
Orlando, FL 32836  
(407) 934-2273

We have read and agree to abide by the DECA Code of Conduct. We also agree that the school officials, the DECA chapter advisors, the state/provincial DECA staff, or the Conference Conduct Committee members, have the right to send

\_\_\_\_\_ home from the activity at our expense, provided that he/she has violated the Code of Conduct 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

## NOMINATING COMMITTEE APPLICATION

The role of the nominating committee is to screen officer candidates using a set of established procedures and to provide a list of eligible candidates to the voting delegates. We are looking for responsible members who have the professionalism to take part in our nomination process and who can commit the time and effort to the schedule below.

Nominating committee members will have the following schedule at the International Career Development Conference.

Saturday, April 28                      9:00 a.m.                      Nominating Committee Briefing  
Officer Candidate Interviews

Tuesday, May 1                      11:00 a.m.                      Election Session  
(Both of these sessions may go into early afternoon if there are several candidates for each office.)

Please complete the information below to nominate a member of your association for the nominating committee. If your association is running a national officer candidate, please do not submit a name for this committee.

**Print the following clearly with dark ink and fax to Barbara Henn at 703-860-4013 by March 23.**

The state/province of \_\_\_\_\_ wishes to nominate

\_\_\_\_\_  
Student's Name

from \_\_\_\_\_  
High School

\_\_\_\_\_  
School Mailing Address  
to serve on the Nominating Committee at the 2007 International Career Development Conference.

Please provide the following contact information for the person nominated above:

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
State/Provincial Advisor's Signature

# CHAPTER MANAGEMENT ACADEMY REPORTING SHEET

**Received Deadline: March 30**

The state/province of \_\_\_\_\_ is registering the following chapters for the Chapter Management Academy:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

I, as state/provincial advisor, can verify that the above chapters are Gold Level chapters in the state/province.

\_\_\_\_\_  
State/Provincial Advisor's Signature