

**DECA's**  
**NEW YORK EXPERIENCE**  
**NOVEMBER 15 - 19, NOVEMBER 29 - DECEMBER 3 or DECEMBER 6 - 10**

DECA's popular New York Experience will be held in New York City on November 15 – 19, November 29 – December 3 and December 6 – 10. Programs will cover marketing strategies in a major Sports/Entertainment venue, a view into the world of finance from the leading global provider of financial news and a fashion/costuming hands-on workshop.

### **Conference Registration**

**\$225**

The conference registration fee is \$225 per person and includes

- educational sessions
- a ticket for the Madison Square Garden presentation and tour
- a ticket to Madame Tussaud's Wax Museum
- a ticket for the NBC Studio tour
- Bloomberg presentation
- fashion and costuming workshops (lunch included)
- a ticket for the Christmas Spectacular at the Radio City Music Hall
- a ticket for the Empire State Building
- a ticket for the Statue of Liberty and Ellis Island Tour
- a subway card for transportation to all conference activities
- conference participant gifts
- special accident insurance
- hotel portage fees\*

\*This fee covers one bag portage per registrant and **does not** include a bag storage fee.

### **Hotel Accommodations**

Conference participants must stay at the conference hotel:

The New York Hotel Pennsylvania  
401 Seventh Avenue  
New York, NY 10001  
Phone: 212.736.5000  
Fax: 212.502.8712

Rates for rooms per night are \$185.00 for a single, double, or twin and \$205.00 for a triple or quad room. **Please note:** you will be charged according to the number of persons in each room. A minimum of three (3) nights must be stayed at the hotel.

## **Registration Procedures and Deposits Required**

Due to the popularity of this conference, attendance may be limited. To ensure your chapter's attendance, please send as soon as possible the enclosed Registration Summary Report, a \$175 non-refundable deposit for each person and the hotel deposit equal to one night's stay per room to DECA/NYE Conference, 1908 Association Drive, Reston, VA 20191. Please do not send registration forms or money to the hotel. Upon acceptance of the Registration Summary Report, DECA will confirm and invoice you for the balance of your school's registration and hotel. **The balance must be received at DECA by October 3, 2006.**

As DECA Inc. holds tax-exempt status and is providing the hotel reservation service to all conference registrants, there will be a fee of \$5 per reservation to be included in the hotel payment. In other words, if you were registering ten rooms, you would pay an additional \$50 while saving 15% tax.

Hotel space is at a premium. Acceptance of your hotel and conference deposit will be done on a first-come, first-served basis. Once the hotel block has been filled, attendance for that particular week will be closed. DECA reserves the right to cancel the conference 35 days prior to the conference date if there are less than 100 participants.

Once your registration deposit and housing payment are accepted, you will be limited to and responsible for that number of hotel rooms. You will receive a confirmation email verifying the number of conference participants registered and number of reserved rooms. **Any changes to the original conference registration and/or hotel reservations MUST BE IN WRITING.** Changes made within seven days of the conference will incur an additional \$10 per change fee.

**Before making airline or travel arrangements, please call DECA to confirm your school's registration for the conference, the conference dates and receipt of your deposits. If you have not received an email confirmation and invoice, you are not confirmed for the conference.**

## **Chaperones/Spouses**

A minimum of one advisor/chaperone for every ten-student delegates or portion of ten student delegates is required for registration. It is the chapter advisor's responsibility to see that your chapter adheres to this ratio. **This ratio will be strictly enforced by DECA Inc.** Chaperones and spouses must pay the registration fee and be listed on the registration form. They must also attend all programs with their student group.

## **Additional Tour Available: Radio City Stage Door Tour**

Tickets for the Radio City Stage Door Tour are available UNTIL OCTOBER 3 for just \$12; after October 3 the cost of the behind the scene tour is \$14 and must be purchased from the venue. During this tour you will get an inside look at a day in the life of the ever-popular high kicking Rockettes and

discover the history of one of New York's finest attractions. Tours are held on Thursday prior to the Christmas Spectacular Show.

If your chapter is interested in the above additional tour, please complete and submit the attached additional tour form by October 3. The additional tour cannot be purchased without full payment; no refunds will be given. Tickets will be purchased, tours will be scheduled and details will be provided to you during conference registration.

DECA will assist in securing tickets for this additional tour option but will NOT escort your group to the tour site. These tour tickets will NOT be available through DECA if not purchased by October 3.

## **Conduct/Dress Code**

Advisors should bring signed copies of the Conference Delegate Conduct, Practices and Procedures and Dress Code for each participant. These do not have to be turned in to conference coordinators but should be kept available by the Advisor for reference.

## **Tentative Schedule**

Wednesday	9:00 a.m. – 5:00 p.m. 5:00 p.m.	Registration Orientation (advisors only)
Thursday	8:30 a.m. – 12 noon 1:00 p.m. – 6:00 p.m. 8:00 p.m.	Workshop(s) and tour* NBC Studio Tour or Madame Tussaud's Tour <i>Optional Additional Tour:</i> Radio City Stage Door Tour Radio City Christmas Show
Friday	8:30 a.m. – 12 noon 1:00 p.m. – 6:00 p.m.	Workshop(s) and tour* NBC Studio Tour or Madame Tussaud's Tour
Saturday	On your own for optional events	
Sunday	Depart	

\***Circle Line Harbor Cruises** will host DECA members for interactive fashion/costuming workshops while cruising in one of their luxurious, enclosed boats around Manhattan. A lunch is included with this tour/workshop journey, which embarks from the famous South Street Seaport.

**Bloomberg's** media services provide real-time and archived financial and market data, pricing, trading, news and communications tools in a single, integrated package that is available to corporations, news organizations, financial and legal professionals and individuals around the world. A representative from Bloomberg will bring this world to DECA members through a multi-media presentation at the Hotel Pennsylvania.

Hear a presentation on what goes into making a facility such as **Madison Square Garden** a financial and marketing success and get a behind-the-scenes tour of this major sports/entertainment event venue.

**DEADLINE CHECKLIST**

**NYE CONFERENCE REGISTRATION**

**FULL PAYMENT IS DUE TO DECA INC. BY OCTOBER 3, 2006.**

**FORMS ARE TO BE MAILED TO:**

**DECA/NYE Conference  
1908 Association Drive  
Reston, VA 20191-1594**

<b>DESCRIPTION</b>	<b>RECEIVED DEADLINE DATE</b>	<b>DATE MAILED/ E MAILED</b>
\$175 Non-Refundable Deposit per participant	October 3, 2006	
1 night's hotel deposit per room	October 3, 2006	
Conference Registration/Hotel Summary Form and Application for Hotel Reservations	October 3, 2006	
School letterhead indicating names of participants on the Statue of Liberty tour	October 3, 2006	
Balance of Registration Fees	October 3, 2006	
Balance of Hotel Fees	October 3, 2006	
Additional Tour Request	October 3, 2006	
Accident Insurance Form	October 3, 2006	

## Special Accident Insurance

Arrangements have been made with MUTUAL OF OMAHA to provide special insurance for each state/provincial association's delegates and advisors registered for the New York Experience. Your delegates must be listed on the registration form. The Policy No. T5MP-056278 has the following broad features:

\$25,000 Principal Sum for Accidental Death or Dismemberment  
\$ 2,500 Medical Expense due to Accidents (the first \$25 of expense is deductible)

Each person will be covered by this policy up to three days before the conference (or whenever you leave home to travel to the conference, whichever is shorter), during the conference, and up to three days following the conference (or until you arrive home, whichever is shorter). Exclusions include attempted suicide and war. Air travel coverage is limited to passengers. Coverage is subject to the full terms and conditions in the master policy.

Claims. If anyone has a claim against this policy, the link for the insurance form is <http://www.deca.org/pdf/ICDC-Claim-Form.pdf>. Also, please make sure to do the following:

Make copies of all medical bills for your file.

Send completed form with medical bills to

Mutual of Omaha  
Attn: Special Risk Services  
P. O. Box 31156  
Omaha, NE 68131

Retain a copy of ALL paperwork for your records.

## DELEGATE CONDUCT PRACTICES AND PROCEDURES

The Board of Directors for DECA Inc. requires each delegate attending the New York Experience Conference to read and complete the **Attendance Permission Form** and return to the **DECA chapter 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 the chapter 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.
- Chapter advisors/chaperones 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.

# DECA's Dress Code

## **Business Casual Attire for conference activities**

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.

## **Attire for touring on your own**

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

**This dress code will be strictly enforced by DECA Inc. staff prior to leaving the hotel for the conference site.**

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"I have read and fully understand the conference **Delegate Conduct Practices and Procedures and Dress Code** and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Delegate's Signature

"I approve the student named above to attend the DECA conference."

\_\_\_\_\_  
Parent's/Guardian Signature

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
School Official's Signature

\*\*Participants will not be allowed to attend functions if not appropriately dressed.\*\*

## DECA's New York Experience Conference Summary

Advisor Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 School Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Advisor Email \_\_\_\_\_

**Date of Conference Requested (check only one):**

\_\_\_\_\_ Nov. 15-19                      \_\_\_\_\_ Nov. 29-Dec. 3                      \_\_\_\_\_ Dec. 6-10

Arrival date at hotel \_\_\_\_\_ Departure date from hotel \_\_\_\_\_

**Conference Registration (\$225 per person)** *Payment due in full Oct. 3*

Number of Students \_\_\_\_\_

Number of Chaperones/Advisors \_\_\_\_\_ (student to adult ratio is verified during processing)

**Total Attendee Registration** \_\_\_\_\_ @ \$225 per person = \$ \_\_\_\_\_

**Total Non-refundable Registration Deposit** \_\_\_\_\_ @ \$175 per person = \$ \_\_\_\_\_

**Hotel Registration** *Payment due in full Oct. 3*

Number of Singles \_\_\_\_\_ x (\$185) x \_\_\_\_\_ nights = \$ \_\_\_\_\_

Number of Doubles \_\_\_\_\_ x (\$185) x \_\_\_\_\_ nights = \$ \_\_\_\_\_

Number of Twins \_\_\_\_\_ x (\$185) x \_\_\_\_\_ nights = \$ \_\_\_\_\_

Number of Triples \_\_\_\_\_ x (\$205) x \_\_\_\_\_ nights = \$ \_\_\_\_\_

Number of Quads \_\_\_\_\_ x (\$205) x \_\_\_\_\_ nights = \$ \_\_\_\_\_

**Total Rooms** \_\_\_\_\_ **Total Hotel = \$** \_\_\_\_\_

*Hotel Deposit due with reservation (one night deposit per room)*

*Total Single/Double/Twin* \_\_\_\_\_ x \$185 = \$ \_\_\_\_\_

*Total Triple/Quad* \_\_\_\_\_ x \$205 = \$ \_\_\_\_\_

**Hotel Deposit Due = \$** \_\_\_\_\_

**Total Deposit Due (Registration + Hotel) = \$** \_\_\_\_\_

**Total Conference Registration Due (Registration + Hotel) = \$** \_\_\_\_\_

\_\_\_\_\_ Print Advisor's Name

\_\_\_\_\_ Advisor's Signature/Date

**DECA NEW YORK EXPERIENCE  
ADDITIONAL TOUR**

Advisor \_\_\_\_\_

School/Chapter \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Please order the following additional tour tickets for the above chapter(s):

<u>Quantity</u>	<u>Tour Site</u>	<u>Ticket Price</u>	<u>Total Cost</u>
_____	Radio City Stage Door Tour	\$12 prior to 10/3	\$ _____
	<b>TOTAL AMOUNT DUE</b>		<b>\$ _____</b>

**PAYMENT MUST BE RECEIVED AT DECA NO LATER THAN OCTOBER 3.  
NO ORDERS WILL BE TAKEN AFTER THIS DATE.**