

Chapter Advisor Conference Information



International Career
Development Conference
Louisville, Kentucky
April 24 – 27, 2010



64th International Career Development Conference

The following information has been prepared for local DECA advisors; however, all local chapter conference and hotel registration MUST go through the state/provincial advisor. Your state/provincial advisor will submit your conference registration, your hotel registration and your competitive event registration to DECA Inc. Contact your state/provincial advisor for instructions and deadlines!

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. There are no restrictions on the number of adult advisors who may attend. In reference to the required minimum, all coordinators, parents, supervisors and teacher educators are eligible.

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 state/provincial 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.

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

- Be a state/provincial participant in one of the international competitive activities. Dues must be paid by March 1.
- Be a participant in the DECA Quiz Bowl.
- Be an international scholarship award recipient.
- Be a state/provincial, area or regional officer.
- Be a voting delegate representing his/her state/provincial association for his/her division.
- Be a delegate to one of the following:
 - Chapter Management Academy
 - DECA LEADS
 - Leadership Development Academy
 - Senior Management Institute
 - School-based Enterprise Academy

- Be a state/provincial association delegate by receiving special permission from his/her state/provincial DECA advisor (limited to 1% of the state's/province's DECA Inc. membership in the high school division).

Allocation for competitors, voting delegates and state/provincial association representatives are based on each state/provincial association's membership in the high school division on June 30 of the previous calendar year. Please contact the state/provincial advisor for further information.

Conference Transportation

Transportation to the Kentucky Expo Center will be provided throughout the conference for all hotel guests in the Louisville area. Pick up/Drop off areas will be clearly marked at each hotel and the convention center.

Service for the 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 that need special services. We will work with the school and/or state/provincial association to provide the appropriate services. It is critical that NJ DECA receives any special requests by the March 12 due date in order to arrange the appropriate services.

Fashion Show

This year's Fashion Show sponsored by the Fashion Institute of Design & Merchandising will be held as part of the closing awards session on Tuesday evening, April 27, at the Kentucky Expo Center.

ICDC Dress Code

Please make certain that all conference attendees are made aware of the requirements. The dress code is published in the DECA *Guide* and will be published in the ICDC program. This should be part of your permission slip packet.

Competitive Events

Many of your chapter members will participate in the competitive events program at ICDC. Here are a few tips.

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 — 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*. I encourage the local advisors/competitors to review the competitive event guidelines carefully before submitting their event.

Decorative artwork or desktop publishing techniques may be used throughout the manual. Photographs within the manual must be scanned and placed as digital files.

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..

All written event entries are to be brought to the conference and submitted during the scheduled briefing sessions.

Leadership Academies

There is something for everybody at ICDC—those not fortunate to make the cut in competitive events, members who joined your chapter this spring, chapter officers, advisors and more. Read about the leadership academies and sign your members up to learn leadership and chapter management skills. Catch the DECA Spirit! Consult your state/provincial advisor to participate in leadership academies.

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 help seniors transition to their next stage of life, whether it be business or college. The Institute concentrates on teamwork skills, including committee work, group dynamics, decision-making and conflict resolution. Attendees will prepare an action plan for life and a personal mission statement.

On Sunday morning, DECA members attending the Senior Management Institute will connect with top corporate executives in tabletop discussions. Through this Executive Mentor Program the executives will share their experience and strategies for succeeding in life after high school.

All high school seniors who are not participating in ICDC competition may attend the Senior Management Institute. Consult the state/provincial advisor for approval.

DECA LEADS

The DECA LEADS program 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 to achieve success within their state or province.

Leadership Development Academy

The Leadership Development Academy (LDA) engages your members with DECA in all of the vital levels:

- Learning life-long leadership skills
- Catching the enthusiasm of this dynamic organization
- Meeting like-minded students and making positive memories

Every student who attends this stimulating, interactive academy 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. Students attending the academy are generally freshmen, sophomores and juniors and may not take part in the ICDC competitive events program. Participants will complete the LDA experience at a special graduation ceremony. Consult your state /provincial advisor for approval.

Chapter Management Academy

The Chapter Management Academy (CMA) is a venue to teach potential and current chapter officers' skills for running an effective chapter. Business professionals make presentations on topics such as community involvement, organization management and leadership, project management, presentations skills, event planning and public relations. The academy will motivate your key members and teach them how to be a force in developing your DECA chapter. You must register for this academy through the state/provincial advisor.

School-based Enterprise Academy

Gold level certified school-based enterprises may send delegates to the School-based Enterprise Academy. Members who attend the academy will learn new strategies and skills for improving their SBE. SBEs occupy a special place of importance within the marketing/business curriculum, and this creative academy offers cutting-edge resources. Consult the state/provincial advisor regarding registration for this academy.

Attire for Academies

The leadership activities/institutes attire is expected for the Leadership Development Academy, DECA LEADS, Senior Management Institute, Chapter Management Academy, and School-based Enterprise Academy.

New Advisor Academy

The ICDC New Advisor Academy, for new advisors with less than three years of experience, is the best place to learn about running a DECA chapter and to network with your colleagues. Topics are organized into essential basics and are conducted by some of DECA's finest master teachers. Sessions on Sunday deal with the most essential aspects of establishing a chapter and on Monday sessions will concentrate on preparing for competitive events. Your state/provincial advisor will help you make your ICDC arrangements.

What's Next?

2010 ICDC, Louisville, Kentucky	April 24 – 27
2010 SAM Conference, Orlando, Florida	August 12 - 14
2011 ICDC, Orlando, Florida	April 30 – May 3
2012 ICDC, Salt Lake City, Utah	April 28 – May 1
2013 ICDC, Anaheim, California	April 24 – April 27
2014 ICDC, Atlanta, Georgia	May 3 – May 6

SPECIAL ACCIDENT INSURANCE FOR REGISTERED ATTENDEES

Arrangements have been made with MUTUAL OF OMAHA to provide special insurance for each state/provincial association's delegates and advisors registered for the International Career Development Conference. Your delegates must be listed on the registration form. The policy No. T5MP-056074 has the following broad features:

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

Each person subscribing voluntarily to this insurance 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). Maximum GROUP coverage is \$750,000 for this conference. Some 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.

If your delegates desire this insurance coverage, the following information must be included on the registration forms and mailed to DECA with the premium of \$1.50 per person:

Name of Beneficiary
Relationship to Attendee
Home Address of Beneficiary

CLAIMS

If anyone has a claim against this policy, you may go to <http://www.deca.org/pdf/ICDC-Claim-Form.pdf> to obtain a claim form. Also, please make sure to

Make copies of all medical bills for your file.
Send completed form with medical bills to

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

Retain a copy of ALL paperwork for your records.

Consult the state/provincial advisor for information.