



REGISTRATION + HOUSING

2016



ICDC Due Dates for Online Registration and Payments

|  | Due Date | Form or Information Needed | Links to Forms Who to Submit to |
|---|--|---|---|
| | 3.22.16 <i>No late registrations can be accepted!!!</i> | Conference Registration & Housing Due Date no later than 5:00pm. <i>Registration will open online on 3.15.16 by Noon</i> | www.decaregistration.com/wi-icdc Questions/Comments: Terri Mackey widecacenterdirector@gmail.com 414.779.6145 |
| | 3.23.16 By Noon!! | Cancellation Deadline. After this date chapters will not receive a refund <i>You have until this date to adjust your registration online. After this date, you must submit a Cancellation Form.</i> | Please click here for the online cancellation form! Questions/Comments: Terri Mackey Email: widecacenterdirector@gmail.com 414.779.6145 |
| | 3.28.16 | Advisor Assignment Preference Sign up Form – Click Here | |
| | 4.15.16 | Payment Deadline <i>Any payments received after this date, will be subject to late registration fee.</i> | Your invoice will be generated immediately upon completing your online registration. Please remit payment and copy of invoice to: Wisconsin DECA Attn: CTSO Accountant PO BOX 7841 Madison, WI 53707 |

Please go to www.deca.org/icdc for information about tours sponsored by National DECA



REGISTRATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the Wisconsin DECA chartered association advisor who receives and verifies the information from chapter advisors. All delegates, advisors and chaperones 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

\$125 per attendee

- In order to attend DECA related activities at ICDC, registration must be paid.
- Family members will not pay registration unless attending DECA events.
- Student/Chaperone Ratio is 8:1. If you are partnering up with another chapter for chaperone purposes, email Terri Mackey directly before you register online (widecacenterdirector@gmail.com)

ONLINE PROCEDURE

Link to Registration: www.decaregistration.com/wi-icdc (Open on 3.15.16 by Noon).

- ◇ WIDECA will be utilizing the same registration system that we use for all conferences. ***Your username and password will be the same.***
- ◇ Any questions/concerns about the registration site should be directed to Terri Mackey. Phone 414.779.6145
Email: widecacenterdirector@gmail.com
- ◇ Please refer to the ***Due Date Checklist*** for important dates and information.
- ◇ An invoice will be available immediately after submitting your chapter registration. If you forget to print out your invoice, you may log back in at any time to print out your invoice. Please submit this invoice for payment processing immediately! **There is a late fee that is added to Registration if payment is received after April 15th. If payment is received after April 15th, WIDECA can invoice the late fee no later than 30 days after the close of ICDC 2016.**

PAYMENT

Your invoice will be generated immediately upon completing your online registration.

Payment is due **April 15, 2016.**

Please remit payment and a copy of the invoice to:

Wisconsin DECA
Attn: CTSO Accountant
PO BOX 7841
Madison, WI 53707

REGISTRATION DEADLINE

Registration will be open from March 15, 2016 – March 22, 2016. Conference Registration and Housing are due on **March 22, 2016 by 5pm.** Questions? Contact Terri Mackey, widecacenterdirector@gmail.com or 414.779.6145

HOUSING

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the Wisconsin DECA chartered association advisor who receives and verifies the information from chapter advisors.

All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA's International Career Development Conference.

Due to the limited number of multiple housing rooms in the hotels, double/double rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a king or queen room. A rollaway may be available depending upon the property.

ASSOCIATION HOTEL

Millennium Maxwell House Nashville

2025 Rosa L Parks Blvd,
Nashville, TN 37228
(615) 259-4343

<http://www.millenniumhotels.com/usa/millenniumnashville/?cid=gplaces-MMaxHNash>

HOUSING PROCEDURE

- ◆ **Students will be placed in quads whenever possible.** However, if this is not possible they may be placed in triples, doubles, or singles
- ◆ **Advisors will be placed in doubles.** Advisors may request a triple or quad room
- ◆ **WI DECA is allotted a very limited number of single rooms.** Single rooms will carry a higher single room rate per WIDECA Board Policy. **A request for a single room does not guaranty that a single room will be granted.** If we are able to accommodate a single room request, the chapter will be re-invoiced for that room at the rate of \$250.00 per night. (A single room is a room for ONE person)
- ◆ ***Single rooms should NOT be reserved if traveling with family.*** Please register your family in the registration system. They will not be charged registration but will be charged the appropriate flat rate pricing for the hotel. Please keep in mind that DECA has allotted WIDECA a limited number of hotel rooms at our hotel at the pre-negotiated conference rates. WIDECA will not be able to increase this allotment or negotiate room rates. First priority housing will go to registered students, advisors, and chaperones.
- ◆ We try to house chapters arriving on and departing on the same days together.
- ◆ You can make changes to your registration/housing in the registration system until 5pm on March 22, 2016. After March 22nd all cancellations must be submitted on the **ICDC Change Form**.
- ◆ The **Millennium Maxwell House Nashville** is Wisconsin's conference hotel. All registered delegates to ICDC must stay at this hotel. By signing the DECA Code of Conduct you are acknowledging and committing to this DECA policy. Chapters that make alternative housing arrangements are still held liable for payment of housing to WIDECA. DECA, Inc. reserved the right to suspend the competitive privileges of students who do not sleep in their assigned conference.
- ◆ **Our room block is reserved Friday, April 22nd through Wednesday, April 27th.** Please plan you travel accordingly. ***If you are planning on arriving on Thursday, April 21st, please email Terri Mackey first to check on availability.***

ROOM RATE

FLAT RATE POLICY: **\$75.00** per person/per night

SINGLE ROOM: \$250.00 per night (Due to the limited amount of rooms available to WI DECA, we may not be able to accommodate any single room requests)

ASSOCIATION INFORMATION

ADVISOR/CHAPERONE ASSIGNMENTS

- ◆ WIDECA has been assigned management of two competitive events this year: Automotive Services and Advertising Campaign. Management of SBE
- ◆ Terri Mackey will be the Series Director for Automotive Services. Christie Growchowski will be the Project Director and Ed Growchowski is the Assistant Project Director for Advertising Campaign.
- ◆ We will run Expect Excellence in Orlando. The Expect Excellence Director will be Andrea Sapon.
 - **We will need judges for this event.** Please support Expect Excellence and volunteer to be a judge!
- ◆ **All** advisors and chaperones will be assigned to work a minimum of 1 (5-6 hour) shift at the conference per DECA, Inc policy. (Unless chaperones are registered to judge).
- ◆ Please [click here](#) to sign up for your preferred assignment
- ◆ Tim Fandek will be overseeing the caucusing and voting delegate experience. Please contact Terri Mackey if you are interested in having your students sign up to be voting delegates
- ◆ Chaperones who are not judging will also be assigned a shift. **If chaperones are registering to judge, please email a copy of their National DECA Judge Registration Form to Terri Mackey no later than April 1st.**
- ◆ Job assignments will be sent to Chapter Advisors by April 15th. Assignment(s) will be based on final registration and Judge Registration Forms. (*If Terri Mackey does NOT receive a National DECA Judge Registration Form by April 1st for your chaperone, a shift will be assigned*).
- ◆ If advisors/chaperones need to “switch” shifts, they are held responsible for making those arrangements. Any changes need to be sent (in writing) to Terri Mackey.

DELEGATION MEETINGS

- ◆ **Wisconsin Delegation Meeting and State Picture TBD.** Please plan to attend our annual ICDC meeting shortly before Opening Session. This will take place at the convention center, the exact time and location will be updated in the ICDC Flash Report.
- ◆ The meeting will last approximately 30-45 minutes.
- ◆ Dress code: *Follow the guidelines for DECA General Sessions outlined in the Codes of Conduct.*

FINAL GRAND AWARDS SESSION

- ◆ The Final Grand Awards Session is scheduled for Tuesday, April 26th at 8:30pm. It is the expectation of the W DECA Board that all Wisconsin Delegates will be in attendance at this session.
- ◆ ***Brendan Buhler, WI DECA Vice President of Brand Management, will be running for Vice President of Central Regions. Please show your support for Brendan and attend all sessions from start to finish!***

CODE OF CONDUCT FORMS/CITY OF NASHVILLE CURFEW

NEW FOR THIS YEAR ONLY!!!!

The City of Nashville and surrounding counties have an 11:00 p.m. (Sunday through Thursday) and 12:00 midnight (Friday and Saturday) curfew for all youth under the age of 18. Through work with the Nashville CVC and the Metro Nashville Police Department, all parties have agreed to make a special arrangement for DECA. In order for DECA members to return to their hotels from the general sessions, DECA Night at the Opry and baseball game that may extend beyond the curfew, **it is extremely important that all students have their parents/guardians sign the DECA Inc. provided permission form this year. You can find the Student Delegate Code of Conduct Form at the end of this packet.** and that the chapter advisors keep them at all times. DECA members should have their name badge at all times, keeping in mind not to wear it outside of DECA activities. **While you all have submitted your WI DECA Code of Conducts for your students (since they attended SCDC) you will need to also have them complete the DECA, INC. code of conduct forms and keep them with you at all times.**

NON-COMPETITOR EXPECTATIONS & INFORMATION

WIDECA State Qualifiers

- ◇ Gold Student Top 6 (Can attend Emerging Leaders Series)
- ◇ Economics Excellence (Top 10 scores can attend Emerging Leaders Series)
- ◇ Marketing Education & Training Presentation Top 6 (Can attend Emerging Leaders Series)
- ◇ Gold Chapter (Must submit a **DECA ICDC Emerging Leaders Series/Non-Competitive Application**)
- ◇ Acceptance to Emerging Leaders Series: Ignite and Elevate Academy (for sophomores and juniors only)
- ◇ Acceptance to Emerging Leaders Series: Aspire (for seniors only)
- ◇ Leadership Council Members attending Chapter Management Academy (CMA)
- ◇ Accepted Voting Delegates (Must submit a **DECA ICDC Emerging Leaders Series/Non-Competitive Application**)
- ◇ THRIVE Academy (Previously Notified ONLY) ~ Please fill out a **DECA ICDC Emerging Leaders Series/Non-Competitive Application** to confirm.

ICDC Expectations

- ◇ Approved Voting Delegates/State Officer Team 51 are required to attend the following sessions:
 - Voting Delegate Briefing and Campaign Rally on Sunday April 24th at 4pm
 - Voting Delegate Caucus Sessions – Sunday April 24th/Monday April 25th – if necessary
 - Voting Delegate Session/Elections – Tuesday April 26th – time TBD
 - **If we do not have the required number of Voting Delegates fulfilled, WI DECA will be recruiting additional WI DECA delegates to fulfill our Voting Delegate allotment.**
- ◇ **Advisors:** If you submit an application for the Emerging Leaders Series, or your student is attending ICDC as a WIDECA Non-competitor, it is the expectation of the WIDECA Board that those students will attend all Academy and Voting Delegate Sessions. Please do NOT plan any “chapter” activities during these times in which these students would be forced to miss out on participating.
- ◇ If delegates attending in a non-competitive role do not attend or miss any of the required Academy and/or Voting Delegate Sessions, WI DECA reserves the right to suspend future applicants from the school of the delegate.
- ◇ **Tim Fandek will be organizing the Voting Delegate schedule and caucusing. For additional questions please contact Tim Fandek.**

SCDC Double Qualifiers Reference Sheet

If students double qualify for ICDC, you and your student will need to make a decision at the conclusion of awards session at SCDC. In order to help with this decision, please review the following scenarios:

Individual Series Events/ Principles of Business Administration Events

If a student who double qualifies decides to take their project and not compete in their individual occupational area, then the next person beyond the 7th place jumps into that spot. This is referred to as a “bump”. This can absolutely happen, so make sure you know their intention to attend ICDC in case they get bumped. *Please prepare your students to be ready to make the right decision for them.*

| Individual Series Event | Participants | Cluster Exam |
|---------------------------------|--------------|--------------------------------------|
| Accounting Applications | 1 | Finance |
| Apparel & Accessories Marketing | 1 | Marketing |
| Automotive Services Marketing | 1 | Marketing |
| Business Finance | 1 | Finance |
| Business Services Marketing | 1 | Marketing |
| Food Marketing | 1 | Marketing |
| Hotel & Lodging Marketing | 1 | Hospitality & Tourism |
| Human Resources Management | 1 | Business Management & Administration |
| Marketing Management | 1 | Marketing |

| | | |
|--------------------------------------|---|-----------------------|
| Quick Serve Restaurant Management | 1 | Hospitality & Tourism |
| Restaurant & Food Service Management | 1 | Hospitality & Tourism |
| Retail Merchandising | 1 | Marketing |
| Sports & Entertainment Marketing | 1 | Marketing |

| Personal Financial Literacy Event | Participants | Cluster Exam |
|-----------------------------------|--------------|--------------------|
| Personal Financial Literacy | 1 | Financial Literacy |

| Principles of Business Administration Event | Participants | Cluster Exam |
|--|--------------|------------------------------|
| Principles of Business Management & Administration | 1 | Business Administration Core |
| Principles of Finance | 1 | Business Administration Core |
| Principles of Hospitality & Tourism | 1 | Business Administration Core |
| Principles of Marketing | 1 | Business Administration Core |

Team Decision Making

If a student who double qualifies is part of a team in the Team Decision Making Events, the spot can be filled with another student who competed at state, and did not qualify. Please consider that the team will suffer, especially if the substitute student is not familiar with the area. If you do not have complete team, then the next team in line gets moved up and will attending ICDC in that area.

| Team Decision Making Event | Participants | Cluster Exam |
|----------------------------------|--------------|--------------------------------------|
| Business Law & Ethics | 2 | Business Management & Administration |
| Buying & Merchandising | 2 | Marketing |
| Financial Services | 2 | Finance |
| Hospitality Services | 2 | Hospitality & Tourism |
| Marketing Communications | 2 | Marketing |
| Sports & Entertainment Marketing | 2 | Marketing |
| Travel & Tourism | 2 | Hospitality & Tourism |

Marketing Representative Events/ Business Operations Research Events/ Business Management & Entrepreneurship Events/ Professional Selling Events

If a student double qualifies and is part of a 1-3 person Marketing Representative, Business Operations Research, Business Management & Entrepreneurship, or Professional Selling Event and decides to pull out and go in their occupational area or another project area that project then gets taken to ICDC by the remaining person (s). **No substitutes can be added.** If the qualifying project was originally presented by only 1 person, that project does not go. The next project in line then gets moved up and will attend ICDC in that category.

| Marketing Representative Event | Participants | Cluster Exam |
|---------------------------------------|--------------|--------------|
| Advertising Campaign | 1-3 | Marketing |
| Fashion Merchandising Promotion Plan | 1-3 | Marketing |
| Sports & Entertainment Promotion Plan | 1-3 | Marketing |

| Business Operations Research Event | Participants | Cluster Exam |
|------------------------------------|--------------|--------------|
| Business Services | 1-3 | None |
| Buying & Merchandising | 1-3 | None |
| Finance Operations | 1-3 | None |
| Hospitality & Tourism | 1-3 | None |
| Sports & Entertainment Marketing | 1-3 | None |

| Business Management & Entrepreneurship | Participants | Cluster Exam |
|--|--------------|--------------|
| Entrepreneurship Independent Business Plan | 1-3 | None |
| International Business Plan | 1-3 | None |
| Entrepreneurship Start Up Business Plan | 1 | None |
| Entrepreneurship Franchise Business Plan | 1 | None |
| Entrepreneurship Innovation Plan | 1-3 | None |
| Entrepreneurship Business Growth Plan | 1-3 | None |

| Professional Selling Event | Participants | Cluster Exam |
|--|--------------|-----------------------|
| Hospitality & Tourism Professional Selling | 1 | Hospitality & Tourism |
| Professional Selling | 1 | Marketing |
| Financial Consulting | 1 | Finance |

Chapter Team Events

If a student double qualifies and is part of a 1-3 person Chapter Team Event, the person who double qualifies can pull out of the project. If that team would like a substitute this can be done, however the spot must be filled with a chapter member who competed at SCDC 2015, did not qualify for ICDC, and worked with the project in their local chapter.

| Chapter Team Event | Participants | Cluster Exam |
|------------------------------|--------------|--------------|
| Community Service Project | 1-3 | None |
| Creative Marketing Project | 1-3 | None |
| Entrepreneurship Promotion | 1-3 | None |
| Financial Literacy Promotion | 1-3 | None |
| Learn and Earn Project | 1-3 | None |
| Public Relations Project | 1-3 | None |

Please come to SCDC prepared and have your students prepared to make quick decisions. The Academy Application is provided in this on the next page. Please have these prepared to hand in at the end of SCDC. It would be to your advantage to have a folder of extra blank copies available to fill out and turn in. If you have students wishing to attend the NEW DECA THRIVE ACADEMY and have pre-qualified to attend, please fill out an Emerging Leaders Application. You will not be required to answer questions.



Complete this application if you:

1. Qualified for a non-competitive spot in either: Economic Excellence, Gold Chapter, Gold Student, or Marketing Education & Training Presentation.
2. Are looking for an opportunity to attend ICDC and participate in additional workshops to further build on your leadership skills.

I qualified for an ICDC Emerging Leaders Series/Non-Competitive Spot in one of the following events: (not required to apply)

- Economic Excellence
- Gold Chapter
- Gold Student
- Marketing Education & Training Presentation
- Other (Please specify): _____

Below are 4 outstanding opportunities to attend ICDC. Don't miss your chance to participate in these experiences! **Sign up to be a Voting Delegate and experience caucuses with national officer candidates and see national officer campaigns first hand.**

Please Check:

- Emerging Leaders Series: Ignite and Elevate (for sophomores and juniors only)
- Emerging Leaders Series: Aspire (for seniors only)
- Voting Delegate
- DECA Thrive Academy (for chapters that qualified ONLY) *You do not need to complete STUDENT ANSWERS section below.*

Hand in at the close of the SCDC 2015 to Terri Mackey. Notification will be provided by Friday afternoon following the conference. *Depending on the number of students that sign up for voting delegates, if sign up for the any of the Emerging Leaders Series or DECA Thrive Academy you **may be required to serve as Voting Delegates in addition to attending required workshops.***

Name of Applicant _____ Chapter _____
 Advisor Name _____ Day Phone _____

Current class 10th 11th 12th
 Number of Chapter Members Competing at Internationals: _____

Student Answers:

1. List activities student participated in at the state conference. Indicate if awards were won.
2. List activities student participated in at the local level this past year. Indicate role and responsibility.
3. Why you should be one of Wisconsin's representatives at this DECA ICDC Leadership Experience.
4. **Advisor Recommendation:** Why should this student participate in this DECA ICDC Leadership Experiences? Indicate any special circumstances to be considered.

ADDITIONAL INFORMATION

CONFERENCE TRANSPORTATION

Transportation to the Music City Center will be provided throughout the conference for those outlying hotel guests at the surrounding Nashville hotels. Transportation information can be found online at www.deca.org/icdc.

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 https://deca.formstack.com/forms/services_for_special_need_students 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 18** due date in order to arrange the appropriate services.

CONFERENCE COMMUNITY SERVICE ACTIVITY

As the premier conference community service activity, DECA will be hosting the annual DECA 5K Run/Walk on Saturday, April 23. For more information and to register, visit www.decaregistration.com/5krun. Proceeds benefit the Muscular Dystrophy Association and DECA's Scholarship Fund.

WISCONSIN DECA ON-SITE REGISTRATION

Friday April 22nd: TBD

Saturday April 23rd: TBD

Saturday April 24th: TBD

****Please refer to the WIDECA Final Flash Report for updates****

PASSOVER ACCOMODATIONS

DECA is aware that the Jewish holiday of Passover and the DECA International Career Development Conference have overlapping dates. DECA will make accommodations for these students to participate in our competitive events program. However, due to judge schedules, DECA members must be able to attend their judge presentations as scheduled on Monday. This affects those events, such as Individual Series and Principles of Business Administration events, that are only held in the morning as the judges are released before noon. Testing will be accommodated during a time Monday. Once students qualify to attend ICDC, their chapter advisors must complete the online special needs request form (https://deca.formstack.com/forms/services_for_special_need_students), which will be forwarded to DECA staff. The form is due March 18, 2016. DECA staff will work directly with the chapter advisor to make the accommodations.



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 these 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. Chartered association advisors may wish to bring these forms with them to the conference for possible reference. PLEASE DO NOT MAIL TO DECA INC.

The chartered association 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

DECA offers training to those students who have a career objective in the field of marketing, finance, hospitality, 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 chartered association 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.

DISCRIMINATION POLICY

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.



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 **chartered association** 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 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.



ATTENDANCE PERMISSION FORM

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.

I understand that DECA activities may occur as late as midnight and that the City of Nashville has a curfew of 11 p.m. I am authorizing my child's DECA advisor and/or chaperone to take my place in accompanying the DECA member for a designated period of time and purpose within a specified area. Furthermore, I understand that after the curfew, my child may travel directly to the hotel without detour or stop from an official DECA activity with the supervision of the DECA advisor.

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.

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:

DOWNTOWN HOTELS

Hospitals:

Saint Thomas Midtown Hospital
(1.6 miles from MCC)
2000 Church St
Nashville, TN 37236
(615) 284-5555

Vanderbilt University Medical Center
(2 miles from MCC)
1211 Medical Center Drive
Nashville, TN 37232
Nashville, TN 37212
(615) 322-5000

Urgent Care:

3rd and Church Healthcare
(.7 miles from MCC)
301 Church St
Nashville, TN 37201
(615) 255-7902
Monday - Friday, 9 am - 5 pm

VANDERBILT AREA HOTELS

Hospitals:

Saint Thomas Midtown Hospital
(.7 Miles from Marriott Vanderbilt)
2000 Church St
Nashville, TN 37236
(615) 284-5555

Vanderbilt University Medical Center
(1 Mile from Marriott Vanderbilt)
1211 Medical Center Drive
Nashville, TN 37232
Nashville, TN 37212
(615) 322-5000

Urgent Care:

CareSpot Urgent Care
(.8 miles from Marriott Vanderbilt)
3404 West End Ave #101
Nashville, TN 37203
(615) 866-4238
7 days a week, 8 am - 8 pm

Concentra Urgent Care
(1.7 miles from Marriott Vanderbilt)
Nashville Central
315 14th Avenue North
Nashville, TN 37203
(615) 321-5698
After hours: (615) 321-5698
Monday - Friday, 7 am - 5 pm

OPRYLAND AREA HOTELS

Hospital:

TriStar Skyline Medical Center
(5 miles from Opryland)
3441 Dickerson Pike
Nashville, TN 37207
(615) 769-2000

Urgent Care:

Concentra Urgent Care - Elm Hill Pike
(6 miles from Opryland)
2531 Elm Hill Pike
Nashville, TN 37214
(615) 883-6995
After hours: (615) 883-6995
Monday - Friday, 7 am - 7 pm
Saturday, 9 am - 2 pm

AIRPORT AREA HOTELS

Hospital:
Tristar Summit Medical Center
(8 miles from Nashville Airport Marriott)
5655 Frist Blvd
Nashville, TN 37076
(615) 316-3000

Urgent Care:
Concentra Urgent Care - Elm Hill Pike
(1.5 miles from Nashville Airport Marriott)
2531 Elm Hill Pike
Nashville, TN 37214
(615) 883-6995
After hours: (615) 883-6995
Monday - Friday, 7 am - 7 pm
Saturday, 9 am - 2 pm

BRENTWOOD AREA HOTELS

Hospital:
TriStar Southern Hills Medical Center
(5.8 miles from Four Points Sheraton)
391 Wallace Rd
Nashville, TN 37211
(615) 781-4000

Urgent Care:
Physicians Urgent Care
(.6 miles from Four Points Sheraton)
700 Old Hickory Blvd #207
Brentwood, TN 37027
(615) 457-3864
Monday - Friday, 7am - 7 pm
Saturday - Sunday, 9 am - 7 pm

FRANKLIN AREA HOTELS

Hospital:
Williamson Medical Center
(2.3 miles from Marriott Cool Springs & Embassy Cool Springs, 1.8 miles from Drury Plaza)
4321 Carothers Pkwy
Franklin, TN 37067
(615) 435-5000

Urgent Care:
CareSpot Urgent Care
(.9 miles from Marriott Cool Springs & Embassy Cool Springs)
100 International Dr. #106
Franklin, TN 37067
(615) 656-3239
7 days a week: 8 am - 8 pm

Physicians Urgent Care
(2 miles from Drury Plaza)
155 Covey Dr.
Franklin, TN 37067
(615) 472-1550
7 days a week: 9 am - 9 pm

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

_____ 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

Chapter Advisor Signature

School Official Signature

Insurance Company Name

Phone

Policy Number