

**2019 California DECA Advisor Conference Registration
September 20-21, 2019
Irvine, CA**

All advisors are responsible for the information included in the California DECA Conference Policies and Procedures packet which outlines all official policies and procedures related to participation in a California DECA event; including this conference. Please carefully review all details.

Note: Our Conference is in Southern California this year

REGISTRATION DEADLINE:

September 5, 2019

REGISTRATION FEE:

Complimentary*

WHO:

All California DECA Advisors

WHEN:

September 20-21, 2019

TENTATIVE SCHEDULE:

Friday, September 20, 2019

4:00 p.m. New Advisor Meeting

6:30 p.m. Opening Dinner & Social Activity

9:00 p.m. Adjourn for the Day

Saturday, September 21, 2019

9:00 a.m. Kickoff Session and Continental Breakfast

3:00 p.m. Conference Concludes

WHERE:

Irvine Marriott

18000 Von Karman Avenue

Irvine, CA 92612

HOW TO REGISTER:

All registration for this conference will be done online. Please follow this link to complete your conference registration: <http://bit.ly/2UMOWRP>

WHAT:

Don't miss out on this exciting advisor conference with training and content designed specifically for DECA advisors. Topics will be directed towards making the most of the DECA program, tips on integrating DECA into the classroom, information about available grant funds and process, discussion of new DECA programs, DECA's competitive events strategies, best practice and idea sharing and much more. Best of all, the conference is FREE of charge.

COST:

There is no cost to attend the conference*. The following are covered by California DECA:

- Conference Registration
- Training and Materials
- Meals during the conference (includes dinner on Friday, and breakfast & lunch on Saturday). Note that meals are provided with a pre-set menu. Although we cannot guarantee that all special dietary needs will be accommodated, we will make every effort to meet those needs you identify in your online registration submission.)
- If you are traveling more than 30 miles: Hotel room for 1 night (checking in on Friday, September 20 and out on Saturday September 21) in a shared room. Extra nights will not be covered. Also, travel costs (flight/mileage up to a Maximum of \$250). See Travel section below for specific details. Meals are not covered during travel.

CANCELLTION POLICY:

While the conference is free of charge to California DECA Advisors, there is a \$50 cancellation charge if you cancel within 72 hours of the start of the conference. This is because meals and other materials are purchased based on registration counts and if there is a last-minute cancellation these costs cannot be recovered. Any advisor cancelling within the 72-hour period will be responsible for paying the \$50 cancellation charge and will receive an invoice from California DECA.

TRAVEL:

Below are the details on travel and funds available to assist advisors traveling a distance to the conference. Please carefully review the policies below as they will be strictly enforced.

TRAVELING FROM WITHIN 30 MILES OF THE CONFERENCE:

Advisors who live within 30 miles of the conference should provide their own transportation and return to their home on Friday evening and then rejoin the conference on Saturday morning. If you have a special circumstance and need to stay at the hotel, please contact registration@californiadeca.org to explore options. No mileage reimbursements or other travel costs will be covered for those who live less than 30 miles from the conference site.

TRAVELING 30 MILES OR MORE TO THE CONFERENCE:

If you are traveling more than 30 miles to attend the conference, please review the details and plans below.

HOTEL ACCOMODATIONS:

Lodging will be provided and paid for by California DECA for **one night**. California DECA will coordinate your hotel reservation, arriving Friday and departing Saturday. Please do not contact the hotel. Rooms will be shared rooms (two to a room; of the same gender). **If you prefer a single room, an additional charge will apply (price will be posted once hotel rates are secured).** If you need additional nights of lodging, you will need to book those on your own. California DECA will only cover the one night of lodging.

TRANSPORTATION COST:

California DECA will reimburse either air or mileage reimbursement costs **up to a total of \$250.00**. This includes the cumulative total of the cost of your flight (if you choose to fly) and/or mileage (if you choose to drive).

Choosing to fly? John Wayne Airport Orange County - SNA is the only airport eligible for reimbursement. Book your own flight. Flight costs for flights into SNA will be reimbursed subject to the amount outlined above (Keep your receipt and complete a California DECA Expense Reimbursement Form to collect reimbursement). We ask that advisors be as economical as possible in the flights that are booked. Please make flight arrangements early, but no less than 21 days in advance of the conference to ensure the best fares.

If you fly, please use the complimentary Irvine Marriott Hotel Shuttle. The hotel shuttle picks up at the :15 and :45 of each hour and runs from 7:45 a.m. to 11:15 p.m. Shuttle pickup is at the ground transportation center at the John Wayne Airport. Any other forms of transfer between the airport and the hotel are not reimbursable.

If you are driving, the reimbursement rate is \$.51 per mile (complete a California DECA Expense Reimbursement Form after the conference to collect reimbursement). Note that the maximum mileage reimbursement is \$250.00.

Rental cars are not allowed and will not be reimbursed.

Meals are not covered during travel. Only conference meals provided during the conference will be covered by California DECA.

All reimbursements must be submitted within 30 days of the close of the conference. Reimbursement requests submitted after 30 days of the close of the conference will not be reimbursed.