



**FALL LEADERSHIP  
DEVELOPMENT  
CONFERENCE**

*REGISTRATION GUIDE*

## QUICK REGISTRATION GUIDE

California DECA  
Fall Leadership Development Conference

November 8-10, 2019  
Sheraton Park Hotel at the Anaheim Resort  
1855 S Harbor Blvd, Anaheim, CA 92802

**Registration Fee:**

\$95.00 per participant

**Hotel:**

Sheraton Park Hotel at the Anaheim Resort  
1855 S Harbor Blvd.  
Anaheim, CA 92802  
(714)-750-1811

**Hotel Fee:**

\$468.92 per room  
(including taxes and fees,  
for *both* required-stay nights)

**Send Hotel Check To:**

Sheraton Park Hotel at the Anaheim Resort  
attn: Alfredo Monarez  
1855 S Harbor Blvd.  
Anaheim, CA 92802  
(If paying by credit card, please request  
when emailing housing to Alfredo)

**Send Registration Check To:**

California DECA  
PO Box 1440  
Owasso, OK 74055

**Registration Link:**

[leadable.info/LDC2019](http://leadable.info/LDC2019)

**Deadlines:**

Registration & Hotel Deadline:

Tuesday, October 15<sup>th</sup>

- See Checklist on Next Page
- Checks Postmarked by this date
- No refunds after this date

Change Deadline:

Thursday, October 24<sup>th</sup>

- Substitutions are accepted till this date\*
- Changes/Additions subject to \$10 fee
- No changes after this date

\*Note that the hotel cut off is October 15<sup>th</sup>. If your substitutions necessitate a change to hotel rooms you will need to work directly with the hotel and they may not be able to accommodate your changes after the October 15<sup>th</sup> cutoff.

## California DECA Fall Leadership Development Conference Registration Checklist

Forms are separate from this Registration Quick Guide. Be sure you have Forms A-D. Each is a separate file.

*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.*

### SEND DIRECTLY TO California DECA:

FORM	DESCRIPTION	DEADLINE	SENT TO	DONE
Online	Conference Registration	October 15 <sup>th</sup>	<a href="http://leadable.info/LDC2019">leadable.info/LDC2019</a>	
A	Statement of Assurance	October 15 <sup>th</sup>	<a href="http://leadable.info/LDC2019">leadable.info/LDC2019</a>	
Check	Copy of invoice from online system and registration check	Postmarked October 15 <sup>th</sup>	California DECA PO Box 1440 Owasso, OK 74055	

### SEND DIRECTLY TO HOTEL:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C	Housing Summary Sheet (shows total number of rooms and total amount due)	October 15 <sup>th</sup>	<a href="mailto:amonarez@sheratonparkanaheim.com">amonarez@sheratonparkanaheim.com</a>	
D	Hotel Housing Spreadsheet (includes names of all participants, rooms assignments/types requested)	October 15 <sup>th</sup>	<a href="mailto:amonarez@sheratonparkanaheim.com">amonarez@sheratonparkanaheim.com</a>	
Check -or- Credit	Copy of Form C and check to pay for hotel rooms (if paying by credit card, please request when emailing housing). <b>Hotel payment must be received no later than two weeks prior to arrival.</b>	Postmarked October 15 <sup>th</sup>	Sheraton Park Hotel at the Anaheim Resort attn: Alfredo Monarez 1855 S Harbor Blvd. Anaheim, CA 92802	

### BRING TO THE LDC/CONFERENCE\*:

FORM	DESCRIPTION	DEADLINE	SENT TO	DONE
B	Permission/Medical Release Form	October 15 <sup>th</sup>	Keep in Your Possession	

***\*Advisors must collect a Permission/Medical Release Form (fully complete) and have the form in their possession for the duration of the conference (including travel to/from event).***

## **CONFERENCE INFORMATION**

The 2019 California DECA Fall Leadership Conference will be an immersive and dynamic conference experience featuring powerful speakers and trainers from across the country coming together for three days of awesomeness! Participants will join for exciting general sessions filled with interactive and engaging content and will also have the opportunity to select one of three tracks: Leadership, Entrepreneurship, and Hospitality. In each track DECA members will dig deep and learn through hands on and engaging sessions, each of which will culminate in a project with prizes for top performers. Throughout the conference all attendees will have the opportunity to participate in competitive events training which will be woven into the programming. This is the must-attend event of the Fall for California DECA Members. Don't miss it!

### **General Information:**

- The Chapter Advisor is the ONLY one who can submit conference registrations.
- A physically signed Form A will need to be uploaded at time of online registration.
- Questions? Please feel free to reach out to [registration@californiadeca.org](mailto:registration@californiadeca.org) for assistance.

### **Conference Cap:**

Due to limitations of available meeting space and sleeping rooms, conference registration will be closed once capacity is met. As a result, registrations will be based on a first-come, first-served basis. Chapters may be placed on a waitlist as registration nears the limit.

### **Airports:**

If your chapter will need to fly, there are a few airport options that can be considered. Arrangements will also need to be made to/from the airport.

- John Wayne Airport (SNA) – 13.5 miles from airport to hotel
- Long Beach Airport (LGB) – 18.3 miles from airport to hotel
- Los Angeles International (LAX) – 34.6 miles from airport to hotel

### **Theme Parks, Excursions, and Tours:**

A tentative conference agenda is included at the end of this Quick Reg Guide. Excursions and Theme Parks are not included as part of the conference and time has not been set aside in the agenda for chapters to participate in these. If a chapter wants to participate in any excursions or theme parks they will need to plan to do so before/after the conference. Note there is no guarantee of hotel availability for nights outside of the conference schedule. Chapters may inquire with the hotel as to availability. Chapters are responsible for all of their own costs and logistics if they plan to do so.

## HOTEL INFORMATION

### **General Information:**

The Chapter Advisor is the ONLY one who can submit hotel reservations. Reservations submitted by students will be returned. The hotel will not accept late rooming lists.

### **No Changes to Rooming Lists:**

Once a rooming list is submitted, there should be no rooming changes (e.g. adding a room or dropping a room). As the rooming lists are received the chapter will be assigned rooms and those rooms will be blocked for the chapter. Because of the advance blocking of rooms, the hotel cannot accommodate changes. Chapters will need to plan ahead and only send the rooming list once. The rooming list must be complete with the accurate names at the time it is submitted. The hotel will not accept rooming lists with placeholder names for students or chaperones. These must be in place at the time of reservation.

### **Limitations on Rooms with Two Beds:**

Because rooms with two Full-Size Beds are limited, they will be assigned first to Quad occupancy and then to Triples. Once the rooms with two Full-Size Beds are allocated the remaining reservations will be assigned to King rooms. If the room has Triple or Quad occupancy a roll away bed will be added to the room. Rollaway beds will not be added to rooms with Single or Double occupancy. Only one rollaway bed can be added to a King-Size room. No rollaway bed can be added to a room with two Full-Size Beds. Do not request additional rollaway beds.

This does mean that a room may have three or four students in it with one King size bed and one rollaway bed. If you require one bed per student, you will need to plan your housing requests accordingly. There is no guarantee that a chapter will be placed in rooms with two Full-Size Beds.

### **Check-in Procedures on Friday:**

Hotel Check-in time is 3:00pm. Rooms will not be ready prior to this time. When your chapter arrives only the chapter advisor will be allowed to check-in the chapter's rooms. Students/Chaperones should not come to the desk to check-in. Because we are using the vast majority of the rooms in the hotel it will take time for housekeeping to ready the rooms and some rooms will not be ready by 3:00pm. When the advisor checks in they will receive the rooms from their block that are ready at that time so they can begin to get students into rooms, but they may not receive keys for all rooms depending on which rooms are ready at that time.

### **Vehicle Parking:**

Parking is not included in the registration cost and will be billed directly through the hotel. Please plan and budget accordingly.

- Busses: \$45/night, due upon check-in
- Cars: \$8/hourly or \$21/daily (no in and out privileges), due upon vehicle departure

**Internet:**

While there may be internet and WiFi available within the hotel and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter. Sheraton properties provided free wireless internet access within the lobby and most common areas. In addition, guests that are a part of Marriot Bonvoy Rewards can take advantage of complementary WiFi in their rooms. There is no signup, annual, or other fees/costs for the loyalty program. We encourage all attendees to seek permission from parents/guardians first and register prior to departure to take advantage of the benefits of the free wireless internet. For those who wish not to sign-up, they may purchase access starting at \$14.95 a day for internet access within the room, or take utilize the free areas. To learn more and register, visit:

<https://www.marriott.com/loyalty/createAccount/createAccountPage1.mi>

**Incidentals:**

Please note that the hotel may not have the ability to prevent internet charges like other incidentals. Any cost incurred will be billed back directly to the chapter.

## **TENATIVE AGENDA**

*Note: This agenda is subject to change, other than start time on Friday and end time on Sunday which are fixed so that chapters can plan for arrivals and departures.*

### **Friday**

2:00 PM	Conference Headquarters
2:00 PM – 5:00 PM	Conference Registration
2:00 PM – 5:00 PM	Pre-Conference Workshops for Early Arrivals
5:00 PM – 6:30 PM	Dinner on Your Own
6:30 PM – 7:45 PM	Conference Kickoff
8:00 PM – 10:00 PM	Leadership, Entrepreneurship & Hospitality Tracks
10:30 PM – 6:00 AM	Curfew

### **Saturday**

8:00 AM	Conference Headquarters
9:00 AM – 12:00 PM	Leadership, Entrepreneurship & Hospitality Tracks
12:00 PM – 1:30 PM	Lunch on Your Own
1:30 PM – 5:00 PM	Leadership, Entrepreneurship & Hospitality Tracks
5:00 PM – 6:30 PM	Dinner on Your Own
7:00 PM – 9:00 PM	General Session
10:30 PM – 6:00 AM	Curfew

### **Sunday**

7:30 AM	Pack & Store luggage
8:00 AM	Conference Headquarters
9:00 AM – 10:30 AM	Leadership, Entrepreneurship & Hospitality Tracks Wrap Up
10:30 AM – 12:00 PM	Closing Session