CALIFORNIA DECA™

SV CDC Quick Registration Guide

2021-2022

QUICK REGISTRATION GUIDE

Silicon Valley DECA
District Career Development Conference

January 7-9, 2022
Santa Clara Marriott
2700 Mission College Blvd. / Santa Clara, CA 95054

Registration Link:
www.decaregistration.com/ca-sv

Registration Cost:
$95.00 per participant

Conference Hotel:
Santa Clara Marriott
2700 Mission College Blvd.
Santa Clara, CA 95054

Hotel Fee:
$314.70 per room
includes taxes and fees,
for both required-stay nights

Send Hotel Check To:
Santa Clara Marriott
Attn: Tracey McKinney
2700 Mission College Blvd.
Santa Clara, CA 95054
(for Credit Card, use Marriott CC Authorization Form)

Send Registration Check To:
Silicon Valley DECA
PO Box 1440
Owasso, OK 74055

Don't Forget to Register:
- Special Meal Needs
- Alumni/Professional Volunteers

Event Limitations:
- One Series Event & One Written Event
- See Conference Policies & Procedures Document for list of eligible events

Due Dates:
Registration Deadline: December 2, 2021
- *See Checklist on next page*
- All forms completed by date
- Send to Silicon Valley DECA
- Checks postmarked by date

Hotel Deadline: December 2, 2021
- *See Checklist on Next Page*
- Send to Santa Clara Marriott
- Forms C1 and C2 emailed by date
- Checks postmarked by date

Written Events Deadline: December 9, 2021
- Uploaded online by 5:00pm
- All Written Manuals (10 & 20 Pagers)
- Detailed instructions on Form D

Change/Drop Deadline:
- *December 9, 2021 by 5:00 PM*
- *No changes after this date*

Silicon Valley DECA CDC Registration Checklist

Forms are separate from this Registration Quick Guide. Be sure you have Forms A-G. 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 CA DECA event; including this conference.

SEND DIRECTLY TO SILICON VALLEY DECA:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
Online	Online Conference Registration	December 2	https://www.decaregistration.com/ca-sv	
A	Statement of Assurance	December 2	Upload to: https://www.decaregistration.com/ca-sv	
Check	Copy of invoice from online system and registration check *for credit card, please request payment link*	Postmarked December 2	Silicon Valley DECA PO Box 1440 Owasso, OK 74055	
F	Service for Students with Special Needs *only if needed*	December 2	registration@californiadeca.org	
Online	Written Project Online Submission	December 9 by 5:00pm	Detailed instructions on Form D	
G	Makeup Exam Request *(only if needed)* *no guarantee that makeup can be provided*	January 4, 5PM	registration@californiadeca.org	

SEND DIRECTLY TO SANTA CLARA MARRIOTT:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C1	Housing Summary Sheet	December 2	Email Only to: Tracey.Mckinney@marriott.com	
C2	Housing Assignment Spreadsheet	December 2	Email Only to: Tracey.Mckinney@marriott.com	
Check -or- CC Form	Copy of Form C1 and check to hotel *for credit card, use the official Marriott CC Authorization Form*	Postmarked December 2	Santa Clara Marriott Attn: Tracey McKinney 2700 Mission College Blvd. Santa Clara, CA 95054	

BRING TO THE DISTRICT CDC AND KEEP IN YOUR POSESSION FOR DURATION OF CONFERENCE:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
B	Permission, COVID-19, & Medical Release *completed by all attending students and alumni*	December 2	Keep in Your Possession	
H	Acknowledgement and Personal Responsibility Policy *completed by all attending adults*	December 2	Keep in Your Possession	
E	Substitution/No Show *only if needed*	On-Site	Hand in at onsite Conference Registration	

IMPORTANT: COVID-19 PROTOCOLS

California DECA considers the health and safety of our students, advisors, judges, and business partners as our top priority. In cooperation with our hotel partners and in compliance with local and state guidelines and mandates, California DECA will implement protective measures aimed at reducing the likelihood of spread of the novel coronavirus ("COVID-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, California DECA cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events. Participants will be required to sign a COVID-19 Acknowledgement and Personal Responsibility Policy (this is included in Form B which all attendees must sign). If participants cannot agree or commit to the Acknowledgement and Personal Responsibility Policy, they cannot attend.

California DECA will continue to monitor the COVID-19 status and remain in regular communication with our hotel partners. Our plans will continue to evolve as the hotel and local protocols change. Please note:

- Participants must follow all state and local guidelines, as well as those set forth by the respective hotels hosting our conferences.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.

Please visit the CDC site for recommendations on how to protect yourself against COVID-19: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

California Statewide Mask Mandate

In compliance with the State of California statewide mask mandate for K-12, all conference attendees will be required to wear a facemask when in public areas (CDPH Site 1 | CDPH Site 2)

Protocols Specific to the Santa Clara Marriott:

The Current COVID-19 Required Mitigation Measure for Santa Clara County guidelines require all attendees wear face masks (SCC Health Order). If the event exceeds 1,000 attendees Santa Clara County will require that all attendees be fully vaccinated -or- proof of a negative COVID test (we don't anticipate that the SV CDC will exceed 1,000, but want chapters aware of this requirement imposed by the County). It will be the responsibility of the local DECA Advisor to inform their chapter of these requirements and confirm they qualify. We will continue to monitor these requirements and keep chapters informed as we receive updates.

Santa Clara Marriott specific COVID-19 updates and what to expect at the hotel: https://whattoexpect.marriott.com/sjcga

In the event an attendee cannot attend due to COVID-19:

For conference registration inquiries:
Please contact California DECA via email to registration@californiadeca.org within 72 hours prior to arrival to discuss registration options.

For hotel registration inquiries:
Hotel reservations must be cancelled 72 hours prior to arrival to avoid a penalty of one night room and tax. Please contact the hotel directly.

For travel and transportation inquiries:
California DECA advises attendees to check the policies of travel and transportation providers to determine their cancelation policies prior to making any travel arrangements.

SILICON VALLEY DECA CDC – IMPORTANT CONFERENCE REMINDERS & INFORMATION

General Hotel Information
The Chapter Advisor is the ONLY one who can submit hotel reservations. Reservations submitted by students will be returned. Rooms will be blocked and assigned as they come in. Rooming lists must be in by the date listed on the Registration Checklist. 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.

Hotel Check-in Procedures on Friday

Hotel Check-in time is 4:00 PM. 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 at 4:00 PM. 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.

Meals

There is one meal provided for paid conference registrants during the conference, and that is breakfast on Sunday morning in between Mini and Grand Awards Sessions. Participants are on their own for all other meals. Please note that the Sunday morning breakfast is **only for paid conference registrants.** Parents, Friends, Alumni or other guests who are not paid registrants at the conference may not attend the breakfast.

Vegetarian/Vegan Options

If you have conference participants that have dietary restrictions for Sunday's breakfast, please indicate that in the conference registration system. When you register them look under "Item Selection" and click on the link for "Items" and choose the corresponding meal option. We will not be able to accommodate requests on site. Please pre-register your meal selections. If a participant needs a special meal and does not select it in the conference registration system, we will not have the special meal for them.

Alumni/Professional Member Quota

All chapters have a responsibility to assist in providing alumni or professional members to assist with competitive event management on Friday evening and all-day Saturday. Alumni are preferred, but for newer chapters' professional members are also allowable. Each chapter must provide 1 alumni or professional member volunteer for every 10 students (or portion thereof) to participate in the conference.
Registration Tip: If your volunteer is only attending to help on one day, and is not attending the entire conference as a regular alumni participant, please register these helpers in the registration system as "Alumni Helper (Saturday Only)" so they do not get charged the Alumni registration fee.

Series Events

For Series Events (Principles of Business Administration, Individual Series, and Team Decision Making Events) there must be a minimum of 8 competitors/teams in each event across all chapters participating in that event. If the minimum number of competitors/teams do not register for an event an email will be sent to advisors letting them know which events are being dropped and providing instructions for advisors to sign their students up for another event.

Written Events

All written events will be submitted online prior to the conference. See Form D for complete details. Projects turned in onsite will not be accepted.

Students competing in written events can only compete at the District CDC if their written entry is substantially complete (meaning it should be at least 80% complete in terms of content, quality, and depth. While we recognize that students are still working on their projects at the time of the District Conferences, it is imperative that we respect the time and expertise of our judges and present to them for review/judging content that is of a reasonable quality. Therefore, written entries that are submitted for competition which are not substantially complete will not be judged and the students will be removed from the event. Please work with your students to ensure that their written entries are substantially complete.

Business Operations Research Events

For Business Operations Research Events a minimum of 3 teams/entries are required for an event to be run on its own. Because the guidelines are the exact same for all Business Operations Research Events and the only difference between the 5 events within the Business Operations Research Events is the industry the students have chosen to focus on, if a minimum of 3 teams/entries have not signed up for the event, that event will be combined with another Business Operations Research Event (For example, if only 2 teams sign up for BOR and only 1 signs up for HTOR, the events will be combined and the students will compete against each other).

Vice President of Silicon Valley Election

All District Vice Presidents (Vice President of Northern California, Vice President of Silicon Valley, and Vice President of Southern California) will be elected at their respective District Career Development Conferences. Students who plan to run for the position of Vice President of Silicon Valley need to carefully review the State Officer Candidate Documents located on the California DECA website for complete election details and process: californiadeca.org/officers

Scoring Concerns/Grievances:

All concerns/grievances regarding scoring or competitive events MUST be submitted no later than 7:00 p.m. on the date that is two days after the close of the Conference. For example, if the conference ends on a Sunday then grievances MUST be submitted by 7:00 p.m. on Tuesday. Concerns/grievances should be addressed to the State Director in writing via the Grievance Reporting Form provided in the Conference Policies & Procedures packet.

After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.

TENATIVE SILICON VALLEY DECA CDC AGENDA

Friday

1:30 PM – 4:30 PM	Conference Registration
3:00 PM – 5:00 PM	Testing Session #1
5:00 PM – 5:30 PM	Presidents Council Meeting
5:00 PM – 5:30 PM	Chapter Advisors Meeting
5:30 PM – 7:30 PM	Event Managers Meeting/Advisor Dinner
5:30 PM – 7:30 PM	Testing Session # 2
8:00 PM – 9:30 PM	Grand Opening Session Chapters Assigned Sections
10:00 PM – 6:00 AM	Curfew

Saturday

7:45 AM – 9:00 AM	Judge's Orientation/Continental Breakfast
8:45 AM – 12:00 PM	**Individual Series Events: Role Play 1** **Team Decision Making Events**
9:00 AM – 12:00 PM	Written Project Presentations
11:30 AM – 1:30 PM	Judges/Proctors Lunch (Students, lunch on your own)
1:00 PM – 4:00 PM	**Individual Series Events Role Play 2** **Principles Events** **Personal Financial Literacy Event**
1:00 PM – 4:00 PM	Written Project Presentations
6:00 PM – 7:00 PM	District Officer Election Session
8:00 PM – 10:00 PM	Social Activity
10:30 PM – 6:00 AM	Curfew

Sunday

7:30 AM – 8:00 AM	Pack & Store luggage
8:00 AM – 12:00 PM	Award Session & Breakfast (Assigned seats)
12:00 PM	Advisors pick up exit packets
12:00 PM	Hotel Check-out

This schedule is subject to change. The final schedule will be included in the conference program.