



# **State CDC 2023 Registration Guide**

## QUICK REGISTRATION GUIDE

### California DECA State Career Development Conference

March 3-6, 2023  
Anaheim Marriott

**Registration Link:**

[www.decaregistration.com/ca](http://www.decaregistration.com/ca)

**Registration Fee:**

\$85.00 per participant

**Hotel:**

Anaheim Marriott  
700 W. Convention Way  
Anaheim, CA 92802

**Hotel Fee:**

\$701.73 per room  
including taxes and fees,  
for all three required-stay nights

**Send Hotel & Registration Payments to:**

California DECA  
PO Box 1440  
Owasso, OK 74055

\*for Credit Card, please email [registration@californiadeca.org](mailto:registration@californiadeca.org)

**Event Limitations:**

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

**Key Dates:****Registration Deadline:**

- January 31, 2023
- *See Checklist on next page*
- Completed in Registration Portal
- Check postmarked by this date

**Hotel Deadline:**

- January 31, 2023
- Detailed instructions on Form C
- Completed in Registration Portal
- No changes to housing after this date
- Check postmarked by this date

**Change/Drop Deadline:**

- February 6, 2023 by 5:00pm
- *No Event Changes After This Date*

**Written Events Deadline:**

- All Written Projects (10 & 20 Pagers)
- Submission window February 7-9, 2023
- Must be uploaded online by 5:00pm of Thursday, February 9
- Detailed instructions on Form D

## SCDC REGISTRATION CHECKLIST

Forms are separate from this Registration Guide. Be sure you have Forms A-H (E-F only if needed). 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 CALIFORNIA DECA:

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
Registration	Conference Registration (also includes Voting Delegates)	January 31, 2023	<a href="http://decaregistration.com/ca">decaregistration.com/ca</a>	
Housing	Chapter Housing (detailed instructions on Form C)	January 31, 2023	<a href="http://decaregistration.com/ca">decaregistration.com/ca</a>	
Written Events	Written Project Online Submission (detailed instructions on Form D)	February 9, 2023 by 5:00pm	<a href="http://judges.decaregistration.com/org/deca-ca/conf/cadecascdc">judges.decaregistration.com/org/deca-ca/conf/cadecascdc</a>	
Payment	Copy of Registration Portal invoice and registration check <i>*for credit card, please request payment link</i>	Postmarked January 31, 2023	California DECA PO Box 1440 Owasso, OK 74055	
Form A	Statement of Assurance	January 31, 2023	Upload to: <a href="http://decaregistration.com/ca">decaregistration.com/ca</a>	
Form F	Service For Students with Special Needs <i>*only if needed</i>	January 31, 2023	<a href="mailto:registration@californiadeca.org">registration@californiadeca.org</a>	

### BRING TO THE STATE CDC AND KEEP IN YOUR POSSESSION FOR DURATION OF CONFERENCE:

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
Form B	Permission, COVID-19, & Medical Release <i>*completed by all attending students and alumni</i>	January 31, 2023	Keep in Your Possession and bring with you to the conference	
Form H	Acknowledgement and Personal Responsibility Policy <i>*completed by all attending adults</i>	January 31, 2023	Keep in Your Possession and bring with you to the conference	
Form E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at on-site 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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

**Protocols Specific to the Anaheim Marriott:**

Effective April 1, 2022, the requirement for vaccine verification or proof of negative tests for attendees at Indoor Mega Events will be lifted and will move to a strong recommendation. This shift acknowledges that while case rates and hospitalizations are declining statewide from their peak during the Omicron surge, Indoor Mega Events continue to involve several factors that increase the risk of transmission of COVID-19. ([CDPH Site](#))

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.

Anaheim Marriott specific COVID-19 updates and what to expect at the hotel: <https://whattoexpect.marriott.com/laxah>

**No Refunds**

As a reminder, there are no refunds (conference registration or hotel) for cancellations that occur after the February 6, 2023 final change deadline.

## SCDC 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 the Registration Portal by January 31, 2023. Detailed instructions are included on Form C. We will no longer accept any Excel spreadsheets for rooming lists. We cannot accept rooming lists after the registration deadline due to strict cutoff deadlines in our hotel contracts.

### **Hotel Payment Policy**

Hotel payments must be made on time according to the deadlines in this packet. If a chapter misses the hotel payment deadline, they risk losing their reservation or paying higher rates for their hotel rooms. Please plan for and prepare hotel payments in advance. All chapters will pay their hotel fees to California DECA. Please follow the instructions in this packet and the associated forms carefully. **No chapter should directly contact the hotel for registration or payment.**

### **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. We cannot 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.

### **Check-in Procedures**

Hotel Check-in time is 4:00 p.m. 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 4:00 p.m. 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.

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.

## STATE CDC CONFERENCE REMINDERS

### **State Conference Schedule**

Important reminder: Our State Conference begins on FRIDAY this year and will end on MONDAY morning. We will have a Recognition Session on Sunday night and our Grand Awards Session on Monday morning. See the Tentative Agenda at the end of this document for more details.

### **Written Events**

Written Events will be submitted ONLINE and PRIOR to the conference. See Form D for specific details and the process for submitting Written Events online. Students competing in Written Events can only compete at the State CDC if their written entry is substantially complete (meaning it should be at least 80% complete in terms of content, quality, and depth). 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.

### **No Makeup Testing**

Due to the size and scope of the State Conference we are unable to accommodate makeup testing. All students MUST complete their competitive event exams during the scheduled times on Friday.

### **State CDC Conference T-shirt**

All conference participants will receive a conference t-shirt as part of their conference registration fee. Please plan to provide t-shirt sizes as part of the online registration process.

### **Chapter Time – Saturday Evening**

Chapters will have time Saturday evening to explore Anaheim. The Management Team is working with Disney to explore options for park passes and will disseminate that information once confirmed. Chapters are on their own for Saturday evening plans.

### **Assistance with Judge Recruitment**

As our numbers continue to grow, we are dependent upon the assistance of each chapter to help with judge recruitment. All chapters should consider judge recruitment a requirement of their participation in the conference. Please recruit judges and sign them up (or have them sign themselves up) on the California DECA Website: [www.californiadeca.org/judge](http://www.californiadeca.org/judge)

### **Parking**

Parking at conference venues may come at a cost. Chapters should plan and budget accordingly for your chapter's parking and the associated costs as needed (buses, chaperones, alumni). All parking charges are the responsibility of the individual chapter whether it be for students, advisors, and/or chaperones.



### Alumni Assistance

Just as we need help securing judges for the conference, we also are dependent upon the assistance of Alumni. We are changing our process this year and asking that alumni who are willing to assist with overall event management register directly with California DECA for the conference using the form at the link below. You can register them as the advisor or you can have them register themselves.

Alumni sign-up form: [californiadeca.org/scdcalumni](http://californiadeca.org/scdcalumni)

Additionally, California DECA will provide lodging for alumni who are coming to assist with overall event management. Below are the requirements that must be met for California DECA to cover the cost of the alumni rooms for the duration of the conference:

1. They need to help with all testing sessions on Friday.
2. They need to help during the day on Saturday with managing events.
3. They need to help during the day on Sunday with managing events.
4. They won't be able to be roomed by your chapter.
5. They will be housed at the Anaheim Marriott.
6. They will be in a shared room with other alumni.

If they can do all the items above, we will cover the cost of the room.

### Alumni Years of Service

We will again recognize our Alumni for their years of service. This will be in addition to the recognition we provide for our annual Alumni of the Year. All alumni are eligible to be recognized, but to be eligible Advisors must fill out a quick form, so we have the alumni's information. Please Complete the form at the link below to register your alumni to be recognized for "Years of Service". Please only include those that are actively involved with your Chapter. We have designed this program to recognize those that continue to help grow and support our local DECA Chapters. This award is not intended for every graduated member, but rather to recognize those alumni who come back and volunteer at the Chapter, District, and/or State Level after graduation.

Years of Service Recognition Link: [californiadeca.org/alumniyears](http://californiadeca.org/alumniyears)

### Internet

While there may be internet and WiFi available within the hotel, convention center, and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter. Hotel reward programs will often provide free internet access to members of their rewards program. 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.

### Presidents Council and Chapter Leader of the Year (Submission Deadline for Both is February 8, 2023)

Presidents Council Members will be recognized on stage during the Opening Session and will receive a special pin commemorating their service on the Presidents Council. All registered Presidents Council Members in attendance at the Conference will be recognized. In order to be registered as a Presidents Council Member; Chapter Presidents must register here: [californiadeca.org/presidents-council](http://californiadeca.org/presidents-council)

In lieu of the Student of the Year and the Most Valuable Member recognitions we have instituted the Chapter Leader of the Year Award whereby each chapter may select for recognition one outstanding Chapter Leader who will be recognized on stage during the Opening Session and will receive a special pin. Chapters must register their Chapter Leader of the Year (one per chapter) here: [californiadeca.org/oftheyear](http://californiadeca.org/oftheyear)

## TENTATIVE CA DECA SCDC AGENDA

**NOTE: All Times are Tentative. A Final Agenda will be distributed prior to the Conference.**

Time	Activity	Location
<b>FRIDAY – MARCH 3</b>		
2:00 – 4:30 PM	Registration	Elite Ballroom
4:00 – 6:00 PM	Testing Session I*	Platinum 1-4 Platinum 5 Platinum 6 Platinum 7-10
5:00 – 6:00 PM	Workshop I	Grand Ballroom A-B
5:00 – 7:00 PM	Series Event Administrator Dinner & Prep	Grand Ballroom G-H
6:00 – 8:00 PM	Testing Session II*	Platinum 1-4 Platinum 5 Platinum 6 Platinum 7-10
6:00 – 7:00 PM	Workshop II	Grand Ballroom A-B
7:00 – 8:00 PM	Workshop III	Grand Ballroom A-B
7:00 – 8:00 PM	Mandatory Advisor Meeting	Grand Ballroom C-D
8:00 PM	Doors Open for General Session	Marquis Ballroom
8:30 – 10:30 PM	Opening General Session	Marquis Ballroom
11:00 PM	Curfew	All Rooms
*Each testing session begins at the start time stated and all testing will end and tests will be collected at the end time stated for each session.		

Time	Activity	Location
<b>SATURDAY – MARCH 4</b>		
8:00 – 10:00 AM	Candidate Booth & Exhibitor Setup	Grand Ballroom E-F
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
8:45 – 12:00 PM	Management Team Decision Making Events	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE &amp; NW</i>
9:00 – 10:00 AM	Voting Delegates Meeting	Grand Ballroom A-B
9:00 – 12:00 PM	Individual Series Events + PFL – Role Play 1	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE &amp; NW</i>
10:00 – 1:00 PM	DECA Protégé Events	Grand Ballroom E-F
10:00 – 3:00 PM	Exhibitor Booths	Grand Ballroom E-F
10:00 – 3:00 PM	Candidate Booths	Grand Ballroom E-F
11:00 – 12:00 PM	Workshop(s)	Grand Ballroom A-B Grand Ballroom C-D
12:00 – 3:00 PM	Written Event Directors Meeting/Lunch	Elite Ballroom
12:00 – 2:00 PM	Series Director/Judge Lunch	Platinum Ballroom Orange County Ballroom



1:00 – 4:00 PM	Individual Series Events – Role Play 2	Marquis Ballroom NE & NW Platinum Ballroom Orange County Ballroom Marquis Ballroom NE & NW
1:00 – 4:00 PM	Principles Events -PBM, PFN, PHT, PMK	Platinum Ballroom Orange County Ballroom Marquis Ballroom NE & NW
1:00 – 2:00 PM	Workshop(s)	Grand Ballroom A-B Grand Ballroom C-D
2:00 – 3:00 PM	Workshop(s)	Grand Ballroom A-B Grand Ballroom C-D
4:00 – 10:30 PM	Chapter Time	N/A
12:00 AM	Curfew	All Rooms

Time	Activity	Location
<b>SUNDAY – MARCH 5</b>		
7:30 – 12:00 PM	Officer Candidate Interviews – Elected Positions	Grand Ballroom Salon G
7:30 – 12:00 PM	Officer Candidate Interviews – Appointed Positions	Grand Ballroom Salon H
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
9:00 – 3:30 PM	Written Project Presentations	Platinum Ballroom Orange County Ballroom
9:00 – 3:30 PM	Professional Selling Presentations	Platinum Ballroom Orange County Ballroom
10:00 – 11:00 AM	Election Session	Grand Ballroom C-D
11:00 – 12:00 PM	Workshop	Grand Ballroom A-B
1:00 – 3:00 PM	Workshop(s)	Grand Ballroom A-B Grand Ballroom C-D
1:00 – 5:00 PM	State Officer Transition Meeting	Grand Ballroom G
2:00 – 3:00 PM	Workshop III	Grand Ballroom A-B Grand Ballroom C-D
3:00 – 4:00 PM	Workshop IV	Grand Ballroom A-B Grand Ballroom C-D
5:30 – 6:00 PM	Doors Open for Recognition Session	TBA
7:30 – 9:00 PM	Formal Recognition Session	TBA
9:00 – 10:30 PM	Activity Room (Video Games, Activities, Photos)	Grand Ballroom
11:00 PM	Curfew	All Rooms

Time	Activity	Location
<b>MONDAY – MARCH 6</b>		
8:00 am – 11:00 am	Grand Awards Session	TBA
11:00 am	ICDC Winners Meeting	TBA
11:30 am	Advisors Collect Results Packets	TBA