

## 2023 California DECA Advisor Conference Registration

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

**REGISTRATION DEADLINE:**

August 29, 2023

**REGISTRATION FEE:**

Complimentary

**WHO:**

All California DECA Advisors

**WHEN:**

September 15-16, 2023

**TENTATIVE SCHEDULE:**

Thursday, September 14, 2023

*\*Hotel rooms provided on Thursday night for those traveling from a distance of 50 miles or more from the conference location. More details are provided later in this packet.*

- Travel & Arrival to Santa Clara

Friday, September 15, 2023 BAM! (Business and Marketing) Day!

*\*Arrival day for those located less than 50 miles from the conference location.*

- 9:00 a.m. Joint Professional Development for all CA Business & Marketing teachers (Continental Breakfast included)
- 12:00 p.m. Lunch
- 4:00 p.m. Joint Professional Development Concludes
- 6:00 p.m. Opening Dinner & Social Activity - DECA Advisors only
- 9:00 p.m. Adjourn for the Day

Saturday, September 16, 2023 (DECA Advisors Only)

- 9:00 a.m. Kickoff Session and Continental Breakfast
- 12:00 p.m. Lunch (Provided for all Attendees)
- 3:15 p.m. Conference Concludes

**WHERE:**

Santa Clara Marriott  
2700 Mission College Blvd  
Santa Clara, CA 95054

**HOW TO REGISTER:**

All registration for this conference will be done online. Please follow this link to complete your conference registration: [californiadeca.org/advconf](http://californiadeca.org/advconf)

**WHAT:**

Don't miss out on this exciting two-day educator and advisor conference with training and content designed specifically for Business & Marketing Teachers & CTSO Advisors.

On Friday we will join together with The CA Department of Education and FBLA advisors for a day of professional development.

On Saturday we'll shift into DECA mode. 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:

- Conference Registration
- Training and Materials
- Meals during the conference (includes continental breakfast, lunch, and dinner on Friday, and continental 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 50 miles:
  - Hotel room for 2 nights (checking in on Thursday, September 14 and out on Saturday September 16). Extra nights beyond the complimentary conference nights will be at your own expense.
  - Travel costs (flight/mileage/ground transportation up to a combined maximum of \$300). See the travel sections below for specific details. Meals are not covered during travel.

#### **CANCELLATION 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.

#### **TRAVELING FROM WITHIN 50 MILES OF THE CONFERENCE:**

Advisors who live within 50 miles of the conference should provide their own transportation and return to their home each evening and return the next day. If you have a special circumstance and need to stay at the hotel, please contact [registration@californiadeca.org](mailto:registration@californiadeca.org) to explore options. No mileage reimbursements or other travel costs will be covered for those who live less than 50 miles from the conference site.

#### **TRAVELING 50 MILES OR MORE TO THE CONFERENCE:**

If you are traveling more than 50 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 **two nights**. California DECA will coordinate your hotel reservation, arriving Thursday and departing Saturday. Please do not contact the hotel. Rooms will be shared rooms (two to a room; of the same gender). **If you need additional nights of lodging other than the two nights outlined above, you will need to book those on your own. California DECA will only cover the two nights of lodging.**

#### **TRANSPORTATION COST:**

California DECA will reimburse either air or mileage reimbursement costs **up to a total of \$300.00**. This includes the cumulative total of the cost of your flight (if you choose

to fly) and/or mileage (if you choose to drive) and ground transportation from the airport. Please remember that we are a student organization and **choose the most cost-effective travel options available**. We cannot cover any upgrade or add-on fees (e.g. Early Bird Check-in, Upgrade to Comfort Class, etc.).

Choosing to fly? San Jose International Airport (SJC) is the only airport eligible for reimbursement. Book your own flight. Flight costs for flights into SJC 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 take a Taxi/Uber/Lift from SJC to the hotel and back again. This is reimbursable (Keep your receipt and complete a California DECA Expense Reimbursement Form to collect reimbursement). No other ground transportation options will be reimbursable. Taxi/Uber/Lift, mileage, or other transportation from any other airport other than SJC is not reimbursable.

If you are driving, the reimbursement rate is \$.625 per mile (complete a California DECA Expense Reimbursement Form after the conference to collect reimbursement). Note that the maximum mileage reimbursement is \$300.00.

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.*