



SV CDC 2024 Registration Guide

REGISTRATION GUIDE

Silicon Valley DECA District Career Development Conference

January 5-7, 2024
Santa Clara Marriott
2700 Mission College Blvd. / Santa Clara, CA 95054

Registration Link:

www.decaregistration.com/ca-sv

Registration Cost:

\$95.00 per Advisor & Member

Conference Hotel:

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

Hotel Fee:

\$347.78 per room*

**includes taxes and fees, for both required-stay nights*

Send Hotel Check To:

Santa Clara Marriott
Attn: Mabelle Lopez
2700 Mission College Blvd.
Santa Clara, CA 95054
(for Credit Card, request online payment from)
mabelle.lopez@marriott.com

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: November 30, 2023

- *See Checklist on next page*
- All forms completed by date
- Send to Silicon Valley DECA
- Checks postmarked by date

Hotel Deadline: November 30, 2023

- *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 8, 2023

- All Written Manuals (10 & 20 Pagers)
- Submissions start December 6th
- Must be uploaded online by 5:00pm on Friday, December 8th
- Detailed instructions on Form D

Change/Drop Deadline:

- *December 5, 2023 by 5:00 PM*
- *No changes or drops 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	November 30	https://www.decaregistration.com/ca-sv	
A	Statement of Assurance	November 30	Upload to: https://www.decaregistration.com/ca-sv	
Check	Copy of invoice from online system and registration check <i>*for credit card, please request payment link</i>	Postmarked November 30	Silicon Valley DECA PO Box 1440 Owasso, OK 74055	
F	Service for Students with Special Needs <i>*only if needed</i>	November 30	registration@californiadeca.org	
Online	Written Project Online Submission	December 8 by 5PM	Detailed instructions on Form D	
G	Makeup Exam Request <i>(only if needed)</i> <i>*no guarantee that makeup can be provided</i>	January 2 by 5PM	registration@californiadeca.org	

SEND DIRECTLY TO SANTA CLARA MARRIOTT:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C1	Housing Summary Sheet	November 30	Email Only to: Mabelle.Lopez@marriott.com	
C2	Housing Assignment Spreadsheet	November 30	Email Only to: Mabelle.Lopez@marriott.com	
Check -or- CC Form	Copy of Form C1 and check to hotel <i>*for credit card, request payment link from Mabelle</i>	Postmarked November 30	Santa Clara Marriott Attn: Mabelle Lopez 2700 Mission College Blvd. Santa Clara, CA 95054	

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

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
B	Permission & Medical Release <i>*completed by all attending students and alumni</i>	November 30	Keep in Your Possession	
E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at onsite Conference Registration	

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.

Please note: The hotel has changed their policy related to access to the hotel fitness center. Guests must be 18 years or older to access the hotel fitness center.

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.

Please note that event administrator meals which are provided during the conference for adults (i.e. the Friday evening Event Manager Dinner, the Saturday morning Judge & Event Manager Breakfast, and the Saturday afternoon Judge & Event Manager Lunch) are only for those alumni, advisors, and chaperones who have been assigned to work shifts as Event Managers. If an alumni, advisor, or chaperone has not been assigned to work a shift, they should make alternative arrangements for meals.

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 (assigned seating)
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 seating)
12:00 PM	Advisors collect Exit Packets
12:00 PM	Hotel Check-out

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