

FORM D – REGISTRATION & HOUSING

Please carefully review the instructions below to ensure your chapter is properly registered for the DECA International Career Development Conference (ICDC):

- ICDC registration is a two-part process.
 - **Step 1:** Please complete the steps outlined in this document which covers conference registration, hotel registration, and conference shirts.
 - **Step 2:** Please complete the DECA, Inc. registration at <http://www.deca.org/register>. Detailed instructions for completing this step are included in the ICDC Registration Packet.
- If a chapter chooses to *arrive late* for the conference or *leave early* from the conference, they will still be responsible for paying the full hotel fee for the required five-night stay.
- If a chapter wants extra hotel nights (e.g. an early arrival at the conference or a late departure from the conference), they will be responsible for paying the additional costs associated with the extra room nights. There is no guarantee that rooms will be available. Please email registration@californiadeca.org no later than March 19, 2024 if you're considering extra nights. We will check with the hotel to confirm whether they will be able to accommodate extra nights and the associated cost (note that if extra room nights are available, they may be at a different/higher rate than the conference rate).
- As is always the case, hotel rooms are limited at ICDC. All chapters must fill all available quads (e.g. placing four students in a room). California DECA will assist in filling quads across chapters if you don't have enough students to fill a room. If a chapter desires to put less than four students in a room, we may not be able to accommodate this request because of the limited rooms available and we will not assist in pairing up students for rooms of fewer than four students. Please plan ahead for this potential outcome.
- Before beginning your registration, it is highly recommended that you **have your housing assignments finalized and shirt sizes ready**.
- You will have the opportunity to save and resume throughout the process if you are unable to complete the registration in one sitting.
- Be sure to hit the "Save" button periodically to preserve your progress.
- The deadline noted below is a firm deadline. If a chapter misses this deadline, they will be ineligible to attend the conference.

Deadline: March 19, 2024 at 5:00 p.m.

Submission: californiadeca.org/icdc-registration