



NorCal CDC 2025 Registration Guide

QUICK REGISTRATION GUIDE

NorCal DECA District Career Development Conference

*January 17-19, 2025
San Ramon Marriott
2600 Bishop Dr. / San Ramon, CA 94583*

Registration Link:

www.myctso.com/ca/deca

Registration Fee:

\$85.00 per Advisor & Member

Conference Hotel:

San Ramon Marriott
2600 Bishop Dr.
San Ramon, CA 94583

Hotel Fee:

\$322.46 per room*

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

Send Hotel Check To:

San Ramon Marriott
Attn: Anna Andreoli
2600 Bishop Dr.
San Ramon, CA 84583
(for Credit Card, request online payment from [Anna](#))

Send Registration Check To:

NorCal DECA
PO Box 1440
Owasso, OK 74055

Event Limitations:

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

Due Dates:

Registration Deadline: December 5, 2024

- *See Checklist on Next Page*
- Send to NorCal DECA
- All Forms Emailed by date
- Checks Postmarked by date

Hotel Deadline: December 5, 2024

- *See Checklist on Next Page*
- Send to San Ramon Marriott
- All forms Emailed by date
- Checks Postmarked by date

Written Events Deadline: December 13, 2024

- All Written Manuals (10 & 20 Pagers)
- Submissions start December 11th
- Must be uploaded online by 5:00pm on Friday, December 13th
- Detailed instructions on Form D

Change/Drop Deadline:

- *December 9, 2024 by 5:00 PM*
- *No changes or drops after this date*

NORCAL DECA CDC Registration Checklist

Forms are separate from this Registration Quick Guide. Be sure you have Forms A-H. Each is a separate file.

All advisors are responsible for the information included in the CA 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 NORCAL DECA:

FORM	DESCRIPTION	DEADLINE	SENT TO	DONE
Online	Online Conference Registration	December 5	www.myctso.com/ca/deca	
A	Statement of Assurance	December 5	Upload to: www.myctso.com/ca/deca	
Check	Copy of invoice from online system and registration check <i>*for credit card, please request payment link</i>	Postmarked December 5	NorCal DECA PO Box 1440 Owasso, OK 74055	
F	Service For Students with Special Needs <i>*only if needed</i>	December 5	californiadeca.org/accommodations	
Online	Written Project Online Submission	December 13 by 5:00pm	Detailed instructions on Form D	
G	Makeup Exam Request (<i>only if needed</i>) <i>*no guarantee that makeup can be provided</i>	January 14, 5PM	registration@californiadeca.org	

SEND DIRECTLY TO SAN RAMON MARRIOTT:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C1	Housing Summary	December 5	Email Only to: AAndreoli@sanramonmarriott.com	
C2	Housing Assignment Spreadsheet	December 5	Email Only to: AAndreoli@sanramonmarriott.com	
Check -or- CC Form	Copy of Form C1 and check to hotel <i>*for credit card, request payment link from Anna</i>	Postmarked December 5	San Ramon Marriott Attn: Anna Andreoli 2600 Bishop Dr. San Ramon, CA 94583	

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>	December 5	Keep in Your Possession	
H	Dance Conduct <i>*completed by all attending students</i>	December 5	Keep in Your Possession	
E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at onsite Conference Registration (if needed)	

NORCAL CDC HOTEL INFORMATION

General 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 given on the Registration Checklist. The hotel will not accept late rooming lists. Chapters will be assigned first to the San Ramon Marriott and then, if needed, to the overflow hotel.

Please Note: As a reminder, the San Ramon Marriott completed a multi-million-dollar renovation in 2023. The new King rooms have a chaise lounge in the room which can be slept on. Fire code no longer allows Rollaway beds to be added to King rooms due to the chaise lounge.

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

We are using 300 rooms in the San Ramon Marriott (almost every room they have in inventory). Of those rooms only 100 rooms have two Full-Size Beds. The remainder of the rooms have a King-Size Bed with a chaise lounge. 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. Per the fire code, Rollaway beds cannot be added to the King rooms. Also, as has always been the case, no rollaway bed can be added to a room with two Full-Size Beds. Do not request rollaway beds.

This does mean that a room may have three or four students in it with one King size bed and a chaise lounge. 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.

Check-in Procedures on Friday

Hotel Check-in time is 3:00 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 by 3:00 PM.

NORCAL CDC CONFERENCE REMINDERS

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.

If a student decides not to participate in the presentation portion of their written event at the Nor Cal CDC after submitting a written event for competition, the chapter must give written notification to the Nor Cal CDC Headquarters by 6:00 PM on the first day of the conference (Friday). Failure to notify Headquarters by this deadline will result in a \$10.00 per entry penalty. We schedule the judges based on the entries and if students do not intend to compete at the conference, we need to let judges know so that their time is not wasted.

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.

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).

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.

Meals

There is one meal provided for paid conference registrants during the conference and that is breakfast on Sunday morning in conjunction with the Awards Session. 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.

Judge Recruitment Quota

All chapters have a responsibility to assist in the recruitment of judges for the conference on Saturday. Each chapter must provide 1 judge for each 7 students, or portion thereof, registered to compete at the conference (e.g. if a chapter registers 25 students they must also provide 4 judges). Note that this judge quota is in addition to the need for event managers to assist with the management of competitive events. Please don't register individuals for both roles (judging and event management). They can only do one or the other. We greatly appreciate your assistance as it takes everyone to make sure the conference is a success.

Alumni/Professional Member Assistance Needed

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. We are asking that each chapter provide at least 1 alumni or professional member volunteer for each 10 students registered to participate in the conference. Please register your alumni and professional members in the online registration system so that we can count on them. If you have alumni who are coming to help for the full conference (Friday to Sunday), we do have some hotel rooms (shared with other alumni) we can use to house them at no cost to your chapter. Please email registration@californiadeca.org to coordinate if you have alumni who will be there for the full conference that need lodging.

Vice President of Northern California 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 Northern California 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 NORCAL DECA CDC AGENDA

Friday

10:00 AM	Headquarters Tabulation
1:00 PM – 3:30 PM	Conference Registration
3:00 PM – 8:00 PM	DECA Knowledge Test
3:30 PM – 5:30 PM	Testing GROUP 1
6:00 PM – 8:00 PM	Testing GROUP 2
5:30 PM – 8:30 PM	Competitive Event Managers Training Preparation Meeting
9:00 PM – 9:30 PM	Presidents Council Meeting
9:30 PM – 10:30 PM	Grand Opening Session (assigned seating)
11:00 PM	Competitive Events appointments posted
11:00 PM – 6:00 AM	Curfew (DECA Security on all floors)

Saturday

7:45 AM – 9:15 AM	Judge's Orientation/Continental Breakfast /Training
8:00 AM – Midnight	DECA Headquarters / Tabulation
8:45 AM – 12:00 PM	Individual Series – Role Play 1
	Integrated Marketing Campaigns
	Teams Decision Making (morning appointments)
	Principles Events (morning appointments)
9:00 AM – 12:00 PM	District VP Campaigning
11:30 AM – 1:00 PM	Judges/ Event Managers/ Assistants Lunch
12:15 PM – 1:00 PM	Running for State Officer Meeting
	Students, lunch on your own
12:45 PM – 4:00 PM	Written Project Presentations
1:00 PM – 4:00 PM	Individual Series – Role Play 2
	Principle Events (afternoon appointments)
	Team Decision Making (afternoon appointments)
4:00 PM – 5:00 PM	Vice President of Northern California Election Session
5:00 PM – 8:30 PM	Special DECA Menu Available in Restaurant
9:30 PM – 10:30 PM	Advisor Meeting
8:30 PM – 10:30 PM	Evening Activity
11:00 PM – 6:00 AM	Curfew (DECA Security on all floors)

Sunday

7:30 AM	Pack & Store luggage
8:00 AM – 11:30 AM	Awards Session (assigned seating)
Conference Adjourned	Advisors collect Exit Packets

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