



NorCal CDC 2026 Registration Guide

QUICK REGISTRATION GUIDE

NorCal DECA District Career Development Conference

*January 16-18, 2026
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:

\$333.18 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:
AAndreoli@sanramonmarriott.com)*

Send Registration Check To:

NorCal DECA
PO Box 1440
Owasso, OK 74055

Event Limitations:

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

Due Dates:

Registration Deadline: December 4, 2025

- Send to NorCal DECA:
- All forms submitted due date
- Checks postmarked following day
- Credit Card payments following day
- *See Checklist on next page*

Hotel Deadline: December 4, 2025

- Send to San Ramon Marriott:
- Forms C1 and C2 submitted due date
- Checks postmarked following day
- Credit Card payments following day
- *See Checklist on next page*

Prepared Events Deadline: December 12, 2025

- All Written Entries & All Pitch Decks
- Submissions start December 10th
- Must be uploaded online by 5:00pm on Friday, December 12th
- Detailed instructions on Form D

Change/Drop Deadline:

- *December 8, 2025 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 4	www.myctso.com/ca/deca	
A	Statement of Assurance	December 4	Upload to: www.myctso.com/ca/deca	
Payment by Check	Copy of invoice from online system and registration check	Postmarked by December 5	NorCal DECA PO Box 1440 Owasso, OK 74055	
Payment by Credit Card	Request a credit card payment link from registration@californiadeca.org	Paid by December 5	Via payment link	
F	Student Accommodations Request <i>*only if needed</i>	December 4	californiadeca.org/accommodations	
Online	Prepared Events Online Submission	December 12 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 13, 5PM	registration@californiadeca.org	

SEND DIRECTLY TO SAN RAMON MARRIOTT:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C1	Housing Summary	December 4	Email Only to: AAndreoli@sanramonmarriott.com	
C2	Housing Assignment Spreadsheet	December 4	Email Only to: AAndreoli@sanramonmarriott.com	
Payment	Copy of Form C1 and check to hotel <i>*for credit card, request payment link from Anna</i>	Check Postmarked: December 5 Credit Card Paid: 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 4	Keep in Your Possession	
H	Dance Conduct <i>*completed by all attending students</i>	December 4	Keep in Your Possession	
E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at onsite Conference Registration (if needed)	

NorCal DECA CDC – IMPORTANT CONFERENCE REMINDERS & INFORMATION

Important Change

New this year; there will be no breakfast on Sunday morning. Due to accelerated year-over-year increases in hotel food costs it has become untenable to continue offering breakfast as part of our awards session on Sunday morning. The Sunday morning awards session will be like our State Conference where we will have awards and then the conclusion of the conference with no meal. Please plan accordingly.

Important Change to Payment Policy

California DECA has updated its payment policy to ensure we can meet our financial obligations to vendors and keep conference operations running smoothly. Payments received after the deadlines below are subject to late payment penalties. Please read carefully:

Check Payments

- Payments by check must be postmarked by the end of the day following the conference registration deadline as outlined in the checklist above.

Credit Card Payments

- If paying by credit card, you must request a payment link in advance of the registration deadline by emailing registration@californiadeca.org.
- Credit card payments must be completed by the end of the day following the conference registration deadline as outlined in the checklist above.
- Do not wait until after the deadline to request the credit card link.

Why this change?

In the past, late payments have caused significant cash flow challenges. California DECA is required to pay vendors (hotels, competitive event awards, printers, security, etc.) well in advance of the conference. When registration payments are delayed, it prevents us from meeting these obligations and jeopardizes the success of the event.

Testing Changes

Due to the continued growth of California DECA and the large number of competitors, we are making important adjustments to the way competitive event testing will be administered this year. Please review carefully:

Event Selection and Testing Requirements

- Students may still register for two events with a testing component. (One Prepared Event & One Series Event ... Students cannot do two Series Events and cannot do two Prepared Events)
- Students are strongly encouraged to select two events that use the same cluster exam. If they do, they will only need to take one test, which will count for both events.
- Students who choose events from different clusters will be required to take two separate exams and should be mindful of the new testing procedures outlined below.

Testing Sessions

- All competitors will be assigned to take their first exam during either Testing Session #1 or Testing Session #2. Testing sessions will no longer be assigned by chapter ... they will be assigned by test.
- Assignments will be made in advance; students will not be able to choose or switch sessions.
- If a student is registered for two different cluster exams and both exams are scheduled during the same session (either Session #1 or Session #2), the second exam will automatically be taken during a new late session:
- Testing Session #3 – Begins at 9:30 p.m. This session is reserved exclusively for students who have two exams with overlapping schedules.
- Students must take their first exam in the assigned session (Session #1 or #2) without exception. Students will not be allowed to “pick” which test they take first or attempt both tests in the same session.

Proctoring Assignments

- To help ensure academic integrity, all chapters will receive testing proctoring assignments. These assignments will be in addition to the usual competitive event responsibilities. Advisors and designated chaperones will be expected to actively monitor the testing room during their assigned session to help watch for cheating and maintain a fair testing environment.

Hotel Reservations

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.

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 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.

Hotel Overflow

As our conferences continue to grow, it is sometimes necessary to utilize overflow hotel properties when the primary hotel reaches capacity. Rooming lists are submitted by school, and we work diligently to place chapters in the main hotel whenever possible.

Chapters will be prioritized for placement in the main hotel based on the order in which complete registration materials are received. However, several additional factors are also considered to ensure a smooth and equitable rooming process. These include:

- Special accommodations or accessibility needs noted at registration
- Shared chaperoning responsibilities between schools
- Rooming configurations and overall group size relative to available room types

Once the main hotel is full, any additional chapters will automatically be assigned to an overflow hotel. We will notify affected chapters as soon as possible and provide all necessary details to ensure a seamless experience across all properties.

Our goal is to make the housing process as fair and efficient as possible while meeting the needs of all attending students and advisors.

Prepared Events

All prepared 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 prepared 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.

Event Administrator Meals

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. If adults who will be assisting with event administration have dietary restrictions, please indicate those needs no later than the conference registration deadline. We will not be able to accommodate requests on site.

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

2:00 PM – 3:00 PM	Conference Registration
3:00 PM – 4:30 PM	Testing Session #1
5:00 PM – 6:30 PM	Testing Session #2
5:00 PM – 6:30 PM	Competitive Event Managers Training Preparation Meeting
7:00 PM – 8:30 PM	Testing Session #3
8:30 PM – 9:30 PM	Opening Session #1
9:30 PM – 10:30 PM	Opening Session #2
10:30 PM – 11:00 PM	Chapter President & Alumni Dessert
11:00 PM – 6:00 AM	Curfew (DECA Security on all floors)

Saturday

7:45 AM – 9:00 AM	Judge’s Orientation + Adult Event Manger Continental Breakfast
8:30 AM – 4:00 PM	Candidate Booths
8:45 AM – 4:00 PM	Competitive Events <ul style="list-style-type: none">• All events start in the morning and run throughout the day• Scattered lunch breaks for judges by events
11:30 AM – 1:30 PM	Judges/Adult Event Manager Lunch (Students, lunch on your own)
4:00 PM – 5:00 PM	District Officer Election Session
5:00 PM – 7:30 PM	Dinner on Your Own
8:00 PM – 10:00 PM	Game Room & Dance
10:30 PM – 6:00 AM	Curfew

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.