



SV CDC 2026 Registration Guide

REGISTRATION GUIDE

Silicon Valley DECA District Career Development Conference

January 9-11, 2026
Santa Clara Marriott
2700 Mission College Blvd. / Santa Clara, CA 95054

Registration Link:

www.myctso.com/ca/deca

Registration Cost:

\$95.00 per Advisor & Member

Conference Hotel:

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

Hotel Fee:

\$374.30 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:

Alumni/Professional Volunteers

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 Silicon Valley 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 Santa Clara 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*

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	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	Silicon Valley 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 Submissions	December 12 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 6 by 5PM	registration@californiadeca.org	

SEND DIRECTLY TO SANTA CLARA MARRIOTT:

FORM	DESCRIPTION	DEADLINE	SEND TO	DONE
C1	Housing Summary Sheet	December 4	Email Only to: Mabelle.Lopez@marriott.com	
C2	Housing Assignment Spreadsheet	December 4	Email Only to: Mabelle.Lopez@marriott.com	
Payment	Copy of Form C1 and check to hotel <i>*for credit card, request payment link from Mabelle</i>	Check Postmarked: December 5 Credit Card Paid: December 5	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>	December 4	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

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.
- 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.

Awards Session Reminder

As a reminder, there will be no breakfast provided during the Sunday morning Awards Session.

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 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.

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.

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 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.

Please be sure that those assisting with competitive event management do not also sign up to judge. If they are meeting your chapter's event management quota they should NOT be signed up as a judge as they cannot do both.

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

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.

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 prepared 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, prepared 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 prepared 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).

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

2:00 PM – 4:00 PM	Conference Registration
3:00 PM – 5:00 PM	Testing Session #1
5:00 PM – 5:30 PM	Presidents Council Meeting
5:30 PM – 7:30 PM	Testing Session # 2
5:30 PM – 7:30 PM	Event Manager Meeting/Dinner
8:00 PM – 9:30 PM	Grand Opening Session (assigned seating)
9:30 PM – 11:00 PM	Testing Session #3 (for students taking two exams w/conflicts)
11:00 PM – 6:00 AM	Curfew

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
7:30 PM – 9:30 PM	Game Room
10:00 PM – 6:00 AM	Curfew

Sunday

7:30 AM – 8:00 AM	Pack & Store luggage
8:00 AM – 10:30 AM	Award Session (assigned seating)
11:00 AM	Advisors collect Exit Packets
11:00 AM	Hotel Check-out

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