



State CDC 2025 Registration Guide

QUICK REGISTRATION GUIDE

California DECA State Career Development Conference

February 27 – March 2, 2025
Anaheim Marriott

Registration Link:

myctso.com

Registration Fee:

\$85.00 per participant

Hotel:

Anaheim Marriott
700 W. Convention Way
Anaheim, CA 92802

Hotel Fee:

\$747.36 per room
includes taxes and fees,
for all three required-stay nights

Send Hotel & Registration Payments to:

California 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

Key Dates:**Registration Deadline:**

- January 28, 2025
- *See Checklist on next page*
- Completed in Registration Portal
- Check postmarked by this date

Hotel Deadline:

- January 28, 2025
- Detailed instructions on Form C
- Completed in Registration Portal
- No changes to housing after this date
- Check postmarked by this date

Change/Drop Deadline:

- February 3, 2025 by 5:00pm
- *No Event Changes After This Date*

Written Events Deadline:

- All Written Projects (10 & 20 Pagers)
- Written entry submission window
February 5-7, 2025
- Must be uploaded online by 5:00pm of
Friday, February 7th
- Detailed instructions on Form D

SCDC REGISTRATION CHECKLIST

Forms are separate from this Registration Guide. Be sure you have Forms A-F (E-F only if needed). 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 CALIFORNIA DECA:

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
Registration	Conference Registration (also includes Voting Delegates)	January 28, 2025	myctso.com	
Housing	Chapter Housing (detailed instructions on Form C)	January 28, 2025	myctso.com	
Written Events	Written Project Online Submission	February 7, 2025 by 5:00pm	Detailed instructions on Form D	
Payment	Copy of Registration Portal invoice and registration check <i>*for credit card, please request payment link</i>	Postmarked January 28, 2025	California DECA PO Box 1440 Owasso, OK 74055	
Form A	Statement of Assurance	January 28, 2025	Upload to: myctso.com	
Form F	Service For Students with Special Needs <i>*only if needed</i>	January 28, 2025	californiadeca.org/accommodations	

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

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
Form E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at on-site Conference Registration	

SCDC 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 the Registration Portal by the deadline above. Detailed instructions are included on Form C. We will no longer accept any Excel spreadsheets for rooming lists. We cannot accept rooming lists after the registration deadline due to strict cutoff deadlines from the hotel.

Extra Hotel Nights

If your chapter plans to arrive early or stay after the official conference dates (official dates: checking in on Thursday and out on Sunday) and want to stay in the conference hotel for those extra nights, please be aware of the following policy:

- Rooms for extra nights are not guaranteed and are subject to hotel availability.
- A request including the number of rooms needed and the dates they are needed must be emailed to registration@californiadeca.org as early as possible in the current school year, but no later than the conference registration deadline listed in this Registration Guide. Note the limitation on rooms with two beds noted below.
- California DECA will check with the hotel to see if they can accommodate the extra nights and at what rate (there is no guarantee that the hotel will be able to honor the conference rate for extra nights).
- Chapters should not make any plans until California DECA is able to confirm with the hotel that they will be able to accommodate the extra nights.
- Chapters are responsible for the added costs for extra nights, which are not included in the Hotel Fees outlined in this Registration Guide. Once the rooms are confirmed cancellations will not be allowed.
- Requests for extra nights will be honored in the order received at the email address noted above.

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. We cannot accept rooming lists with placeholder names for students or chaperones.

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.

Credit Card Requirement

During hotel check-in for hotel rooms, a credit card will need to be put on file for incidentals in order to get keys for your chapter. While charges to rooms are turned off, there are some items that cannot be turned off (e.g. parking charges), have delayed verification (e.g. restaurant charges), or damages to hotel rooms. Please coordinate with your administration to ensure a card is available for the conference. If a school or district card is not available, you will need to provide your personal credit card at check-in.

Hotel Payment Policy

Hotel payments must be made on time according to the deadlines in this packet. If a chapter misses the hotel payment deadline, they risk losing their reservation or paying higher rates for their hotel rooms. Please plan for and prepare hotel payments in advance. All chapters will pay their hotel fees to California DECA. Please follow the instructions in this packet and the associated forms carefully. **No chapter should directly contact the hotel.**

Check-in Procedures

Hotel Check-in time is 4:00 p.m. 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 prepare the rooms, and some rooms will not be ready by 4:00 p.m. 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. 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.

BUS PARKING LOGISTICS

Bus Parking Cost

If you are traveling to the State Conference via bus and the bus will need to be parked at the hotel overnight, please note the following information:

- The parking charge will be \$99.45 per bus/per night for 2025. This fee will be equivalent to the cost of 2 parking stalls. These types of buses typically take up 7 – 8 spaces so this is still a great discount from standard rates. As a reminder, only 1 bus can unload at a time in front of the fountains at the hotel. The buses may not station there or line up.
- If you would like to try to find a parking location on your own at a different location, you are welcome to do so. You do not have to park your buses at the Marriott, but if you do park them at the Marriott, please pay close attention to the costs and logistics. The charge for the bus will be billed to the hotel room of the advisor of the chapter. Be sure to give the parking attendant your name and school name so that they can pair up the bus charge with the correct room. California DECA will not cover any bus charges.
- Buses not staying overnight should unload in front of the hotel, in the area noted in the first diagram below as “Bus Loading Area 1”. If the bus is parking overnight, they should park and unload in the area noted in the first diagram below as “Bus Loading Area 2”. Access for buses to be parked in the East Lot will need to be from the loading dock gate which is accessible via West Street and Transit Way. See the second diagram below for directions to the East Lot.

Bus Parking Reservations are Required

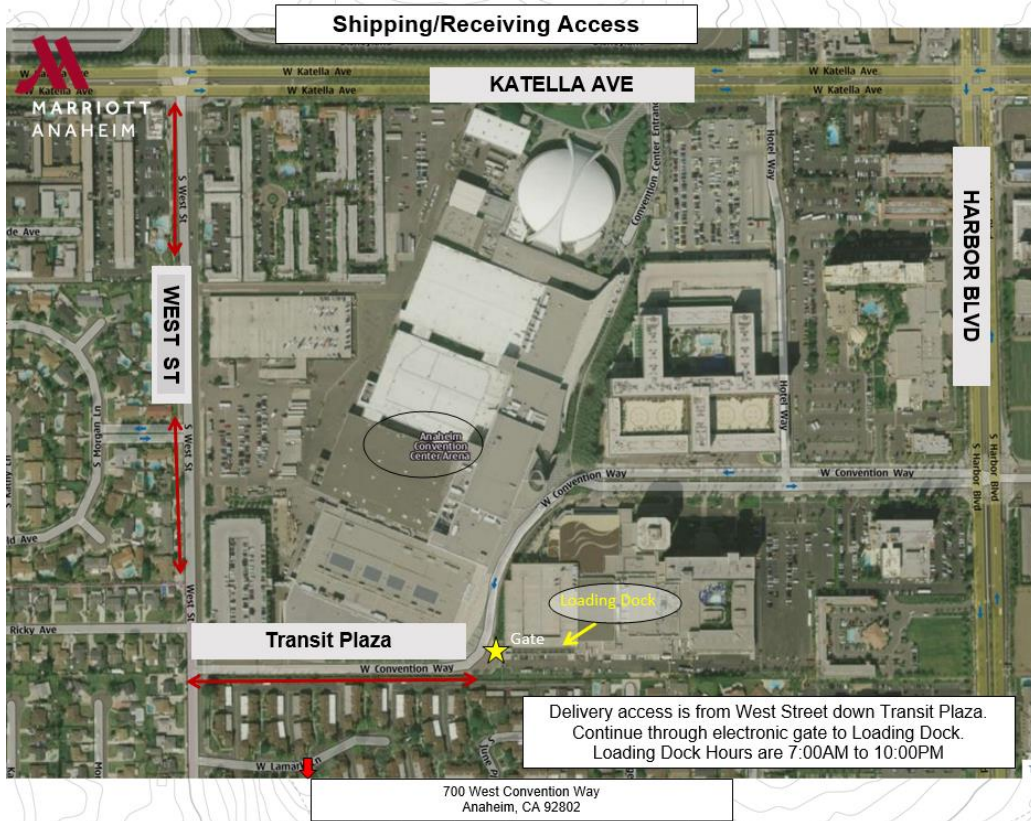
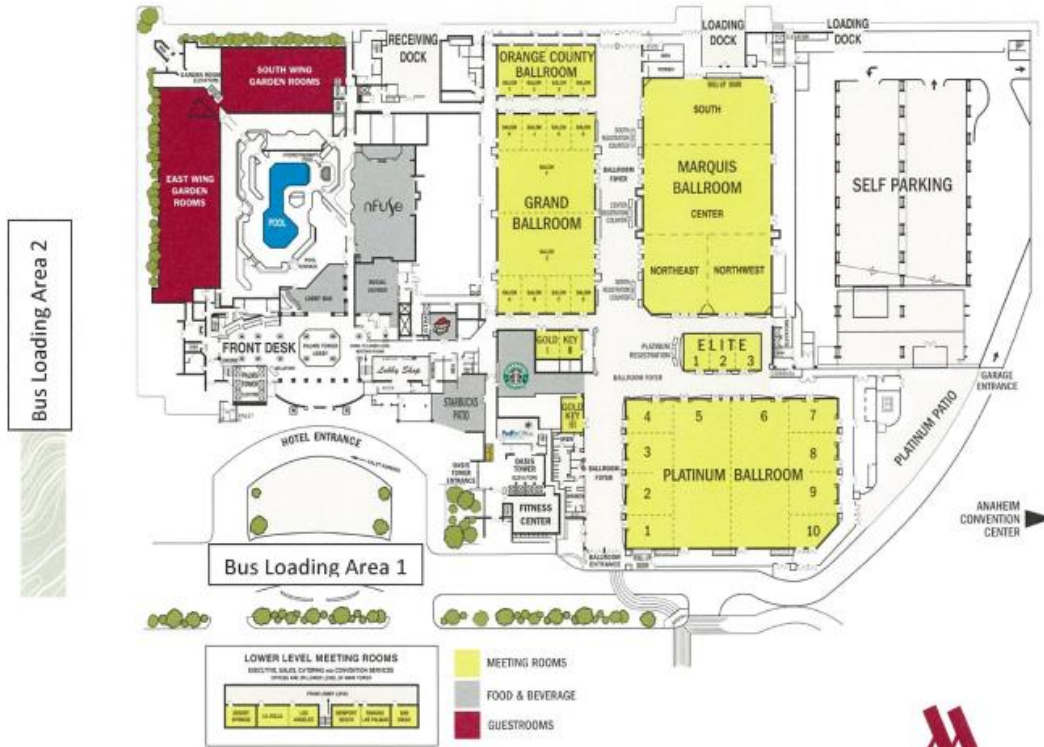
The hotel needs to know in advance if you are planning to park a bus at the hotel. A request including the 1) The number of buses and 2) The size of each bus you will be parking overnight at the hotel must be emailed to Kelly Alterman (Kelly.Alterman@marriott.com) as early as possible after the New Year, but no later than the conference registration deadline above. Due to limited oversized parking, if your request for bus parking is not received in advance of the conference the hotel cannot guarantee that there will be availability to park the bus overnight on the property.

Payments Must Be Made in Advance

If you need to pay for your bus parking fees with a check, that check should have been received by the hotel by Friday, February 17th. Plan to pay \$99.45 per bus/per night ... so if you have one bus for the duration of the conference you need to send a check for \$298.35. If you are sending payment via check, the checks should be made payable to the Anaheim Marriott and mailed to the hotel at 700 W Convention Way, Anaheim, CA 92802, Attention Bre Twomey. The checks should also list the group name (DECA) and the school's name the bus will be under. The more information the better as it will help the hotel with applying the check to the correct account. If you would like to pay by credit card, advance payment is not required. The bus charge can be applied to your room as an incidental and paid via credit card when you arrive on site.

Bus Driver Lodging

If your bus driver needs a hotel room, they must be included in your conference registration (both registered for the conference and on your hotel registration in the online registration system). We will not charge a conference registration fee for the driver, but you will need to pay for their hotel room at the hotel rate listed in this guide. If your bus driver is not staying at the conference hotel, please do not register them. We only need them registered if they are staying in the conference hotel. Please note; we cannot add hotel rooms for bus drivers after the conference registration deadline noted in this guide.



STATE CDC CONFERENCE REMINDERS

State Conference Schedule

Important reminder: Our State Conference begins on THURSDAY this year and will end on SUNDAY morning. We will have a Recognition Session on Saturday night and our Grand Awards Session on Sunday morning. See the Tentative Agenda at the end of this document for more details.

Written Events

Written Events will be submitted ONLINE and PRIOR to the conference. See Form D for specific details and the process for submitting Written Events online. Students competing in Written Events can only compete at the State CDC if their written entry is substantially complete (meaning it should be at least 80% complete in terms of content, quality, and depth). 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.

No Makeup Testing

Due to the size and scope of the State Conference we are unable to accommodate makeup testing. All students MUST complete their competitive event exams during the scheduled times on Thursday.

State CDC Conference T-shirt

All conference participants will receive a conference t-shirt as part of their conference registration fee. Please plan to provide t-shirt sizes as part of the online registration process.

Day Two Evening – Chapter Time

Chapters will have time Friday evening to explore Anaheim. The Management Team is working with Disney to explore options for park passes and will disseminate that information once confirmed. Chapters are on their own for Friday evening plans.

Assistance with Judge Recruitment

As our numbers continue to grow, we are dependent upon the assistance of each chapter to help with judge recruitment. All chapters should consider judge recruitment a requirement of their participation in the conference. Please recruit judges and sign them up (or have them sign themselves up) on the California DECA Website: www.californiadeca.org/judge

Parking

Parking at conference venues come at a cost. Chapters should plan and budget accordingly for your chapter's parking and the associated costs as needed (buses, chaperones, alumni). All parking charges are the responsibility of the individual chapter whether it be for students, advisors, and/or chaperones.

Retiring Advisors

If you are retiring this year, would you please email registration@californiadeca.org? It is very important to us that we recognize our retiring advisors for their service to California DECA at our State Conference so please let us know so we can plan accordingly. Additionally, if you know of a fellow DECA advisor who is retiring this year, please let us know.

Alumni Assistance

Just as we need help securing judges for the conference, we also are dependent upon the assistance of Alumni. We are changing our process this year and asking that alumni who are willing to assist with overall event management register directly with California DECA for the conference using the form at the link below. You can register them as the advisor, or you can have them register themselves.

Alumni sign-up form: californiadeca.org/scdcalumni

Additionally, California DECA will provide lodging for alumni who are coming to assist with overall event management. Below are the requirements that must be met for California DECA to cover the cost of the alumni rooms for the duration of the conference:

1. They need to help with all testing sessions on Friday.
2. They need to help during the day on Saturday with managing events.
3. They need to help during the day on Sunday with managing events.
4. They won't be able to be roomed by your chapter.
5. They will be housed at the Anaheim Marriott.
6. They will be in a shared room with other alumni.

If they can do all the items above, we will cover the cost of the room and we will provide the same meals for the alumni that are provided for judges and event administrators.

Alumni Years of Service

We will again recognize our Alumni for their years of service. This will be in addition to the recognition we provide for our annual Alumni of the Year. All alumni are eligible to be recognized, but to be eligible Advisors must fill out a quick form, so we have the alumni's information. Please Complete the form at the link below to register your alumni to be recognized for "Years of Service". Please only include those that are actively involved with your Chapter. We have designed this program to recognize those that continue to help grow and support our local DECA Chapters. **This award is not intended for every graduated member, but rather to recognize those alumni who come back and volunteer at the Chapter, District, and/or State Level after graduation.**

Years of Service Recognition Link: californiadeca.org/alumniyears

Internet

While there may be internet and WiFi available within the hotel, convention center, and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter. Hotel reward programs will often provide free internet access to members of their rewards program. Please note that the hotel may not have the ability to prevent internet charges like other incidentals. Any cost incurred will be billed back directly to the chapter.

Presidents Council and Chapter Leader of the Year (Submission Deadline for both are January 28, 2025)

Presidents Council Members will be recognized on stage during the Opening Session and will receive a special pin commemorating their service on the Presidents Council. All registered Presidents Council Members in attendance at the Conference will be recognized. In order to be registered as a Presidents Council Member; Chapter Presidents must register here: californiadeca.org/presidents-council

We have instituted the Chapter Leader of the Year Award whereby each chapter may select for recognition one outstanding Chapter Leader who will be recognized on stage during the Opening Session and will receive a special pin. Chapters must register their Chapter Leader of the Year (one per chapter) here: californiadeca.org/oftheyear

TENATIVE CA DECA SCDC AGENDA

NOTE: All Times are Tentative. A Final Agenda will be distributed prior to the Conference.

Time	Activity	Location
THURSDAY – February 27		
2:00 – 4:30 PM	Registration	Elite Ballroom
4:00 – 6:00 PM	Testing Session I*	Platinum 1-4 Platinum 5 Platinum 6 Platinum 7-10
5:00 – 6:00 PM	Workshop	Grand Ballroom
5:00 – 7:00 PM	Series Event Administrator Dinner & Prep	Grand Ballroom G-H
6:00 – 8:00 PM	Testing Session II*	Platinum 1-4 Platinum 5 Platinum 6 Platinum 7-10
6:00 – 7:00 PM	Workshop	Grand Ballroom
7:00 – 8:00 PM	Mandatory Advisor Meeting	Grand Ballroom
8:00 PM	Doors Open for General Session	Marquis Ballroom
8:30 – 10:30 PM	Opening General Session	Marquis Ballroom
11:00 PM	Curfew	All Rooms
*Each testing session begins at the start time stated and all testing will end and tests will be collected at the end time stated for each session.		

Time	Activity	Location
FRIDAY – February 28		
8:00 – 10:00 AM	Candidate Booth & Exhibitor Setup	Grand Ballroom
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
8:45 – 4:00 PM	Management Team Decision Making Events	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 4:00 PM	Principles Events -PBM, PFN, PHT, PMK	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 12:00 PM	Individual Series Events + PFL – Role Play 1	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 10:00 AM	Voting Delegates Meeting	Grand Ballroom
10:00 – 3:00 PM	Downtown DECA – Featuring: <ul style="list-style-type: none"> • DECA Protégé Events • Exhibitor Booths • Candidate Booths • Games & Fun! 	Grand Ballroom A-E
11:00 – 12:00 PM	Workshop	Grand Ballroom

12:00 – 2:00 PM	Written Event Directors Meeting/Lunch	Elite Ballroom
12:00 – 2:00 PM	Series Director/Judge Lunch	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
1:00 – 4:00 PM	Individual Series Events – Role Play 2	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
1:00 – 2:00 PM	Workshop	Grand Ballroom
2:00 – 3:00 PM	Workshop	Grand Ballroom
4:00 – 11:30 PM	Chapter Time	N/A
12:00 AM	Curfew	All Rooms

Time	Activity	Location
SATURDAY – MARCH 1		
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
8:00 – 10:00 AM	Officer Candidate Interviews – Elected Positions	Grand Ballroom Salon G
8:00 – 10:00 AM	Officer Candidate Interviews – Appointed Positions	Grand Ballroom Salon H
9:00 – 3:30 PM	Prepared Event Presentations <ul style="list-style-type: none"> • Written Events • Professional Selling Events 	Platinum Ballroom Orange County Ballroom
9:00 – 10:00 AM	Workshop	
11:00 – 11:45 AM	Election Session	Grand Ballroom
12:00 – 1:00 PM	Workshop	Grand Ballroom
1:00 – 2:00 PM	Workshop	Grand Ballroom
1:00 – 5:00 PM	State Officer Transition Meeting	Grand Ballroom G
2:00 – 3:00 PM	Workshop	Grand Ballroom
5:00 – 7:30 PM	Chapter Dinners	On Your Own
8:00 – 8:30 PM	Doors Open for Recognition Session	Marquis Ballroom
8:30 – 10:30 PM	Formal Recognition Session	Marquis Ballroom
11:00 PM	Curfew	All Rooms

Time	Activity	Location
SUNDAY – MARCH 2		
8:00 am – 10:00 am	Grand Awards Session	Marquis Ballroom
10:00 am	ICDC Winners Meeting	Marquis Ballroom
10:00 am	Advisors Collect Results Packets	Marquis Registration Desk