



MINNESOTA

DECA

ICDC REGISTRATION GUIDE

2025





2025 INTERNATIONAL CAREER DEVELOPMENT CONFERENCE ORLANDO, FL APRIL 26 - 29, 2025

REGISTRATION FEES

\$1,415.00	Single Package (4 nights) <i>*subject to availability</i>
\$1,015.00	Double Package (4 nights) per person in the room of 2
\$ 880.00	Triple Package (4 nights) per person in the room of 3
\$ 810.00	Quad Package (4 nights) per person in the room of 4
\$ 890.00	Spouse Package (double lodging for 4 nights) sharing w/ Double Package <i>*Spouse or family participants will receive Universal Tickets but will not receive t-shirts or other conference swag e.g. trading pins, hat, garment.</i>

All attendees must pay for 4 nights lodging for the conference dates - arrival on Saturday and departure on Wednesday. This is a requirement of National DECA. You may add additional night e.g. Friday night but packages all attendees must have the minimum of Saturday-Wednesday stay. You cannot have the 4 nights Friday through Tuesday.

The price is per person for each occupant in the room. For example, if you have 4 students staying one room – each of the four students EACH pay \$810. This includes their prorated portion of the rooms as well as conference registration, planned group tours, trading pins, t-shirts etc.

This year, there are additional activities included in the registration package for Minnesota attendees:

- DECA Night At Universal (Monday night)
- 4 Day Park Hopper to Universal Parks

DO NOT order either of the above tickets through the National Tour Site as it will be included in the Minnesota package for all attendees and the order will be placed on your behalf. If you wish to purchase any other tickets e.g. Disneyworld, those you will be on your own to order.

For those bringing family - the only way that you are able to access these tickets are to register for the conference.

One check or money order for the total \$ due payable to MN DECA must be received by **MN DECA by Friday, April 11, 2025**. Individual student checks will not be accepted. MN DECA does not accept credit cards. **Registration fees MUST be received PRIOR to ICDC as all the registration, tickets and lodging must be prepaid prior to the start of ICDC by MN DECA.**

All packages will include the above activities for students, advisors and chaperones. You will pick up conference registration materials PRIOR to the Opening Session at the Universal Dockside Hotel (Minnesota's assigned hotel). Hours of availability will be announced prior to ICDC.

EXTRA NIGHTS OF LODGING

If you wish to arrive **PRIOR** to Saturday, April 26, you may do so by indicating your arrival date within the registration online system (like SCDC). Additional rates per night plus tax are as follows:

\$179.00 Single/Double/Triple/Quad Room (\$202 with tax)

DEADLINE TO ACCEPT OR DECLINE ORIGINAL EVENT SPOTS – 11 AM THURSDAY, MARCH 6, 2025

The **ICDC Registration Tool** will be available immediately after SCDC! You will log-in to the system: <https://deca.mnctso.org> as soon as possible. All advisors must claim or release spots for competitors by 11 am on Thursday, March 6, 2025. The system will automatically notify the advisor of the next eligible student if an allocation becomes available. **ANY SPOTS NOT ACCEPTED BY DEADLINE WILL BE DECLINED AND AVAILABLE TO THE NEXT COMPETITOR.**

REGISTRATION PROCEDURE – DEADLINE 5:00 PM ON MONDAY, MARCH 10, 2025

Each DECA advisor is asked to register all student delegates and adult advisors/ chaperones in his/her delegation by completing two steps:

1. Input/select those attending from your chapter and select competitive events - this is thru the national online membership system. **All attendees including students, advisors, chaperones and guests must be indicated (not just competitors).**
2. Complete the remainder of the Minnesota registration through our online state registration system (same site that you register for districts and state). The system will have an invoice for you to print. This system will calculate your total \$ due that includes housing and registration for your chapter.

All delegates, advisors, chaperones and family members attending the conference are required to register for the conference. Conference registration is handled through our online conference registration system (same system as Districts and State) and registration must be **COMPLETED and SUBMITTED on or before Monday, March 10 by 5 pm.** Allocations in each competitive event is indicated below.

Advisors are also responsible for completing the entire registration process, which includes registering your attendees in the National DECA membership system.

It is the local advisor's responsibility to verify that ALL delegates meet ALL eligibility requirements, including membership. Double check membership rosters!

HOUSING ASSIGNMENT

Universal's Endless Summer Dockside Inn & Suites
7125 Universal Blvd | Orlando, FL 32819 | 407-503-8170

CHANGES TO CONFERENCE SCHEDULE

Please be aware of ICDC Schedule changes while we are in Orlando for the 2025 ICDC.

- Grand Awards Ceremony will begin at 7:30 pm (previously 8:30 pm)

WHO QUALIFIES TO COMPETE?

THE TOP 5 FINISHERS FROM STATE WILL ADVANCE TO ICDC IN THE FOLLOWING EVENTS:

Principles of Business Administration Events

PBM	Principles of Business Management and Administration
PEN	Principles of Entrepreneurship
PBF	Principles of Finance
PHT	Principles of Hospitality and Tourism
PMK	Principles of Marketing

Personal Financial Literacy Event

PFL	Personal Financial Literacy
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Team Decision Making Events

BLTDM	Business Law & Ethics Team Decision Making Event
BTDM	Buying and Merchandising Team Decision Making Event
ETDM	Entrepreneurship Team Decision Making Event
FTDM	Financial Services Team Decision Making Event
MTDM	Marketing Management Team Decision Making Event
HTDM	Hospitality Services Team Decision Making Event
STDM	Sports and Entertainment Marketing Team Decision Making Event
TTDM	Travel and Tourism Team Decision Making Event

Individual Series Events

ACT	Accounting Applications Series
AAM	Apparel and Accessories Marketing Series
ASM	Automotive Services Marketing Series
AAM	Apparel and Accessories Marketing Series
BFS	Business Finance Services
BSM	Business Services Marketing Series
ENT	Entrepreneurship Series
FMS	Food Marketing Series
HLM	Hotel and Lodging Management Series
HRM	Human Resources Management Series
MCS	Marketing Communication Series
QSRM	Quick Serve Restaurant Management Series
RFSM	Restaurant and Food Service Management Series
RMS	Retail Merchandising Series
SEM	Sports and Entertainment Marketing Series

THE TOP 4 FINISHERS FROM STATE WILL ADVANCE TO ICDC IN THE FOLLOWING EVENTS:

Business Operations Research Events

BOR	Business Services Operations Research Event
BMOR	Buying and Merchandising Operations Research Event
FOR	Finance Operations Research Event
HTOR	Hospitality and Tourism Operations Research Event
SEOR	Sports and Entertainment Marketing Operations Research Event

Project Management Events

PMBS	Business Solutions Project
PMCD	Career Development Project
PCMA	Community Awareness Project
PMCG	Community Giving Project
PMFL	Financial Literacy Project
PMSP	Sales Project

Business Management and Entrepreneurship Events

EIP	Innovation Plan
EIB	Independent Business Plan
IBP	International Business Plan
EBG	Business Growth Plan
ESB	Start Up Business Plan
EFB	Franchise Business Plan

Marketing Representative Events

IMCE	Integrated Marketing Campaign - Event
IMCP	Integrated Marketing Campaign - Product
IMCS	Integrated Marketing Campaign - Service

Professional Selling Events

HTPS	Hospitality and Tourism Professional Selling
PSE	Professional Selling Event
FCE	Financial Consulting Event

OTHER EVENTS AS PRE-QUALIFIED WILL ADVANCE TO ICDC Online Events (as pre-qualified)

SMG	Stock Market Game
VBCAC	Virtual Business Challenge, Accounting
VBCFA	Virtual Business Challenge, Fashion
VBCHM	Virtual Business Challenge, Hotel Management
VBCRT	Virtual Business Challenge, Retail
VBCSP	Virtual Business Challenge, Sports
VBCPF	Virtual Business Challenge, Personal Finance
VBCRS	Virtual Business Challenge, Restaurant
SBE	School-Based Enterprise Academy

WHO EARNS ACADEMY ALLOCATIONS?

- First through third place winners of **Individual Skill Events** (State Only).
- Each of the top 12 **Chapter Gold** projects will receive two academy allocations.



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

QUICK REGISTRATION GUIDE

CONFERENCE OVERVIEW

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 23,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice. Thousands of DECA advisors and educators participate in administering DECA's Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

REGISTRATION OVERVIEW	
Date and Location	April 26-29, 2025 Orange County Convention Center, West Building Orlando, Florida
Process	<ul style="list-style-type: none"> Chapter advisors must submit conference registration and housing for DECA's International Career Development Conference to their chartered association advisor based on the chartered association's eligibility criteria and attendance policies. Payment for conference registration and housing is sent to the chartered association. Each chartered association sets its own deadline. The chartered association then officially submits its delegation's conference registration and housing to DECA Inc. and the assigned hotel by designated State Deadline. During the conference, chapter advisors will register on-site with their chartered association advisor at their assigned hotel.

REGISTRATION											
Registration Cost	<table border="0"> <tr> <td>\$1,415.00</td> <td>Single Package (4 nights) <i>*subject to availability</i></td> </tr> <tr> <td>\$1,015.00</td> <td>Double Package (4 nights) per person in the room of 2</td> </tr> <tr> <td>\$ 880.00</td> <td>Triple Package (4 nights) per person in the room of 3</td> </tr> <tr> <td>\$ 810.00</td> <td>Quad Package (4 nights) per person in the room of 4</td> </tr> <tr> <td>\$ 890.00</td> <td>Spouse Package (double lodging for 4 nights) sharing w/1 double package person</td> </tr> </table> <p><i>*Spouse or family participants will receive Universal Tickets but will not receive t-shirts or other conference swag e.g. trading pins, hat, garment.</i></p>	\$1,415.00	Single Package (4 nights) <i>*subject to availability</i>	\$1,015.00	Double Package (4 nights) per person in the room of 2	\$ 880.00	Triple Package (4 nights) per person in the room of 3	\$ 810.00	Quad Package (4 nights) per person in the room of 4	\$ 890.00	Spouse Package (double lodging for 4 nights) sharing w/1 double package person
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	<ul style="list-style-type: none"> DECA Inc. provides a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program and app. See below “Online Registration Procedures” for instructions on how to register.
Additional Information	<ul style="list-style-type: none"> The registration fee applies to student members, advisors, chaperones and spouse/family members. Chartered associations may assess additional fees for administrative costs or additional services. All student members must be DECA Inc. members on an official roster and meet the attendance criteria in the official registration guide for ICDC. At the conference, chapter advisors will register with their chartered association at their assigned hotel.

HOUSING	
Assigned Hotel	Univeral Dockside
Hotel Rate	\$179 + tax
Additional Information	<ul style="list-style-type: none"> All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA’s International Career Development Conference. All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session. Transportation will be provided from outlying hotel properties: Transportation will be provided from outlying hotel properties. Guests in the following hotels will be considered within walking distance: Hyatt Regency Orlando, Rosen Centre, Rosen Plaza, Hilton Orlando and Tru by Hilton Orlando Convention Center. Limited transportation service will be provided to the Hilton Orlando and Tru by Hilton Convention Center.

KEY DEADLINES	
March 10	Deadline for chapters to submit conference registration and housing to chartered association
March 27	Portal opens for chapters to upload qualifying written entry submissions
March 27	Deadline for chapters to submit accommodation requests to DECA Inc.
April 8	Deadline for chapters to upload qualifying written entry submissions
April 18	Deadline for chartered associations to submit any changes to competitive events registration

ADDITIONAL INFORMATION	
Non-Discrimination Policy	DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior

	in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.
For Additional Details	This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at www.deca.org/icdc .
International Baccalaureate Exams	DECA is working with the International Baccalaureate Organization to arrange IB examination on April 25, 28, 29 and 30 at the DECA International Career Development Conference in Orlando. Once members have qualified for ICDC, interested finalists needing to take the IB examination in Orlando must have their school IB Coordinator fill out a request form (available in 2025). Please note that there is a \$52 USD fee per student associated with this process. Schools will be invoiced by IBO. DECA will work to accommodate competition appointments to the best of its ability given the nature of volunteer judges' schedules.

ONLINE REGISTRATION PROCEDURES

	<p>Registration will take place in DECA's Online Membership System (http://www.deca.org/register)</p> <ul style="list-style-type: none"> ▪ Once logged into the membership portal click on the Conferences Tab ▪ Click on 2025 ICDC – Chapter Registration ▪ Select Register Advisors <ul style="list-style-type: none"> ○ Use the check box beside the Advisor name to select the advisors attending or you can use the Select All button. Click continue ○ Verify the information that has been pre-filled. Please enter any missing information that is in a RED box. Click ICDC Registration under Registration Rates...click next <ul style="list-style-type: none"> ▪ Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association. ○ Click Next ○ Verify the information on the screen and click finish. You will need to do this for each advisor registering for ICDC ▪ Select Register Students <ul style="list-style-type: none"> ○ Use the check box beside the student name to select the students or you can use the Select All button. Click continue ○ The Name Verification Box will appear, please read that information...click ok ○ Please verify the information that is pre-filled from the student record. Home Phone, Cell Phone, and Email are not required... click next <ul style="list-style-type: none"> ▪ Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association. ○ You must choose a competitive event or academy for the student. You will put a select the box to the right of the competitive event or academy that the
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	<p>student will be registered in. (Note: the events can be sorted by name or category by clicking on the column header.)</p> <ul style="list-style-type: none"> ▪ If the student is in a team event: <ul style="list-style-type: none"> • a team number must be selected in the drop-down box • One team member must be designated as the team captain by clicking the Check Box ▪ If the student is not in a competitor, then you must select Delegate <ul style="list-style-type: none"> • If the student is doing only the EMPOWERacademy, then you must select Delegate for the student ○ Click Next ○ If the student is a Chartered Association Officer and would like to be registered for EMPOWER, you will select this by clicking the down arrow and click the select box...click next ○ Verify the information and click the Next Student Button and continue for all your students <ul style="list-style-type: none"> ▪ Select Register Guests <ul style="list-style-type: none"> ○ This will be used to register your attending Chaperones, Spouse/Family Members, and Judges <ul style="list-style-type: none"> ▪ You must fill in all required fields (outlined in red) ○ Click Registration under the Registration Rates...click next [Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.] ○ Verify the information on the screen then click Save and Finish or Save and Add Another Guest ▪ Click the Select All button or only the box beside the name of the person you want to register. ▪ Click Accept Disclaimers <ul style="list-style-type: none"> ○ Check or uncheck box 1 – email rules and regulations ○ You must check the “Read and Agree” check box...click confirm ▪ Click Submit Registration ▪ Click Confirm ▪ Click the Export Registration button to export a copy of your registration. E-mail the file to your chartered association advisor.
	<ul style="list-style-type: none"> ▪ All invoicing will be provided by your Chartered Association Advisor. ▪ All substitutions and cancellations must be made through your Chartered Association Advisor. ▪ DO NOT update the membership system as these changes will not be received.

NEXT STEP – submit all housing and registration in the state registration system.

This is where you will submit room list and generate your invoice.