

Montana DECA
2012 Career Development Conference
"All or Nothing – Montana DECA"
General Information Sheet

Registration

The registration fee for this year's conference is \$60. This fee includes a conference T-shirt, Monday's lunch, and use of conference facilities. **All students, advisors, and chaperones must pay the registration fee to attend the conference.** Each chapter must complete and electronically submit the conference registration form and competitive events registration form by **Friday, January 13, 2012.**

Registration Instructions

Included in this electronic mailing are two Excel registration spreadsheets: 1) a General Conference Registration form and 2) a Competitive Events Registration form. Please complete each spreadsheet carefully and accurately including all students, chaperones and advisors attending. The Competitive Events spreadsheet will contain a place to list team members. Please be sure to include teams. When complete, **please email both spreadsheet files to Erin on or before January 13, 2012.** This is the only way we can process your registration. We will *not* be using an online system as we have in the past. After initial submission, please contact Erin if you have additional changes. **NOTE: No changes can be made to your competitive event registrations after February 3, 2012.** Please remember we have implemented a \$10/student/event drop fee if any events are dropped after this deadline!

When you have emailed both Excel files, please make one paper copy of the General Conference registration form and send it along to your district to cut the payment check. It is imperative that a copy of the registration form be sent along with payment to Montana DECA so that Erin can keep track of the financial pieces. Payment and hard copy of registration is due to the Montana DECA PO Box by January 20, 2012. **NOTE: Students who have not paid their National/State Dues by January 13, 2012 will not be allowed to participate in the State Conference.**

Conference Hotel

All participants at the 2012 conference (*except local area chapters*) must stay at the designated conference hotel. Reservations must be made no later than **January 13th** to ensure availability and reserved room rates. The hotel also requires a rooming list faxed or mailed to them on or before January 13, 2012. An electronic rooming list form is also included in this mailing for your use. **Hotel check-in is at 3:00 PM.** Please be prepared to have students compete even if your hotel room is not available. If luggage storage is needed, please let Erin know right away.

Red Lion Colonial Hotel

2301 Colonial Drive, Helena, MT 59601

Reservations: 1-800-RED-LION or 406-443-2100 (phone) 406-449-8815 (fax)

****Please ask for the Montana DECA Career Development Conference room block****

Queen Room for Single/Double = \$90.95 + 7% Occupancy Tax/Night + \$1 Tourism Fee/Night

Queen Room for Triple = \$100.95 + 7% + \$1; Queen Room for Quad = \$110.95 + 7% + \$1

King Room for Single/Double = \$100.95 + 7% + \$1

Executive King Room for Single/Double = \$110.95 + 7% + \$1

PLEASE NOTE: All hotel reservations must be guaranteed and accompanied by a first night room deposit or guaranteed with a major credit card.

The Hotel will accept a school Purchase Order if it accompanies the rooming list.

Membership

National/State Membership Dues must be paid by January 13th in order to participate in the State Conference. To join Montana DECA please visit http://membership.deca.org/app_main.htm

Competitive Events

Registration and Competitive Events will begin on Sunday, February 12, 2012 at the Red Lion Colonial Inn. Registration will be from 12:00 PM – 2:00 PM. Competitions will begin promptly at 3:00 PM. **All competitions will take place at the Red Lion Colonial Inn.** The Opening, General and Closing Sessions will take place in the Ballroom.

There will be no student use of cell phones allowed during any sessions, competitive events or tests!!

Early Submission of Written Event Manuals – January 27, 2012

ALL written event manuals must be submitted early for state conference in order to allow time for the written event judges to read and score the written material. The written event manuals must be submitted to Erin Weisgerber and **RECEIVED at the DECA post office box on or before January 27, 2012.** Written events must be sent via registered mail to be accepted. This service provides for proof of mailing and must be purchased at the time of mailing. Failure to meet the deadline or to send outside of registered mail will result in disqualification.

USE of VISUAL AIDS & TECHNOLOGY in PRELIMINARIES versus FINAL ROUND

Here are some very important clarifications to be aware of – as they will be adhered to at the State Conference. All **Individual Series & Management Team Decision Making Events:** Any visual aids, notes, laptops may be used in the preliminary round. Anytime a laptop is allowed, sound will be permitted at a conversational level.

During the FINAL ROUND: No visual aids, notes, laptops or printed reference materials may be used.

Individual Series and Team Final Round Prep Time: We will provide blank 8.5" x 11" copy paper and pens/pencils to be taken into the prep room. Nothing from the student will be allowed to be brought into the prep room.

Written Events Presentation Guidelines: Dimensions of poster boards and presentation display boards have been changed to allow for manufacture's variables of ½ inch and the desktop flip chart presentation easels specifies the dimensions of the page as 10 inches by 12 inches.

****NEW INFO FOLLOWS** **Please Take Note** **NEW INFO FOLLOWS****

There are two (2) new Individual Series Events titled Business Finance and Human Resources Management.

Internet Marketing Plan has been dropped.

There is a new Marketing Representative Event titled Sports & Entertainment Promotion Plan.

Professional Selling has been moved to a new category called Professional Selling Events. In addition a new event has been added to this category titled Hospitality & Tourism Professional Selling.

DECA Quiz Bowl will not be an ICDC Event at the 2012 ICDC Conference.

Advisor Responsibilities

COMPETITIVE EVENTS Due to the large number of competitive events offered and all the peoplepower this necessitates, we are asking that all advisors help with proctoring events. An assignment sheet will be sent out a couple of weeks prior to the conference. If you have any questions or concerns, please contact Erin immediately. It is expected that advisors pick up all proctoring materials prior to the event, set up the room/tables for the event and collect the completed materials after the event. Advisors then must come down to the main office, double check all scores, and make sure all scores are correctly entered into the database. Failure to fulfill these duties results in hardship for other advisors that must cover the event, so please make sure to plan accordingly. Thank you!!

ADVISOR/PROCTOR CHECK-IN A *mandatory* advisor/proctor check-in has been included in the schedule to help advisors coordinate and administer each competitive event. Specific instructions and directions will be given at that time.

ENTERTAINMENT There will be no Entertainment this year.

QUIZ BOWL There will be no Quiz Bowl this year.

MEDICAL RELEASE/CONDUCT FORMS Please bring with you the medical release forms and codes of conduct for each student who attends the state conference. ****If any of your students have life-threatening allergies or conditions, please make sure to make a note of that in your general registration formed e-mailed and sent back in January****

CONFERENCE DRESS CODE GUIDELINES Prior to coming to the conference, please discuss the attached dress code guidelines with your students. Students must be dressed in professional business attire in all general sessions (except for the session on Monday night; DECA t-shirts will be mandatory), competitive events and as outlined in the guidelines. Quiz Bowl contestants must wear DECA blazers. Failure to comply with the dress code guidelines could result in disqualification.

Chapter Presidents' Honorary Breakfast

The Presidents' Honorary Breakfast will be held at 7:00 AM on Monday in the hotel restaurant. All chapter presidents are invited and encouraged to attend. DECA Blazers must be worn. Please indicate on the registration form whether or not your chapter president will be in attendance so we can have an accurate count for breakfast.

Corporate Sponsors

If your chapter has recruited any new corporate sponsors for 2011-2012, please send all information to Erin prior to January 6, 2012 to ensure the corporate sponsor is recognized in the conference program. As a reminder, the recruiting chapter will receive 50% of the donated funds for each new corporate sponsors added to the Montana DECA Corporate Sponsor program.

Conference T-Shirts

This year's t-shirt was designed by the state officer team and is included as part of the State Conference registration. Additional t-shirts may be ordered for students/adults not in attendance at the State Conference for \$6 per t-shirt. These t-shirts can be worn at the International Career Development Conference and for chapter activities. To adhere to conference dress code, these t-shirts may not be worn at any general session.

Student Director Candidate Application Packet

A "Student Director Candidate Application Packet" is included for those students interested in a position on next year's Montana DECA Student Board of Directors. Students interested in applying need to submit their written application **by Friday, March 16, 2012** to the DECA PO Box. There will be a Q&A Session at the Conference with current officers if any students are interested.

Scholarships

Johnson & Wales University: Johnson and Wales University will be offering scholarships to Montana DECA students in the following events: Apparel and Accessories Marketing Series, Retail Merchandising Series, Hospitality Services Management Team and Travel & Tourism Marketing Management Team. Watch for more details soon from Wes Feist.

Summary of Dates and Contacts

- January 6 – Corporate Sponsor Recruitment information to Erin Weisgerber
- January 13 – Registration spreadsheet e-mailed to Erin Weisgerber
- January 13 – Competitive Events spreadsheet e-mailed to Erin Weisgerber
- January 13 – Hotel & Rooming List due to Red Lion Colonial Inn
- January 13 – State/National Membership Payments Due
- January 20 – Hard Copy of registration and State CDC Payment due to Erin Weisgerber
- January 27 – Written Events due to Montana DECA PO Box – Registered Mail
- March 16 – Student Director Application Packets due to Montana DECA PO Box

Contact Information

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