



**2018** International Career  
Development Conference  
Registration Package



**Anything  
highlighted  
in yellow is  
not final**



**Thursday, April 19 to Thursday, April 26, 2018**  
**Atlanta, Georgia**

February 2018

Dear Advisor,

Congratulations on the success of your students at this year's Provincial Competitions! Your dedication and hard work at the Chapter level has enabled your student(s) to advance to the highest level of competition that DECA has to offer at the International Career Development Conference (ICDC) in [Atlanta, Georgia](#) from [Thursday, April 19 to Thursday, April 26, 2018](#).

**Please read all materials carefully. It contains information that fully explains the [Atlanta trip](#) and will answer many questions you or your student(s) can have. IMPORTANT DEADLINES: [ONLINE Registrations completed and PAYMENT due by March 1, 2018](#).**

Please organize and forward the ICDC Registration Package as follows:

1. **ONE CHEQUE** (school cheque) made payable to DECA *Ontario* for the FULL payment of Advisor(s) and Student(s) attending the conference
2. [2018 ICDC Invoice](#)

**Students will have the ability to UPDATE their own information online! As the advisor, you will simply ensure that it is COMPLETE and accurate! Housing is still to be completed by the Advisor.**

**ONLINE ICDC Registration through your Advisor Login control panel. ICDC tab will only become live for schools that have students qualifiers or LDA delegates for ICDC!**

**MUST be COMPLETED BY March 1, 2018**

**DECA FORMS are to be MAILED along with cheque to the DECA office.  
If you are not one of the supervising teachers going to Atlanta, mail the forms to the DECA office so that they ARRIVE by March 1<sup>st</sup>!**

<b>Required forms for Submission</b>	<b>Type</b>
ICDC Student Information Form	Form 1
<a href="#">Consent letter for children travelling abroad</a>	Form 2
<a href="#">Student Media Release Form and Student ICDC Subsidy Commitment Form</a>	Form 3
<a href="#">Health and Safety Form (Advisor), ICDC Code of Conduct Infractions Consequences, ICDC Dress Code Permission</a>	Form 4
<a href="#">ICDC Subsidy Commitment Form</a>	Form 5

Please read the following information carefully. For any further questions, please contact me personally via e-mail at [olga@deca.ca](mailto:olga@deca.ca)

See you in [Atlanta](#)!

Sincerely,



Olga Plagianakos  
DECA *Ontario*, Provincial Advisor



# 2018 DECA Ontario International ICDC Conference Information

## 1. Breakdown of Costs

Actual Costs	2018 Atlanta, Georgia			1.35 USD
	Quad	Double	Single	
Registration	\$121.50	\$121.50	\$121.50	\$ 90.00
Flight Cost (weighted average)	701.49	701.49	701.49	\$ 701.49
Accommodation	500.01	998.51	1,997.03	varies
Airport Transfers	43.20	43.20	43.20	32.00
Cancellation and Health Insurance*	114.48	114.48	131.76	43.20
Breakfasts	140.40	140.40	140.40	104.00
Gift	18.53	18.53	18.53	18.53
DECA Ontario prom	40.50	40.50	40.50	30.00
BBQ Lunch	21.60	21.60	21.60	16.00
DECA Ontario excursion	30.78	30.78	30.78	22.80
ICDC Transcripts	5.40			4.00
ICDC Photo/Videobook	10.00			10.00
<i>estimated</i>	<b>\$1,747.89</b>	<b>\$2,231.00</b>	<b>\$3,246.79</b>	
	<b>Quad</b>	<b>Double</b>	<b>Single</b>	
	<b>\$ 1,650</b>	<b>\$ 2,200</b>	<b>\$ 3,200</b>	

### Hotel Information:

<https://www.wyndhamhotels.com/wyndham/Atlanta-Georgia/wyndham-Atlanta-garden-grove/overview>

- WiFi is included; up to four devices in the room and complimentary WiFi in the lobby
- Deluxe Health insurance purchased for Advisors/Students only; trip interruption and cancellation insurance coverage is included

Rookie advisors/teachers who have not been to ICDC are strongly recommended to go double occupancy. Having a roommate will be less intimidating when travelling and being at ICDC. Access to hotel pool for teachers and students is strictly off limits.

Advisor Rates only		
Single Occupancy:	\$ 3,200	King Bed
Double Occupancy:	\$ 2,225	Two Double Beds

Student Rates only		
Quadruple Occupancy:	\$ 1,650	Two Double Beds

Hotel	Date	Phone Number
Wyndham Atlanta Garden Grove, 12021 Harbor Blvd, Garden Grove, CA 92840, United States	April 19 - April 26, 2018	+1 714-867-5555

2. Please be advised that all students attending the ICDC **MUST** be assigned to a Teacher Advisor presently employed with the Board of Education in which the student is attending. If you are unable to attend the ICDC, it is your responsibility to find an Advisor who is willing to supervise your student **within** your own school board. Advisors are responsible for all their students and those that they personally agree to supervise from departure time from Toronto on **Thursday, April 19, 2018**, the entire stay in **Atlanta**, until arrival back in Toronto on **Thursday, April 26, 2018**. **NO STUDENT WILL BE ALLOWED TO ATTEND THE ICDC UNLESS ACCOMPANIED BY AN ADVISOR.**

Advisors who agree to supervise your student in **Atlanta** can ask to be partially reimbursed for ICDC Registration coverage. A precedent has been set at \$200 per student by all school boards in Ontario. This cheque should be made payable to the school and not to DECA Ontario. Advisor to Student ratio should not exceed 1:8.

3. Students will be assigned to room with students of the same gender, where possible, with students from their own school. Incomplete blocks of students cannot be guaranteed to stay together.
4. **International DECA's nightly curfew is 12:30 am. DECA Ontario's curfew is different.** Please see agenda for specific times. The Advisors of International DECA and DECA Ontario will uphold the curfew. A non-compliance of DECA rules can mean the immediate removal of the student from the competition, at their own expense

5. **REFUNDS / CANCELLATIONS.** DECA Inc. will not refund registration fees to DECA *Ontario*, and thus we cannot refund them to you. Hotel rooms have been booked and other students or advisors sharing the room cannot be expected to pay the extra costs if you do not attend the ICDC.

Date	Action
Cancellations between February 11 – March 1	\$100 administration fee for cancelling is made payable to DECA Ontario; DECA Ontario will then look at finding a replacement for the student/teams that withdrew and will go down the top 10 Provincials Qualifiers list until a suitable replacement is found
Cancellations between March 1 – April 24 (Students and teachers will have been booked on specific flights and a group insurance policy already purchased)	Cancellations will now have to go through insurance and only if the reasons are deemed insurable. Please see policy for full details: <b><u>Manulife Insurance Coverage</u></b>

6. ALL competitors for their Oral events MUST wear official DECA blazers. If a school does not have blazers, they can purchase them in [Atlanta](#) ~ \$80 U.S. or borrow them from another chapter. If you have 20 students going, you need at least 5 jackets; students can share. LDAs can be in casual business attire for all events. They are NOT required to wear the DECA blazer.
7. Manulife Comprehensive, deluxe health and trip cancellation insurance is included for all participants.

**DECA ON 2018 Group Master Policy - TSV0000489G 1 (800) 387-2787**

In order to validate the insurance, delegates MUST a) be a Canadian citizen and b) have a valid Ontario health card. Bring your health card to [Georgia](#). If you don't, you **can** invalidate the extra insurance coverage. Rates are lower since Manulife Insurance is insuring Ontario residents. If you are not a Canadian citizen or over 59, a different insurance rate will apply. When you register your students you must use their official name as seen on their passport or on their birth certificate. The insurance includes a zero deductible policy; Manulife pays the hospital directly unless there are prescriptions (keep receipts to submit). Ground transfers and emergency repatriation is also included.

### **WALK-IN CLINICS**

- Golden West Medical 915 East Katella Avenue, #100 Atlanta, CA 92802 (714)-634-4884
- Kaiser Permanente Urgent Care 12100 Euclid Street Garden Grove, CA 92840 (888)-988-2800

### **HOSPITALS**

- Western Medical Center 1025 South Atlanta Boulevard Atlanta, CA 92805 (714) 533-6220
- University of Georgia Irvine Medical Center 101 The City Drive South Orange, CA 92868 (714)-456-7890
- St. Joseph Hospital 1100 West Stewart Drive Orange, CA 92868 714-633-9111
- Kaiser Permanente Atlanta Medical Center 3440 E. La Palma Avenue Atlanta, CA 92806 714-644-2000

8. One tradition is the trading of pins among the International DECA delegates. Pins from DECA *Ontario*, the governments of Ontario, Canada or your local community are available from MPs, MPPs, or your local politician or souvenir shops.
9. Students in the Written Events category must submit their papers **AT** the ICDC in an official blue DECA folio. Advisors can purchase folios in [Atlanta](#). One copy **WILL** be submitted to International DECA and as the advisor, should have a copy as well.
10. The date for the pre-ICDC meeting for Advisors and students is **Saturday, April 7, 2018** at the [Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON M6H 3M9 \(416\) 361-1000 9:00 am – 4:00 pm Osgoode Ballroom](#)

TIME	DESCRIPTION	LOCATION
8:00 am – 8:30 am	SWAG Pickup of all materials	Sheraton A
8:30 am – 9:30 am	Teacher Meeting	Sheraton A
9:30 am – 10:00 am	Student Registration – pick up name badge	Sheraton Ballroom
10:00 am – 1:00 pm	Training begins in all events Preparation and practice presentations for all competitive events including VBC and SMG events  Leadership Academy [CMA, LDA, SMI, THRIVE and CAMPAIGN Delegates]  Sign-IN Registration for Students during training <b>[must show photo ID and sign in]</b>	Sheraton Hall – Orals  Osgoode Ballroom - Writtens Sheraton A
1:00 pm – 2:00 pm	<b>LUNCH</b> [provided for Advisors and Students only]	Sheraton Ballroom
2:00 pm – 3:00 pm	Parent, Student and Teacher Meeting [refreshments provided]	Sheraton Ballroom

3:00 pm –	Sign-OUT Registration for Students <b>[must show photo ID and sign in]</b>	Vide foyer
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The registration deadline imposed by International DECA puts severe pressure on our registration. **LATE REGISTRATIONS WILL JEOPARDIZE YOUR STUDENTS' ELIGIBILITY TO PARTICIPATE!**

**Cheque and invoice are to be delivered or couriered to: DECA Ontario  
100 Richmond Street West, Suite 341 Toronto, Ontario M5H 3K6  
SIGNED PERMISSION FORMS DUE DATE AND PAYMENT DATE **March 1, 2018****



**LIMITLESS**



11. Flight details: 766 seats booked on the following 30 flights; choice will be based on first-come first served basis. Portal goes live on February 20.

The Travel Agent Next Door, 803 55 York Street, Toronto, ON M5J 1R7 416 320 3095  
 IATA#96539575 TICO#50021282

Airlines are regulated under IATA, and for an airline to achieve an IATA status they have to qualify in many areas such as safety etc. All the airlines we are using for DECA, ON are IATA registered: Air Canada, Westjet, American Airlines, & United Airlines  
<http://www.iata.org/about/pages/index.aspx>

	Airline	Departure and Return Times		
Direct	AC#791	24 Apr	Toronto/08:00a	Los Angeles/10:15a
	AC#790	01 May	Los Angeles/06:15a	Toronto/14:03p
Direct	AC#791	24 Apr	Toronto/08:00a	Los Angeles/10:15a
	AC#794	01 May	Los Angeles/08:00a	Toronto/15:44p
Direct	AC#793	24Apr	Toronto/18:25p	Lax/21:03p
Connecting	AC#551	01May	LAX/06:30A	Vancouver/09:15a
	AC#1176	01May	Vancouver/11:30a	Toronto/18:52p
Direct	AC#787	24 Apr	Toronto/20:45p	Los Angeles/23:23p
	AC#792	01 May	Los Angeles/11:40a	Toronto/19:10p
Direct	AC 799	24APR	Toronto/10:35a	Lax/12:55p
	AC 796	1MAY	Los Angeles/13:10p	Toronto/20:50p
Direct	AA#2671	24Apr	Toronto/18:30p	LAX 21:05P
	AA#2654	01May	LAX/08:45a	Toronto/16:45p
Direct	WS 1100	24Apr	Toronto/9:30a	LAX 11:51a
	WS 1101	01May	LAX/12:58p	Toronto/20:43p
Connecting	UA722	24th Apr	Toronto/08:45a	Chicago/09:34a
	UA463	24th Apr	Chicago/12:15p	Los Angeles/14:38p
	UA1450	01st May	Los Angeles/10:25a	Chicago/16:29p
	UA843	01st May	Chicago/17:31p	Toronto/20:09p
Connecting	UA547	24th Apr	Toronto/07:00a	Chicago/07:51a
	UA2001	24th Apr	Chicago/09:15a	LAX/12:07p
	UA506	01st May	LAX/06:00A	Chicago/12:07p
	UA228	01st May	Chicago/13:45p	Toronto/16:32p
Connecting	UA6127	24th Apr	Toronto/06:00a	Washington/07:36a
	UA470	24th Apr	Washington/08:30a	LAX/10:54a
	UA502	01st May	LAX/06:00a	Newark/14:17p
	UA4435	01st May	Newark/15:54	Toronto/17:35p
Kingston CVI only (22 seats)	AC459	24th Apr	Ottawa/16:00p	Toronto/17:04p
	AC793	24th Apr	Toronto/18:45p	LAX/21:02P
	AC782	01st May	LAX/07:15a	Montreal/15:12p
	AC363	01st May	Montreal/18:55p	Ottawa/19:35p
Kingston CVI only (2 seats)	AC459	24th Apr	Ottawa/16:00p	Toronto/17:04p
	AC793	24th Apr	Toronto/18:45p	LAX/21:02P
	AC782	30th Apr	LAX/07:50a	Montreal/16:02p
	AC477	30th Apr	Montreal/17:35p	Ottawa/18:15p
WestJet	WS 0653	24th Apr	Toronto/6:30a	Calgary/8:47a
IB Students	WS 1510	24th Apr	Calgary/10:30a	LAX/12:35p
	WS 1101	30th Apr	LAX/12:58p	Toronto/20:43p
Bell HS	AC8970	24th April	Ottawa 5:35a	Montreal 6:16a
Lisgar CI	AC0797	24th April	Montreal 7:45a	LAX 10:46a
All Saints	AC0782	1st May	LAX 7:15a	Montreal 15:27p
	AC8985	1st May	Montreal 16:35p	Ottawa 17:16p

Flights out of Ottawa / Syracuse and Windsor will be arranged for ONLY the Kingston, Ottawa and Windsor area schools.

**2018 DECA International Career Development Conference Tentative Agenda**  
**April 19, 2018 – April 26, 2018**      **Atlanta, Georgia**

April 19	Departure (various times throughout the day)	6:00 am – 11:00 pm
	Registration at hotel	4:00 pm
	Students and Advisor/Admin meetings	<b>Santa Rosa</b> Ballroom 9:00 pm – 10:30 pm

9:30 pm (your own Chapter Curfew)	<b>Santa Rosa</b> Ballroom
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April 20	Breakfast	8:00 am – 9:00 am
	DECA <i>Ontario</i> Leadership Academy and Training      Session I	9:00 am – 6:00 pm
	• Individual and Team Orals	<b>Santa Rosa</b> Ballroom
	• Written Events	<b>Catalina</b> Ballroom
	• Leadership Academies	<b>Avalon</b> Ballroom
	Delegation Lunch (BBQ)	Continue training after lunch

11:00 pm (Student/Advisor meeting)	11:30 pm (Curfew Group #1)	<b>Santa Rosa</b> Ballroom
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April 21	Breakfast	8:00 am – 9:00 am
	DECA <i>Ontario</i> Leadership Academy and Competitor Training      Session II	9:00 am – 5:00 pm
	• Individual and Team Orals	<b>Santa Rosa</b> Ballroom
	• Written Events	<b>Catalina</b> Ballroom
	• Leadership Academies	<b>Avalon</b> Ballroom
	Lunch (on your own)	12:00 pm – 2:00 pm
	DECA <i>Ontario</i> Delegation Group Photo	6:00 pm
	Opening Ceremonies	7:00 pm - 8:30 pm
	• Central Region and North Atlantic Region	

11:00 pm (Student/Advisor meeting)	11:30 pm (Curfew Group #2)	<b>Santa Rosa</b> Ballroom
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April 22	Competitor Briefing and Testing for all events	
	• New Chapter Advisor Academy	
	• Voting Delegates Briefing	
	• Leadership Development Academy (SMI, LEADS, CMA, LDA, , THRIVE and Campaigns)	

10:30 pm (Student/Advisor meeting)	11:00 pm (Curfew Group #1)	<b>Santa Rosa</b> Ballroom
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April 23	Provincial Officer's Banquet (by invitation only)	12:00 pm – 2:00 pm
	Competition Preliminaries for all events	
	• Leadership Development Academy (SMI, LEADS, CMA, LDA, THRIVE and Campaigns)	
	• Advisor Academy	
	• Voting Delegates Regional Campaign Session	
	Individual Chapter Itinerary	8:00 pm – 11:00 pm

10:30 pm (Student/Advisor meeting)	11:00 pm (Curfew Group #1)	<b>Santa Rosa</b> Ballroom
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April 24	Voting Delegates Seating and Elections Session	9:00 am – 11:00 am
	<b>Mini-Awards Session I</b> All Written Business Proposals	8:00 am – 9:00 am
	<b>Mini-Awards Session II</b> All Individual, Principle and Team Oral Events	9:30 am – 10:30 am
	Final Competition for Finalists	9:00 am – 6:00 pm
	Closing Ceremonies	8:00 pm

**Immediately after the Awards, go back to the hotel and go directly to the ballroom for final meeting**

11:00 pm (Student/Advisor meeting)	11:30 pm (Curfew Group #1)	<b>Santa Rosa</b> Ballroom
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April 25	DECA <i>Ontario</i> Delegation excursion – Atlanta City Pass	9:00 am – 4:00 pm
	DECA <i>Ontario</i> Prom	6:00 pm (dinner served)
	<b>Attire during the day:</b> casual attire; shorts and a T-Shirt are acceptable	
	<b>Attire for Prom:</b> prom style, semi-formal attire (no baseball caps/hats)	

11:30 pm (Curfew Group #2)	<b>Santa Rosa</b> Ballroom
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April 26	Return to Canada	6:00 am – 2:00 pm
	Departure (various times throughout the day)	

## School Board Requirements

**Consulate General of Canada:** 1175 Peachtree St NE # 1700, Atlanta, GA 30361, USA 404-532-2000

**Contact the Emergency Watch and Response Centre in Ottawa anytime:** 1-888-949-9993 (from US and Bermuda)

## United States Border Crossing Requirements

ALL students and advisors are required to have the necessary documents to enter the United States and to return to Canada. Effective **January 28, 2010** all travelers crossing into the United States via air travel are required to carry **CANADIAN PASSPORTS!**

The documentation you will require is based on your citizenship status.

1. If you are a CANADIAN CITIZEN, you will need the following:
  - Canadian Passport
2. If you are a LANDED IMMIGRANT from the BRITISH COMMONWEALTH, and therefore a British subject, you will need:
  - Your Passport AND
  - Your Landing Papers
3. If you are a LANDED IMMIGRANT FROM ANY OTHER COUNTRY, you will need ALL of the following documents:
  - Your Passport, your Landing Papers and a U.S. Visitors VISA

Certain countries have 'special' relationships with U.S. and it changes by the month. **CALL** U.S. Immigration to find out what is exactly needed!

For the VISA you will need to contact either: UNITED STATES CONSULATE GENERAL  
380 University Avenue  
Toronto, Ontario (416) 595-1700

**Be sure to bring your documents with you in the bus and that you have them on your person at ALL times!**  
**Advisors, it might be a good idea to photocopy all documentation in case originals are lost or stolen.**



## PRESIDENTIAL GOVERNANCE COMMITTEE

A Governance Committee will be appointed for the High School Division. The purpose of the committee will be to act upon all violations of the **Delegate Conduct Practices and Procedures** within the division. The conduct guidelines were approved by the board of directors for DECA, Inc. and apply to adult advisors as well as student delegates.

A copy of the **Delegate Conduct Practices and Procedures and ICDC Dress Code** may be found in this section. **The dress code applies to all participants while in the convention center and convention facilities.** The Board of Directors for DECA, Inc., requires every student delegate to read and complete these forms as part of the ICDC attendance requirements. Please make sufficient copies for your delegates to sign and return to you prior to the ICDC Conference. The Provincial Advisor will be notified (in writing) of all violations. Notices may require the committee to assemble and take such action as is outlined in the **Conference Conduct Practices and Procedures**.

## CODE OF ETHICS FOR ADULT ADVISORS

DECA offers training to those students who have a career objective in the field of marketing, merchandising, management or entrepreneurship. Individual conduct and appearance is a phase of this training. This phase of the education program becomes apparent a DECA's ICDC.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of these practices and procedures will be referred to the president of the Board of Directors for DECA Inc.

- Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
- Advisors shall keep an agenda for each student so that they can be reached at any time during the conference.
- Each association shall arrange to have one advisor on call at all times.
- Each advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.
- The rules as stated in the **Delegate Conduct Practices and Procedures** and the **Dress Code** are called to your attention for review and should govern the behavior of advisors as well as students.

## 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.

## DELEGATE CONDUCT PRACTICES & PROCEDURES - HIGH SCHOOL DIVISION

### Student and Advisor

The Board of Directors for DECA, Inc., requires each delegate attending the ICDC Conference to read and complete the **Attendance Permission Form**, and return to the Provincial DECA advisor as partial completion of attendance requirements.

1. The term "delegate" shall mean any DECA member, including advisors attending ICDC (High School, Alumni, and Professional).
2. There shall be no defacing of public property. Any damage to any property or furnishings in the hotel rooms or building must be paid for by the individual or chapter responsible.
3. Delegates must wear identification badges and wristbands at all times.
4. Delegates shall refrain from using inappropriate or profane language at all times.
5. Delegates shall refrain from written, verbal, physical or electronic activities that may lead to harassment, hazing, bullying or damaging property.
6. The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
7. Delegates shall respect the rights and safety of other hotel guests.
8. Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
9. Delegates shall refrain from gambling—playing cards, dice or games of chance for money or other things of value.
10. Use of tobacco products and electronic cigarettes by delegates is prohibited at all DECA functions.
11. Delegates must adhere to the dress code at all times.
12. Delegates must not dress or behave in a manner than can be interpreted as sexually explicit.
13. Students shall keep their adult advisors informed of their activities and whereabouts at all times.
14. No delegate shall leave the hotel (except for authorized events) unless permission has been received from chapter / Provincial advisors.
15. Delegates should be prompt and prepared for all activities.
16. Delegates should be financially prepared for all activities.
17. Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc., for which they are registered, unless engaged in some specific assignment scheduled at the same time.
18. Delegates will spend nights at their assigned hotel and in their assigned room. No guests allowed during curfew hours. Delegates will be quiet at curfew.
19. Curfew will be enforced. Curfew means the delegate will be in his/her assigned room.
20. Chartered associations will be responsible for delegates' conduct.
21. Delegates ignoring or violating any of the above rules will subject their entire delegation to being unseated and their candidates or competitive events participants to being disqualified. Individual delegates may be sent home immediately at their own expense.
22. Tasteful casual wear will be accepted during specific social functions as designated during orientation.
23. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants to being disqualified. Individual delegates may be sent home immediately at their own expense.



## ICDC DRESS CODE

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between males and females. DECA's board of directors has developed the following official dress standards for the International Career Development Conference. Students, advisors and chaperones must follow the dress code.

Competitors must wear an official DECA blazer during interaction with the judges. While official DECA blazers are not required during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons. For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

### **AN OFFICIAL DECA BLAZER IS REQUIRED TO RECEIVE RECOGNITION/AN AWARD ON STAGE.**

#### WHEN APPEARING BEFORE JUDGES

##### **FEMALES**

**Official DECA blazer with  
dress skirt or dress slacks and  
a dress blouse  
or official blazer with a dress; dress shoes**

##### **MALES**

**Official DECA blazer with dress  
slacks, collared dress shirt and  
necktie;  
dress shoes and dress socks**

#### DECA GENERAL SESSIONS AND MEAL FUNCTIONS

##### **FEMALES**

Business suit or blazer with dress blouse and dress skirt  
or dress slacks or business dress; dress shoes

##### **MALES**

Business suit or sport coat with dress slacks, collared  
dress shirt and necktie; dress shoes and dress socks

#### EVENT BRIEFING, MANUAL REGISTRATION + TESTING, LEADERSHIP ACADEMIES + INSTITUTES

##### **FEMALES**

Dress blouse or dress sweater with dress skirt or dress  
slacks (blazer optional) or business dress; dress shoes

##### **MALES**

Collared dress shirt and necktie with dress  
slacks (blazer optional); dress shoes and dress  
socks

#### DECA BUSINESS CASUAL

Casual slacks (e.g., Dockers), blouse or shirt,  
socks and casual shoes.  
Jeans, t-shirts and athletic shoes are not included in  
business casual attire.

#### UNACCEPTABLE DURING DECA ACTIVITIES

Skin-tight or revealing clothing  
Midriff-baring clothing  
Swimwear  
Leggings or graphic designed hosiery/tights  
Athletic clothing  
Clothing with printing that is suggestive, obscene or  
promotes illegal substances

*When judging adherence to the dress code, DECA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. DECA does not support or condone the touching of students or their clothing as a means of determining whether or not a student is following the dress code guidelines.*

*Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.*

## Student Information

\_\_\_\_\_  
**Competitor Event Code**

\_\_\_\_\_  
**Passport Number**

\_\_\_\_\_  
**Chapter**

\_\_\_\_\_  
**Email Address**

### ATTENDANCE:

This is to certify that \_\_\_\_\_ has my permission to attend the ICDC in  
(Print student's Name)

**Atlanta, Georgia.** I also do hereby, on behalf of \_\_\_\_\_ absolve and release the  
(Print student's Name)

school officials, the DECA advisors and the assigned International/Provincial DECA staff from any claims for personal injuries or illness which might be sustained while he/she is en route to, from or during a DECA-sponsored activity.

### EMERGENCY:

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs if the insurance does not cover it.

We have read and agree to abide by the DECA Code of Conduct. We also agree that school officials, the DECA chapter advisors, the International/Provincial DECA staff, or the Conference Conduct Committee, have the right to send

\_\_\_\_\_ home from the activity at our expense, provided that he/she has violated the Code of  
(Print student's Name) Conduct and/or his/her conduct has become a detriment.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Chapter Advisor Signature**

\_\_\_\_\_  
**Principal's Signature**

## Health and Safety Form (Student Form)

All information will be kept confidential.

Student's Name: \_\_\_\_\_  
(Last Name) (First Name)

Date of Birth: \_\_\_\_\_  
(MM DD YY) (Home Phone)

Family Doctor: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Ontario Health Card: Number: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Do you have any special medical conditions, which must be taken into consideration to ensure your full participation in this trip?  
YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

Do you have any allergies or sensitivities? YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

Do you have any serum sensitivity? YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

I hereby give the supervising teacher/advisor permission to use this information if I require medical attention.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Complete and submit as part of ICDC Registration**

**Form 1**

# Consent letter for children travelling abroad

To whom it May concern,  
I / We,

am / are the lawful

of

\_\_\_\_\_ *full name(s)*

\_\_\_\_\_ *person(s) / organization with:*

- *custodial rights, guardianship rights, or parental authority (in Quebec only)*

\_\_\_\_\_ *child's full name*

## Information about travelling child

Date and place of birth:

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *location*

Number, date of issue and country of passport:

\_\_\_\_\_ *number*

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *country*

## Information about accompanying person

The aforementioned child has my / our consent to travel with

Name:

\_\_\_\_\_ *full name of accompanying person*

Date and place of birth:

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *location*

Number and date of issue of passport:

\_\_\_\_\_ *number*

\_\_\_\_\_ *dd/mm/yyyy*

Issuing authority of passport:

\_\_\_\_\_ *country where passport was issued*

## Contact information during trip

I / We give our consent for the aforementioned child and accompanying person to visit

Location:

\_\_\_\_\_ *name of foreign country*

during the period of

\_\_\_\_\_ *date of departure to date of return*

to reside with

\_\_\_\_\_ *full name of person with whom child will be residing in foreign country*

at the following address:

\_\_\_\_\_ *street address*

\_\_\_\_\_ *city*

\_\_\_\_\_ *province*

\_\_\_\_\_ *country*

Telephone and fax numbers:

\_\_\_\_\_ *telephone*

\_\_\_\_\_ *fax*

E-mail:

## Information about person(s) giving consent

Any questions regarding this consent letter can be directed to the person(s) or organization giving consent at:

Name(s):

\_\_\_\_\_ *full name(s) of person(s) or organization giving consent*

Address:

\_\_\_\_\_ *street address*

\_\_\_\_\_ *city*

\_\_\_\_\_ *province*

\_\_\_\_\_ *country*

Telephone and fax numbers:

\_\_\_\_\_ *telephone*

\_\_\_\_\_ *fax*

E-mail:

## Signature(s) of person(s) giving consent

\_\_\_\_\_ *signature(s) of person(s) giving consent*

\_\_\_\_\_ *dd/mm/yyyy*

## Signature of witness

\_\_\_\_\_ *full name of witness*

\_\_\_\_\_ *signature of witness*

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *location*

## Signature of accompanying person

\_\_\_\_\_ *signature of accompanying person*

\_\_\_\_\_ *dd/mm/yyyy*

## Signature of witness

\_\_\_\_\_ *Print full name of witness*

\_\_\_\_\_ *signature of witness*

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *location*

**Complete and submit as part of ICDC Registration**

**Form 2**

## Student Media Release

I, \_\_\_\_\_, hereby give consent to my child to be filmed, interviewed, photographed or have audio or video recordings made of my child by the media (print, broadcast and on-line), and employees, agents or servants of the DECA Ontario for the **2017 – 2018** school year. I understand that the text or image(s) may appear in electronic form on the internet or in other publications outside of DECA Ontario's control. I agree that I will not hold the DECA Ontario responsible for any harm that may arise from such unauthorized reproduction.

**Print name of parent/guardian if student is a minor, under 18 years of age;  
name of student if an adult, 18 years of age or older.**

**Name of Student:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**Name of Chapter:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of parent/guardian if student is under 18 years of age;  
signature of student if an adult, 18 years of age or older.**

\_\_\_\_\_  
**Date**

## ICDC Student Commitment Form

Students who are attending this year's International Career and Development Conference in [Atlanta, Georgia](#) in April be eligible to receive a subsidy to be paid to their schools upon return. The money will be paid to the school upon recognition that the student and Advisor has acted in accordance with DECA Ontario and ICDC rules, regulations and expectations. In order for the school to receive the subsidy, **the delegate will:**

1. Attend the pre-ICDC meeting on **Saturday, April 7, 2018** at the [Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON M6H 3M9](#) (416) 361-1000 9:00 am – 4:00 pm
2. Participate in all DECA Ontario events while in **Atlanta, Georgia**.
3. Follow all rules as stated in the DECA Code of Conduct ~ International and Ontario Codes (attached); Examples but not limited to: no alcohol, no smoking in a DECA blazer, no drugs; curfew violation, loud/rude behaviour, inappropriate language, creating a disturbance, allowing non-approved visitors into your hotel room, being in restricted areas, opposition to authority, etc.
4. Report any unauthorized behaviour to an Advisor or Board member.
5. Attend all Awards and Training sessions while at the conference. Will be on time, participate during the entire session and leave only when the session is completely over.

The DECA Board will be notified of any infractions. After an investigation, they will then determine whether the subsidy will be given or be revoked for the student(s) and or Advisor involved. The Chapter must be in good standing with DECA Ontario and that that there are no outstanding debts or that the chapter is in arrears. One cheque, made out to the school, will be issued upon return to Ontario.

We thank you for your full co-operation in making ICDC a safe and enjoyable event for everyone involved. By signing this form, I agree to abide by the rules.

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Print Parent's Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Complete and submit as part of ICDC Registration**

**Form 3**



# Health and Safety Form (Advisor Form)

All information will be kept confidential.

Advisor's Name: \_\_\_\_\_  
(Last Name) (First Name)

Date of Birth: \_\_\_\_\_  
(MM DD YY) (Spouse, if applicable)

Family Doctor: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Ontario Health Card: Number: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Do you have any special medical conditions, which must be taken into consideration to ensure your full participation in this trip?  
YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

Do you have any allergies or sensitivities? YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

Do you have any serum sensitivity? YES \_\_\_ NO \_\_\_ If yes, please provide details: \_\_\_\_\_

I hereby give the supervising teacher/advisor permission to use this information if I require medical attention.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

## Consequences for Infractions of Code of Conduct

It has become more apparent that we have to be seriously concerned about the safety, welfare and behaviour of our students when they are on overnight school trips, especially out-of-country. We expect that our students will be on their very best behaviour and represent Ontario in a very positive manner when they are on such field trips. A curfew is set for your child's safety, and must be followed over the duration of the trip. It is also expected that there will be no drug or alcohol use on such school trips. Students found consuming alcohol and/or drugs at the International Conference will be banned from ever participating at any future DECA event. It must be made clear that if drugs or alcohol are consumed or purchased on this trip that there will be appropriate consequences upon the student's return (i.e. suspensions). DECA Ontario will remove the student(s) from the conference and will send them immediately home at their own expense. If information regarding an alcohol and/or drug infraction is discovered after the end of the conference, the consequences will still apply.

Lesser offences will still result in the banning of the student(s) participation in DECA but any school consequences will be at the discretion of the principal.

A formal letter outlining the infractions will be mailed to the Principal and the Chapter Advisor within one week after the conclusion of the conference.

## ICDC Dress Code Permission Form

I certify that a permission form that includes an explanation of the ICDC Dress Code and the ICDC Attendance Permission Form have been completed for each student attending the 2018 International Career Development Conference.

\_\_\_\_\_  
School

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Advisor's Cell number  
(must bring phone to ICDC Conference)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Principal's Home/Cell number

\*\* principal's number will be kept private and confidential; will be called ONLY IF the situation warrants it  
Include this in your registration package to Olga Plagianakos BY March 1, 2018.

Complete and submit as part of ICDC Registration

Form 4



# 2018 ICDC Subsidy Information

Students who are attending this year's International Career and Development Conference in Atlanta, Georgia are eligible to receive a subsidy to be paid to their schools upon return.

The money will be paid to the school upon recognition that the student and Advisor has acted in accordance with DECA Ontario and ICDC rules, regulations and expectations. In order for the school to receive the subsidy, **the delegate will:**

6. Attend the pre-ICDC meeting on **Saturday, April 7, 2018** at the [Toronto Sheraton Centre, 123 Queen Street West, Toronto, ON M6H 3M9](#) (416) 361-1000 9:00 am – 4:00 pm
1. Participate in all DECA Ontario events while in **Atlanta, Georgia**.
2. Follow all rules as stated in the DECA Code of Conduct ~ International and Ontario Codes (attached); Examples but not limited to: no alcohol, no smoking in a DECA blazer, no drugs; curfew violation, loud/rude behaviour, inappropriate language, creating a disturbance, allowing non-approved visitors into hotel, being in restricted areas, opposition to authority, etc.
3. Report any unauthorized behaviour to an Advisor or Board member.
4. Attend all Awards and Training sessions while at the conference. Will be on time, participate during the entire session and leave only when the session is completely over.

**Advisors will:**

1. Attend the pre-ICDC meeting on **Saturday, April 7, 2018** at the [Toronto Sheraton Centre](#)
2. Follow all rules as stated in the DECA Code of Conduct for Advisors (in pre-ICDC meeting package). For example, Curfew Duty, Ontario duty, ICDC duty, diligent supervision of students, etc.
3. Participate in all DECA Ontario events appropriate for Advisors, while in **Atlanta, Georgia**;
4. Act as an Advisor to all students in attendance at ICDC, not just the students from the Advisor's own school;
5. Report any concerns and/or infractions to a Board of Director;
6. Be supportive of all DECA activities run by DECA Ontario or DECA Inc.
7. Arrive at all Awards and Training sessions on time and stay for the entire duration.

**Chapter:**

1. Is in good standing with DECA Ontario.
2. There are no outstanding debts or that chapter is not in arrears.

The DECA Board will be notified of any infractions. After an investigation, the Board will then determine whether the subsidy will be given or be revoked for the student(s) and or Advisor involved. One cheque, made out to the school, will be issued upon return to Ontario.

We thank you for your full co-operation in making ICDC a safe and enjoyable event for everyone involved.

I have reviewed the above information with my DECA colleagues and students. By signing this form, I agree to abide by the rules.

	_____
School	Date
Attending Advisor(s)	
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature