



COLLEGIATE
DECA

ENGAGE

REGISTRATION GUIDE



NOVEMBER 11-13, 2021
AUSTIN

LEARN MORE AT [DECA.ORG/ENGAGE](https://deca.org/engage)

◇ DECA



GET ENGAGED

Collegiate DECA's ENGAGE Conference challenges Collegiate DECA members to understand their career interests, skills and experiences and empower them to stand out among the competition. Conference highlights include:

Connect Networking Reception

It's been more than two years since our last in-person event, and now's your chance to finally connect with your fellow Collegiate DECA members face-to-face. Network with your peers and Collegiate DECA Executive Officer Team.

Career Building + Leadership Development

A full day of educational programs on Friday will focus on building your career and sharpening your leadership skills. Through keynote speakers, workshops and mini-sessions, topics may include:

- Building Your Personal Brand
- Resume Review and Interviewing Techniques
- Diversity, Equity and Inclusion in the Workplace
- Disruptions, Effects and Responses due to COVID-19
- Employee Engagement Today

Competition Boot Camp + Chapter Forum

On Saturday morning, you'll have a chance through hands-on, guided training to learn what it takes to succeed in Collegiate DECA's Competitive Events Program. Your chapter leaders will also have an opportunity to attend sessions to learn how to develop a high performing chapter through simple strategies.

CLASSROOM CONNECTION

This conference reinforces concepts taught in the academic cluster areas supported by Collegiate DECA programs.

- Use networking techniques to identify employment opportunities
- Identify skills needed to enhance career progression
- Utilize resources that can contribute to professional development
- Discuss opportunities for building professional relationships in finance
- Explain employment opportunities in business
- Explain career opportunities in entrepreneurship
- Discuss employment opportunities in the finance industry
- Explain employment opportunities in marketing



EDUCATIONAL PROGRAM

Collegiate DECA has an engaging experience planned for you with networking, dynamic educational sessions, and competition training. Use this as a guide in planning your trip as specific agenda items will continuously be posted as activities and speakers are confirmed.

THURSDAY NOVEMBER 11

Until 7:30 PM	Explore Austin On Your Own
6:00 PM - 8:30 PM	Registration
7:30 PM - 9:00 PM	Connect Networking Reception

FRIDAY NOVEMBER 12

8:30 AM - 9:30 AM	Opening Session
9:45 AM - 12:00 PM	Career Building + Leadership Development Sessions
12:00 PM	Lunch On Your Own
1:00 PM - 4:00 PM	Career Building + Leadership Development Sessions
Evening	Explore Austin On Your Own

SATURDAY NOVEMBER 13

8:30 AM - 11:00 AM	Competition + Chapter Bootcamp
11:00 AM - 11:30 AM	Closing Session



Visit decadirect.org for previews and highlights.

Schedule subject to change. Check deca.org/engage for the latest schedule.



REGISTRATION INFORMATION

What you hear is true. With vibrant entertainment, art and culture, inspiring cuisine and stunning outdoor experiences, Austin lets you create a soundtrack all your own. So take a look around, and put the Live Music Capital of the World® on your playlist. **Please confirm conference registration and your rooming reservation before booking travel.**

REGISTRATION

\$150* per attendee

The conference registration fee applies to Collegiate DECA members/advisors/head of delegation and includes the following:

- General Sessions
- Networking Reception
- Industry Presentations
- Conference Swag
- Conference Insurance
- Certificate of Attendance

Deadline: October 12, 2021

*See page 5 for refund policy

ACCOMMODATIONS

\$149 per room night
(One or two beds | 1-4 people)
plus tax – currently 17%

Hilton Austin
500 East 4th Street
Austin, TX 78701

Deadline: October 12, 2021

Rooms are subject to availability within our block. Once the room block is full, which may occur before the deadline, room rates may increase and/or housing at the primary conference hotel may no longer be available.

AIR TRAVEL

Austin-Bergstrom International Airport (AUS)
7 miles from hotel
15 minutes from the airport

CONFERENCE QUESTIONS

DECA CONFERENCES
DECA INC.
conferences@deca.org

REGISTRATION PROCEDURES

REGISTER
www.deca/register

All student attendees must be on a submitted DECA membership roster to register. Collect the following information from each attendee to complete the registration process:

- First name
- Last name
- T-shirt size
- Insurance beneficiary information
- Competitive event (yes or no)

CONFIRMATION:

If you have not received a registration confirmation email from DECA within two days after submitting your online registration, please email conferences@deca.org

CHANGES AND SUBSTITUTIONS:

Changes and substitutions will be accepted until October 12. All changes after October 12 must be submitted to DECA Inc. by e-mailing conferences@deca.org and are subject to availability.

REGISTRATION PAYMENT

After completing online registration, please mail a copy of all registration materials and payment to:

DECA Inc.
ENGAGE
 1908 Association Drive
 Reston, VA 20191

METHODS OF PAYMENT:

Check or credit card (MasterCard, VISA or American Express) are accepted. Purchase orders will be accepted in advance of the registration deadline as a guarantee of payment, but all funds must be received in full prior to event dates to gain entry to the conference.

REFUND POLICY:

There is a \$75 non-refundable registration fee. No refunds will be granted for adjustment of a chapter's registration after 8:30 p.m. on November 11. Refund checks will be sent within one month after the close of the conference.

HOTEL RESERVATION PROCEDURES

Make your hotel reservations directly with the conference hotel by **October 12, 2021**.

MAKE RESERVATIONS
book.passkey.com/go/decainc2021

Conference participants must stay at the conference hotel for a minimum of two (2) nights. **Follow the online instructions to make your reservations. Please put your school's name in the "organization" field.**

Due to hotel limitations, no more than four people are allowed in one room with two beds. Hotel check-in is at 3:00 p.m. and check-out is at 12:00 p.m.

HOTEL PAYMENT

A credit card is required to reserve your room(s). If you plan to pay by credit card, you must present the card with your name on it upon check in. If the card is not available upon check in, the hotel should receive a signed credit card authorization form with the details of the card you want to use before the reservation cutoff date. Download the form at deca.org/engage and fax it to the number provided prior to October 12, 2021.

If you wish to pay by check, you may do so by mailing a check (include confirmation numbers) no later than **October 19, 2021** to:

Hilton Austin
 Attn: Accounting Department
 500 East 4th Street
 Austin, TX 78701

CONDUCT AND DRESS CODE

Advisors (or Head of Delegation) should bring signed copies of the Conference Delegate Practices and Procedures and Dress Code for each participant. These do not have to be submitted to DECA Inc., but should be kept available by the advisor or head of delegation for reference. You can find the general DECA dress code at deca.org/engage.

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.

HEALTH + SAFETY GUIDELINES

DECA Inc. considers the health and safety of all who attend the 2021 Collegiate DECA ENGAGE Conference including our attendees, staff, partners and on-site vendors/service providers as our top priority.

DECA Inc. will implement protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus ("Covid-19") between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. However, DECA, Inc. cannot guarantee that event participants will not be exposed to Covid-19 while participating in or attending its events.

Participants will be required to sign a Covid-19 Acknowledgment and Liability Waiver and provide it upon arrival at the conference. If participants cannot agree or commit to the COVID-19 Acknowledgment and Liability Waiver, they cannot attend.

DECA will continue to monitor the Covid-19 status and remain in constant contact with our hotels and event venues. This plan is a living document that will continue to evolve as the venue and local protocols change:

- Participants must follow all state and local guidelines, as well as those set forth by the hotel hosting the Collegiate DECA ENGAGE Conference.
- All attendees will be required to observe the social distancing rules established by the venue and local authorities at the time of the event.
- All room sets will be based on the social distancing requirements at the time of the event.
- A complete list of Covid-19 precautions from Hilton Austin is available at www.hilton.com/en/hotels/auscvhh-hilton-austin.

Please visit the CDC for recommendations on how to protect yourself against Covid-19:
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html.

**In the event an attendee cannot attend due to Covid-19, DECA Inc. will refund \$100 of the registration fee if notified at conferences@deca.org within 72 hours prior to arrival. Hotel reservations must be cancelled 72 hours prior to arrival to avoid a penalty of one night room and tax. DECA Inc. advises attendees to check the policies of travel and transportation providers to determine their cancellation policies prior to making any arrangements.*