

SUFFOLK PUBLIC SCHOOLS
(Attach to field trip application requiring School Board approval)

Trip #: 24175

School: Nansemond River High School

Grade/Subject/Club/Team: DECA

Date of Field Trip: April 24, 2025 - April 30, 2025

Destination: Orange County Convention Center – Orlando, FL

Purpose: DECA International Career Development Conference

Objectives: Students will participate in leadership workshops and competitive events.

☒ **Approve**

☐ **Disapprove**

Audie Skinner
Director of CTE

3-14-2025
Date

☒ **Approve**

☐ **Disapprove**

ALL
Chief of Schools

3/14/25
Date

School Board Action:

☐ **Approve**

☐ **Disapprove**

Clerk of the Board

Date

Travel Request Form

Please Note: Welcome to Suffolk City Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email kevinprivott@spsk12.net or call (757) 925-5573.

Trip Number **24175**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Marketing/DECA

Trip Leave

* Date 4/24/25 Thursday

* Time 3:00 PM

Trip Return

* Date 4/30/25 Wednesday

* Time 9:00 PM

Trip Year/Week 2025-17

Note: This trip is for more than 5 days. Please make sure dates are correct.

* Is this trip overnight, out-of-state, or greater than 200 miles one way? Yes

Comments

* Your School/Dept ⓘ 240 Nansemond River High
3301 Nansemond Parkway, Suffolk, VA 23435

* Main Destination ⓘ Other (Type Below)
9800 International Dr, Orlando, FL 32819, USA

Destination Not Listed Orange County Convention Center, International Drive, Orlando, FL, USA

* Destination Name Orange County Convention Center

* Approximate Nbr of Miles Round Trip 1552.00

Special Instructions for Permission Slip

Funding Source #1 School Allotment - Nansemond River High Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? No

(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Candace Credle
 * Teacher / Advisor / Staff Phone # 7579234101
 Teacher / Advisor / Staff Email candacecredle@spsk12.net

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☐ Same as Teacher / Advisor / Staff

* Emergency Contact Name Candace Credle
 * Emergency Contact Phone # 7579234101

* Grade Level(s) Making Trip 12
 * Description of group or person(s) making trip DECA students who placed 1st or 2nd at the Regional Leadership Conference.
 * Educational Objective for Field Trip Demonstrate critical thinking and problem-solving.
 Demonstrate listening and speaking skills.
 Demonstrate customer service skills.
 Demonstrate professionalism.
 See attachment for other objectives.

Number of Individuals Making Trip

* Male Adults 0	* Female Adults 2	Total Adults 2
* Male Students 0	* Female Students 4	Total Students 4

Need 1 adult(s) for 15 or more students.
 Need 1 adult(s) for every additional 15 students.

* Will the students be away from school during lunch? Yes
 * If so, will these students need packed lunches? No

Nbr Students 4 Teacher Candace Credle
 Students will be away from school during the lunch period.

Additional Information

* School will be billed for Mileage Yes
 * School will be billed for Driver Yes
 * What is the cost to the Student? \$1,000
 * Description of the funding source you will be using DECA
 :
 * Will a coach be driving the trip? No
 * If yes, please enter the coaches name. If no, enter NA
 NA.

* Will you be using external transportation (ex. plane, walking)?

Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.

Airplane-Flight from Norfolk International Airport

Vehicles Needed

* Do you need vehicles? No

Person Submitting Request

tinapaul@spsk12.net

Date Submitted

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

1. Possess a current/valid Driver's License for the vehicle you will be driving
2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
3. You will obey all traffic laws while operating the vehicle
4. You will not "text" or operate any device that may distract you while driving the vehicle
5. Properly authorized use of a Suffolk City Public Schools vehicle for official travel
6. Will only transport authorized passengers for the purpose of official travel
7. The lift is to be operated only for wheelchairs.
8. Buses and vehicles must come back in good condition in order to avoid additional charges.
9. Buses and vehicles must be cleaned in order to avoid additional charges.
10. Elementary Schools must have 1 adult per every 10 students.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

tinapaul@spsk12.net

Decision Date

Mar 10, 2025, 12:31:14 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Designated Approver

keeshahicks@spsk12.net

Name

Decision Date

Level 07 Approval - Overnight/OOS Approval

Comment

Decision

Name

Decision Date



Application for Field Trip

Submit intact to the Athletic Director, Principal, or Bookkeeper/Secretary, at least 30 working days (6 weeks) prior to the scheduled date of the trip. All professional leave forms for this trip must be submitted with this form. All forms are to be done in blue or black ink only.

School/Organization Nansemond River High School Date 2/5/25
Grade/Subject/Club DECA Teachers C. Credle, K. Hancock, J. Sik

REQUEST FOR SPECIAL USE OF SCHOOL BOARD VEHICLE (Personal cars are not to be used to transport students)

Orange County Convention Center in Orlando, FL

Date of Field Trip 4/24/25 Time Departing School 7:30 Time Returning to School 7:00

Destination: Fort Lauderdale International Airport

School Bus Yes Number Needed 1

SPECIAL NEEDS BUS

Equipment Needed: W/C ☐ n/a PCR ☐ n/a Safety Vest ☐ n/a

School Car n/a Number Needed n/a

(School cars are not to be used to transport students)

Number of Students 4-10 Number of Classes _____

Overnight Trip? ☒ Yes _____ No

Total Cost to Student \$1,000.00 (estimate) *Other Costs Incurred _____

*Paid By Fundraisers / Parents

Names of Chaperones (Not including Teachers) _____

Date Parental Permission Secured and Filed in Office _____

Trip Requested By: [Signature]

Trip Received By: [Signature]

Date: 2.14.25

(Any field trip is subject to last minute cancellation due to local, state, national and/or international situations)

Transportation Cost Estimator

Nansemond River High School

2023-2024

Use this tool to determine the approximate cost of transportation for your upcoming trip. While this tool will give you an estimate of your cost, it may not be correct, as your trip may take more or less time than expected due to unforeseen circumstances.

This tool must be submitted with all other field trip forms in order for your request to be considered, regardless of the source of funding.

Name of Group: NRHS DECA Date of Trip: 4/24/25 + 4/30/25

Name of Sponsor(s): C-Credle + K. Hancock # of students: 4-10

Mileage

You **MUST** find the exact mileage for your trip. You cannot estimate the journey.

Trip Origin: 3301 Nansemond Pkwy, Suffolk, VA 23434

Trip Destination: 2200 Norview Ave Norfolk, VA 23519

a) 28 mi from origin

Returning to: 3301 Nansemond Pkwy, Suffolk, VA 23434

b) 28 mi from destination

Round Trip Mileage (a+b) = 56 miles
x \$3.00 per mile

1) TOTAL MILEAGE ESTIMATION: 168

Time

Estimation (in hours) of time for your trip: 2 x \$18 per hour = \$36.00

2) TOTAL HOURLY WAGE ESTIMATION: \$36.00

Compute

Total from 1) 168 + total from 2) \$36.00 = 3) Cost for one bus = \$204.00

Number of Busses Needed:

Total from 3) 1 x number of busses required \$204.00 = \$204.00

Cost of Trip

Signature of Sponsor: [Signature] Date: 2/5/25

Known Funding Source? No ☒ Yes (Explain) Fundraising

Admin/Activity Director Only:

- ☐ NRHS Fund
- ☐ SAO Fund _____
- ☐ Club/Org/Ath Fund _____
- ☐ Other: _____

Approved

Denied

FIELD TRIP CHAPERONE LIST

****By listing the chaperone's name, if a parent, you certify that they have an approved volunteer form. ON FILE!!**

TEACHERS

1. Candace Crede
2. Kiana Hancock
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SPECIAL EDUCATION TEACHERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

**PARENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TEACHER ASSISTANTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

SUFFOLK PUBLIC SCHOOLS
Field Trip Instructional Objectives

School Nansemond River High School

Person completing the form Candace Credle, Kiana Hancock, & Jamie Sites

Grade Level 9th - 12th CTE Marketing DECA Students

Date of Trip April 24 - April 30, 2025

Listed below are the instructional objectives for the requested field trip:

Objectives:	Correlated Standard of Learning:
Demonstrate critical thinking and problem-solving.	English: 6.1, 6.3, 6.4, 6.5, 6.6, 6.7, 6.9, 7.1, 7.3, 7.4, 7.5, 7.6, 7.7, 7.9, Mathematics: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11, 7.2, 7.3, 7.8, 7.12, 7.13, 8.2, 8.4
Demonstrate listening and speaking skills.	English: 6.1, 6.2, 6.4, 6.6, 7.1, 7.2, 7.4, 7.6, 8.1, 8.2, 8.4, 8.6, 9.1, 10.1, 11.1, 12.1 History and Social Science: CE.1, CE.4, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1
Demonstrate customer service skills.	English: 6.1, 6.4, 6.7, 7.1, 7.4, 7.7, 8.1, 8.4, 8.7, 9.1, 9.5, 9.6, 10.1, 10.5, 10.6, 11.1, 11.5, 11.6, 12.1, 12.5, 12.6 History and Social Science: CE.1, CE.4, GOVT.1, GOVT.16, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1
Collaborate with team members	English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1
Demonstrate professionalism.	English: 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1 History and Social Science: CE.1, CE.4, CE.14, GOVT.1, USI.1, USII.1, VUS.1, WG.1, WHI.1, WHII.1
Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	English: 9.5, 10.5, 11.5, 12.5
Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	English: 9.5, 10.5, 11.5, 12.5

Explore career opportunities related to the WBL experience.	English: 9.5, 10.5, 11.5, 12.5
Analyze personal interests, personality traits, skills, and aptitudes.	English: 9.5, 10.5, 11.5, 12.5
Research career opportunities in marketing.	English: 9.5, 9.8, 10.5, 10.8, 11.5, 11.8, 12.5, 12.8
Describe networking skills for professional development.	English: 9.3, 9.5, 10.3, 10.5, 11.3, 11.5, 12.3, 12.5
Develop a personal marketing plan.	English: 9.5, 10.5, 11.5, 12.5
Explain the components of the marketing mix.	English: 9.5, 10.5, 11.5, 12.5
Explain the functions involved in marketing goods and services.	English: 9.5, 10.5, 11.5, 12.5
Describe current trends in marketing.	English: 9.5, 10.5, 11.5, 12.5
Identify the parts of a business plan.	English: 9.5, 10.5, 11.5, 12.5
Use feedback to improve performance.	English: 9.5, 10.5, 11.5, 12.5
Identify the role of product/service/cause planning in marketing.	English: 9.3, 9.5, 10.3, 10.5, 11.3, 11.5, 12.3, 12.5



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Ranked based on price and convenience ⓘ Prices include required taxes + fees for 1 adult.
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5:05 PM → 7:05 PM

ORF MCO

Nonstop · 2 hr · Southwest

Avoids as much CO2e as 1,035 trees absorb in a day ⓘ

1 2 \$340

round trip

108 kg CO2e

-14% emissions ⓘ



5:00 AM → 8:45 AM

ORF MCO

1 stop · 3 hr 45 min · American

1 0 \$369

round trip

153 kg CO2e

+22% emissions ⓘ



10:55 AM → 3:50 PM

ORF MCO

1 stop · 4 hr 55 min · Southwest

1 2 \$370

round trip

171 kg CO2e

+37% emissions ⓘ



5:51 PM → 9:57 PM

ORF MCO

1 stop · 4 hr 6 min · Delta

1 0 \$399

round trip

217 kg CO2e

+74% emissions ⓘ

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Other departing flights



8:05 PM → 10:44 AM⁺¹

ORF MCO

1 stop [⚠](#) · 14 hr 39 min · United · Operated by Republic Airways DBA United Expr...

0 0 \$337

round trip

207 kg CO2e



KEY DATES

- FEB 15** ICDC competitors' final membership eligibility
- MAR 19** Deadline for chartered associations to submit conference registration to DECA Inc. and housing to assigned hotel and DECA Inc.
- MAR 27** Deadline for chapters to submit accommodation requests to DECA Inc.
- MAR 27** Portal opens for chapters to upload qualifying written entry submissions
 - Business Growth Plan **EBG**
 - Business Services Operations Research **BOR**
 - Business Solutions Project **PMBS**
 - Buying and Merchandising Operations Research **BMOR**
 - Career Development Project **PMCD**
 - Community Awareness Project **PMCA**
 - Community Giving Project **PMCG**
 - Finance Operations Research **FOR**
 - Financial Literacy Project **PMFL**
 - Franchise Business Plan **EFB**
 - Hospitality and Tourism Operations Research **HTOR**
 - Independent Business Plan **EIB**
 - Innovation Plan **EIP**
 - Integrated Marketing Campaign-Event **IMCE**
 - Integrated Marketing Campaign-Product **IMCP**
 - Integrated Marketing Campaign-Service **IMCS**
 - International Business Plan **IBP**
 - Sales Project **PMSP**
 - Sports and Entertainment Marketing Operations Research **SEOR**
 - Start-Up Business Plan **ESB**
 - Stock Market Game **SMG**
- APR 8** Deadline for chapters to upload qualifying written entry submissions
- APR 8** Deadline for chartered associations to submit any changes to competitive events registration
- APR 25** Deadline for chartered association advisors to request refunds from DECA Inc. Requests must be submitted by 6:00 p.m. ET.

REGISTRATION PROCESS

- 1** Members qualify to attend the DECA International Career Development Conference based on their chartered association's eligibility guidelines.
- 2** Chapter advisors register their attendees for both the conference and housing with the chartered association advisor. The chartered association sets registration procedures and deadlines.
- 3** The chartered association advisor receives and verifies the information from chapter advisors.
- 4** The chartered association advisor submits the conference registration to DECA Inc. and housing to the association's assigned hotel by March 19.
- 5** DECA Inc. notifies chapter advisors to verify their chapter's registration in the online membership system. Chapter advisors request any changes to the chartered association advisor.
- 6** The chartered association advisor requests any changes in registration or housing to DECA Inc. and/or the association's assigned hotel.



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ORLANDO | 2025

FRIDAY, APRIL 25

8:00 AM - 9:00 PM	Headquarters + Attraction Ticket Booth	W206
8:00 AM - 9:00 PM	Shop DECA + Blazer Shop	WB Lobby Reg Concourse
5:00 PM - 6:00 PM	Chartered Association Advisor Check-in <i>Charter advisors register with their chartered association advisor at their assigned hotel.</i>	W309
6:30 PM	Chartered Association Advisor Dinner <i>by invitation only</i> <i>Sponsored by Otis Spunkmeyer</i>	W309

SATURDAY, APRIL 26

7:00 AM - 9:30 PM	Headquarters + Attraction Ticket Booth	W206
7:00 AM - 9:30 PM	Shop DECA + Blazer Shop	WB Lobby Reg Concourse
8:00 AM - 5:00 PM	DECA Day in the Parks <i>Advanced ticket purchase required</i>	
9:00 AM	Event Directors' Briefing	W208AB
10:00 AM	Executive Officer Candidate Orientation + Interviews	W310A
1:00 PM - 5:00 PM	Exhibit Booth Set-up	WB2
5:00 PM	Parade of Chartered Associations Rehearsal	WA1-4
7:00 PM	National Advisory Board + Executive Mentor Reception <i>by invitation only</i>	W309
8:30 PM	Grand Opening Session	WA1-4
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SUNDAY, APRIL 27

7:00 AM - 5:00 PM	Headquarters + Attraction Ticket Booth	W206
7:00 AM - 5:00 PM	Shop DECA + Blazer Shop	WB Lobby Reg Concourse
7:30 AM	Judge Check-in	WB4 Foyer
8:00 AM	MDA Fundraising Recognition Breakfast <i>Sponsored by the Muscular Dystrophy Association by invitation only.</i>	W309
8:00 AM - 11:30 AM	School-based Enterprise Academy Retail Operations <i>Sponsored by Otis Spunkmeyer</i>	OCCC
8:00 AM - 3:30 PM	Emerging Leader Series	OCCC
8:00 AM - 4:00 PM	College + Career Exhibits <i>Advisors only from 8:00 AM - 1:00 PM</i>	WB2
8:00 AM - 5:00 PM	Competitive Event Testing <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Communications, Professional Selling and Consulting Events</i>	WC + Valencia Ballroom
8:00 AM - 5:00 PM	Competitive Event Preliminary Competition <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Trader Game</i>	WB4
9:00 AM	Virtual Business Challenge Participants' Briefing	W203 + W204
9:00 AM - 4:00 PM	Advisor Professional Learning Series	W312
9:30 AM	Executive Mentor Program	W311E
10:00 AM - 4:00 PM	Virtual Business Challenge Competition	WB2
12:30 PM - 4:00 PM	School-based Enterprise Academy Food Operations <i>Sponsored by Otis Spunkmeyer</i>	OCCC
4:00 PM	Voting Delegates' Briefing + Candidate Campaign Sessions	W311
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

MONDAY, APRIL 28

7:00 AM – 5:00 PM	Shop DECA	WB Lobby Reg Concourse
7:00 AM – 5:00 PM	Headquarters + Attraction Ticket Booth	W206
7:30 AM	Judge Check-In	WB4 Foyer
8:00 AM – 4:00 PM	College + Career Exhibits	WB4
8:00 AM – 3:30 PM	Emerging Leader Series	OCCC
8:00 AM – 6:00 PM	Competitive Event Preliminary Competition <i>Principles of Business Administration Events, Personal Financial Literacy Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Event</i>	WB1 + WB4
8:00 AM – 6:00 PM	School-based Enterprise Preliminary Competition	WB1
9:00 AM – 3:00 PM	Advisor Professional Learning Series	W312
10:00 AM – 4:00 PM	Virtual Business Challenge Competition	WB4
12:00 PM – 1:30 PM	Chartered Association Officer + Advisor Luncheon <i>Sponsored by the U.S. Army by invitation only</i>	W311
2:00 PM – 3:30 PM	Leadership Recognition Reception <i>by invitation only</i>	W309
2:30 PM – 4:30 PM	Meet the Candidates Session <i>Open to all members</i>	W304
3:30 PM – 4:30 PM	Competitive Events Update <i>Advisors only</i>	W312
5:00 PM – 11:00 PM	DECA Night at Universal Orlando <i>Advance ticket purchase required</i>	Universal Orlando Resort
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

TUESDAY, APRIL 29

7:30 AM – 6:00 PM	Headquarters	W206
8:00 AM	Achievement Awards Session	WA1-4
8:30 AM – 11:30 AM	Judge Check-In	WB4 Foyer
8:30 AM – 6:00 PM	Shop DECA + Finalist T-Shirts + Recognition Items	WB Lobby Reg Concourse
8:30 AM – 6:00 PM	Competitive Event Final Competition	WB4
12:00 PM	Business + Election Session	W304
6:00 PM – 7:00 PM	Scholarship + National Advisory Board Reception <i>Sponsored by National Advisory Board Partners by invitation only</i>	W203
7:30 PM	Grand Awards Session	WA1-4
12:30 AM	Curfew <i>Chapters and chartered associations may set earlier curfew times</i>	Assigned Hotel

WEDNESDAY, APRIL 30

9:00 AM – 11:00 AM	New Executive Officer Orientation	W310A
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Check deca.org/icdc for updates. Events will be held in the **ORANGE COUNTY CONVENTION CENTER (OCCC)** unless otherwise noted.

ASSOCIATION REGISTRATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. by the chartered association advisor who receives and verifies the information from chapter advisors.

REGISTRATION FEE

STUDENT, ADVISOR, CHAPERONE REGISTRATION FEE

\$100 per attendee

Early-bird rate for registration received by March 19, 2025 and payment received by April 15.

\$105 per attendee

Registration received after March 19, 2025, and for registrations paid after April 15.

SPOUSE/FAMILY MEMBER REGISTRATION FEE

\$105 per attendee

Associations may charge a different registration amount to cover their administrative costs or additional services. Each chartered association advisor is required to register all student members, adult advisors/chaperones and spouse/family members in the delegation under the conference tab in the online membership system.

PROCEDURE

All delegates, advisors and chaperones attending the conference are required to register for the conference. Conference registration must be received at DECA by **March 19, 2025**.

It is the chartered association advisor's responsibility to verify that ALL delegates meet ALL eligibility requirements, including membership. Chartered association advisors must approve registration for each participant.

Please direct questions regarding the online registration system for ICDC to membership@deca.org.

CHANGES AND SUBSTITUTIONS:

All changes to the original registration MUST be e-mailed to membership@deca.org. No additions/substitutions for competitors will be accepted after **April 8, 2025**.

PAYMENT

A single check or money order for total registrants should be written payable to DECA Inc. All forms must be completed and received by **April 15, 2025** to qualify for the early-bird reduced registration fee of \$100 per attendee.

Should the conference registration not be paid in full for the entire delegation by April 15, those registrants with a remaining balance will be charged \$105. After April 15, any attendees whom have not submitted payment or with outstanding balances will be billed the on-site registration fee of \$105 per attendee. Additionally, any billing submitted following the conference will be charged the on-site registration fee.

REFUND POLICY:

No refunds will be granted for adjustment of a chartered association's registration after 6:00 p.m. ET on **April 25, 2025**. Refunds will not be paid during on-site registration; however, conference officials will verify the amount of the refund. Refund checks will be sent within one month after the close of the conference.

CHARTERED ASSOCIATION INFORMATION FORM

Please complete the online chartered association information form to provide your association's point of contact, reports and RSVPs by **March 24, 2025**.

ON-SITE REGISTRATION

Chartered association advisors will register their delegations with DECA Inc. on **April 25, 2025, from 5:00 p.m. - 6:00 p.m. in the Orange County Convention Center, W206**.

Chapter advisors will register with their chartered association advisor at their assigned hotel during the time(s) scheduled by the chartered association advisor.

Name badges are registered attendees' tickets to all meetings, general sessions, transportation and special activities. This policy is for **students and advisors**. They **must** be worn at all times during the conference. Lost badges may be replaced at conference headquarters only by the **advisor**.

REGISTRATION MATERIALS

The bulk registration materials (name badges and holders, ribbons, pins, programs, participant gifts, etc.) will be delivered to the chartered association's assigned hotel. These materials will be available by late-afternoon on **April 24, 2025**. It is the responsibility of the chartered association advisor to get the materials from the hotel storage/loading dock to a designated room, which the chartered association advisor has arranged.

INSURANCE COVERAGE

Philadelphia Indemnity Insurance Company will provide special insurance for each chartered association's delegates and advisors registered for the DECA International Career Development Conference. The delegates must be listed on the registration form. The policy has the following broad features:

- \$25,000 principal sum for accidental death or dismemberment
- \$5,000 maximum medical/dental expense benefit per accident

For more information, please review the policy at deca.org/icdc.

ADDITIONAL ACRONYMS

Acronyms automatically appear in the online registration system. In addition to competitive events and leadership academies, the following acronyms should be used for these special programs.

- **DEL**: Voting Delegate, Candidate, Campaign Team
- **SCO**: Scholarship

ASSOCIATION HOUSING

Housing reservations for DECA's International Career Development Conference are submitted to the assigned hotel by the chartered association advisor who receives and verifies the information from chapter advisors.

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 Grand Opening Session.

Each chartered association will be assigned a hotel for the delegation by DECA Inc. Each chartered association is required to register all student members, adult advisors/chaperones and spouse/family members by completing the housing form provided by the hotel. Email the form to the assigned hotel and conferences@deca.org. Housing forms must be received by the hotel no later than **March 19**.

Due to the limited number of multiple housing rooms in the hotels, two-bedded rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a one-bedded room. A rollaway may be available depending upon the property.

The hotels have been advised to make no charges without a credit card on the room. Because of the large number of students involved, chartered associations are responsible for all charges incurred by their chartered association delegation.

According to the Delegate Conduct Practices and Procedures, any damage to property or any furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Chartered associations will be responsible for delegates' conduct.

HOTEL ASSIGNMENTS

ASSOCIATION	HOTEL	ASSOCIATION	HOTEL	ASSOCIATION	HOTEL
Alabama	Hilton Orlando Lake Buena Vista	Maine	Rosen Plaza Hotel	Oklahoma	Hilton Orlando Buena Vista Palace
Arizona	Hilton Orlando	Maryland	Hilton Orlando Lake Buena Vista	Ontario	Rosen Centre Hotel
Arkansas	Rosen Centre Hotel	Massachusetts	Rosen Plaza Hotel	Oregon	Drury Plaza Hotel Orlando Disney Springs Area
California	Hilton Orlando	Michigan	Rosen Shingle Creek	Pennsylvania	Hilton Orlando
Colorado	Hilton Orlando	Minnesota	Universal Endless Summer Dockside Inn & Suites	Puerto Rico	Embassy Suites by Hilton Orlando International Drive/ICON Park
Connecticut	Tru by Hilton Orlando Convention Center	Mississippi	Universal Stella Nova Resort	Rhode Island	Hilton Orlando Buena Vista Palace
Delaware	Hampton Inn by Hilton Orlando International Drive/Convention Center	Missouri	Rosen Shingle Creek	South Carolina	Courtyard Orlando Lake Buena Vista in the Marriott Village
Florida	Universal Terra Luna	Montana	Embassy Suites by Hilton Orlando International Drive/ICON Park	South Dakota	Hampton Inn by Hilton Orlando International Drive/Convention Center
Georgia	Universal Aventura Hotel + Universal Cabana Bay Beach Resort	Nebraska	Rosen Centre Hotel	Tennessee	Universal Cabana Bay Beach Resort
Hawaii	Hilton Orlando Buena Vista Palace	Nevada	Rosen Plaza Hotel	Texas	Universal Endless Summer Dockside Inn & Suites
Idaho	Universal Cabana Bay Beach Resort	New Hampshire	Embassy Suites by Hilton Orlando International Drive/Convention Center	Utah	Universal Cabana Bay Beach Resort
Illinois	Hilton Orlando Lake Buena Vista	New Jersey	Rosen Shingle Creek	Virginia	Fairfield Inn & Suites Orlando Lake Buena Vista in the Marriott Village + SpringHill Suites Orlando Lake Buena Vista in the Marriott Village
Indiana	Universal Aventura Hotel	New Mexico	DoubleTree Suites by Hilton Orlando Disney Springs Area	Washington	Hyatt Regency Orlando + Renaissance Orlando at SeaWorld
Iowa	Tru by Hilton Orlando Convention Center	New York	Fairfield Inn & Suites Orlando at SeaWorld + SpringHill Suites Orlando SeaWorld	West Virginia	Rosen Plaza Hotel
Kansas	Castle Hotel	North Carolina	Universal Stella Nova Resort	Wisconsin	Hilton Orlando Buena Vista Palace
Kentucky	Drury Plaza Hotel Orlando Disney Springs Area	North Dakota	Embassy Suites by Hilton Orlando International Drive/Convention Center	Wyoming	SpringHill Suites Orlando Lake Buena Vista in the Marriott Village
Louisiana	Universal's Endless Summer Dockside Inn & Suites	Ohio	Renaissance Orlando - Disney Springs (formerly B Resort)		

HOTELS

HOTEL INFORMATION	ROOM RATES			
	Single	Double	Triple	Quad
INTERNATIONAL DRIVE • SEAWORLD AREAS				
CASTLE HOTEL 8602 Universal Boulevard Orlando, FL 32819 407-354-1511 www.marriott.com/mcoca	\$209	\$209	\$209	\$209
EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE CONVENTION CENTER 8978 International Drive Orlando, FL 32819 407-352-1400 www.hilton.com/en/hotels/mcoores	\$237	\$237	\$237	\$237
EMBASSY SUITES BY HILTON ORLANDO INTERNATIONAL DRIVE/ICON PARK 8250 Jamaican Court Orlando, FL 32819 407-370-3775 www.embassysuitesorlandoidrive.com	\$234	\$234	\$234	\$234
FAIRFIELD INN & SUITES ORLANDO AT SEAWORLD 10815 International Drive Orlando, FL 32821 407-354-1139 www.marriott.com/mcofw	\$169	\$169	\$169	\$169
HAMPTON INN BY HILTON ORLANDO INTERNATIONAL DRIVE/CONVENTION CENTER 8900 Universal Boulevard Orlando, FL 32819 407-354-4447 www.orlandoconventioncenter.hamptoninn.com	\$189	\$189	\$189	\$189
HILTON ORLANDO 6001 Destination Parkway Orlando, FL 32819 407-313-4300 www.thehiltonorlando.com		\$269 ONE-BED ROOM		\$285 TWO-BED ROOM
HYATT REGENCY ORLANDO 9801 International Drive Orlando, FL 32819 407-284-1234 www.hyatt.com/en-US/hotel/florida/mcoro	\$264	\$264	\$274	\$284
RENAISSANCE ORLANDO AT SEAWORLD 6677 Sea Harbor Drive Orlando, FL 32821 407-351-5555 www.marriott.com/mcosr	\$227	\$227	\$227	\$227
ROSEN CENTRE 9840 International Drive Orlando, FL 32819 407-996-9840 www.rosencentre.com	\$249	\$249	\$269	\$269
ROSEN PLAZA 9700 International Drive Orlando, FL 32819 407-996-9700 www.rosenplaza.com	\$239	\$239	\$259	\$259
ROSEN SHINGLE CREEK 9939 Universal Boulevard Orlando, FL 32819 407-996-9939 www.rosenshinglecreek.com	\$259	\$259	\$279	\$279

Hotel rates do not include applicable taxes and fees. Consult your hotel for the room rate per night inclusive of all taxes and fees.

HOTELS

HOTEL INFORMATION	ROOM RATES			
	Single	Double	Triple	Quad
INTERNATIONAL DRIVE & SEAWORLD AREAS				
SPRINGHILL SUITES ORLANDO AT SEAWORLD 10801 International Drive Orlando, FL 32821 407-354-1176 www.marriott.com/mcoss	\$179	\$179	\$179	\$179
TRU BY HILTON ORLANDO CONVENTION CENTER 6461 Westwood Boulevard Orlando, FL 32821 407-351-4091 www.hilton.com/en/hotels/orlcru	\$159	\$159	\$159	\$159
MARRIOTT VILLAGE AREA				
COURTYARD ORLANDO LAKE BUENA VISTA IN THE MARRIOTT VILLAGE 8623 Vineland Avenue Orlando, FL 32821 407-938-9001 www.marriott.com/mcoly	\$169	\$169	\$169	\$169
FAIRFIELD INN & SUITES ORLANDO LAKE BUENA VISTA IN THE MARRIOTT VILLAGE 8615 Vineland Avenue Orlando, FL 32821 407-938-9001 www.marriott.com/mcolz	\$169	\$169	\$169	\$169
SPRINGHILL SUITES ORLANDO LAKE BUENA VISTA IN THE MARRIOTT VILLAGE 8601 Vineland Avenue Orlando, FL 32821 407-938-9001 www.marriott.com/mcolx	\$169	\$169	\$169	\$169
DISNEY SPRINGS AREA				
DOUBLETREE SUITES BY HILTON ORLANDO DISNEY SPRINGS™ AREA 2305 Hotel Plaza Blvd Lake Buena Vista, FL 32830 407-934-1000 www.hilton.com/en/hotels/mcofhd-doubletree-suites-orlando/	\$219	\$219	\$219	\$219
DRURY PLAZA HOTEL ORLANDO DISNEY SPRINGS™ AREA 2000 Hotel Plaza Blvd Lake Buena Vista, FL 32830 407-560-6111 www.druryplazahotelorlando.com	\$229	\$229	\$229	\$229
HILTON ORLANDO BUENA VISTA PALACE 1900 E Buena Vista Drive Lake Buena Vista, FL 32830 407-827-2727 www.buenavistapalace.com	\$233	\$233	\$233	\$233
HILTON ORLANDO LAKE BUENA VISTA 1751 Hotel Plaza Boulevard Lake Buena Vista, FL 32830 407-827-4000 www.hiltonorlandolakebuenavista.com	\$248	\$248	\$248	\$248
RENAISSANCE ORLANDO RESORT AND SPA IN DISNEY SPRINGS™ 1905 Hotel Plaza Blvd Lake Buena Vista, FL 32830 407-828-2828 www.marriott.com/mcobu	\$189	\$189	\$189	\$189

PLUS \$10 RESORT FEE PER DAY

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HOTELS

HOTEL INFORMATION	ROOM RATES			
	Single	Double	Triple	Quad
UNIVERSAL AVENTURA HOTEL 6725 Adventure Way Orlando, FL 32819 407-503-6000 www.universalorlando.com/web/en/us/places-to-stay/universals-aventura-hotel	\$155	\$155	\$160	\$165
UNIVERSAL CABANA BAY BEACH RESORT 6550 Adventure Way Orlando, FL, 32819 407-503-4000 www.universalorlando.com/web/en/us/places-to-stay/universals-cabana-bay-beach-resort	\$155	\$155	\$160	\$165
UNIVERSAL ENDLESS SUMMER DOCKSIDE INN AND SUITES RESORT 7125 Universal Blvd Orlando, FL 32819 407-503-6000 www.universalorlando.com/web/en/us/places-to-stay/universals-endless-summer-resort-dockside-inn-and-suites	\$119	\$119	\$124	\$129
UNIVERSAL STELLA NOVA RESORT 4500 Epic Blvd Orlando, FL 32819 689-218-2000 www.loewshotels.com/stella-nova-resort	\$147	\$147	\$152	\$157
UNIVERSAL TERRA NOVA RESORT 5500 Epic Blvd Orlando, FL 32819 689-218-3000 www.loewshotels.com/terra-luna-resort	\$147	\$147	\$152	\$157

Hotel rates do not include applicable taxes and fees. Consult your hotel for the room rate per night inclusive of all taxes and fees.