

DECA

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

QUICK REGISTRATION GUIDE

CONFERENCE OVERVIEW

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 26,000 high school students, teacher-advisors, business professionals and alumni gather several days of career preparation, leadership development and overall excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA’s industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate members’ mastery of these concepts.

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

REGISTRATION OVERVIEW	
Date and Location	April 24-29, 2026 (Conference Dates: April 25-28, 2026) Georgia World Congress Center, Building B Atlanta, Georgia
Process	<ul style="list-style-type: none"> All student and adult attendees must be registered through the DECA Online Membership System by Friday, February 27. If Nevada DECA is coordinating travel, all requested flight itineraries, passenger names, and DOBs for Las Vegas-area members and advisors are due by Friday, February 27 All chapter rooming lists must be sent to curtis@nevadadeca.org by Friday, February 27. Nevada DECA will build quad room blocks for chapters requesting to be partnered with other schools. (i.e. if a chapter has three students in a “Quad” room, we will find a student from another chapter to occupy the room, if requested) Nevada DECA will issue final invoices to chapters by Friday, March 6. Payment in full for all invoices is due by Wednesday, April 22.
Transportation	<ul style="list-style-type: none"> Unless a chapter opted out of travel coordination during the SCDC registration process, all Las Vegas area schools are required to utilize Nevada DECA flights and ground transportation to/from the Atlanta airport and conference hotel. Full flight itineraries can be found at www.nevadadeca.org/icdc.
Required Forms	<ul style="list-style-type: none"> Form A – Intent to Compete (Due Wednesday, February 18) Form B – ICDC Hotel Rooming List (Due Friday, February 27) Form C – ICDC T-Shirt Order Form (Due Friday, February 27) Form D – Student Medical/Release Form (Advisor retains in possession) Form E - DECA Inc Code of Conduct and Attendance Forms (Advisor retains in possession)

	<ul style="list-style-type: none"> ▪ Form F – Advisor Statement of Assurance (Due Friday, February 27) ▪ Form G – TSA Passenger Info for ICDC Attendees (Due Friday, February 27)
--	---

REGISTRATION

Registration Cost	<p>All registration fees are based on requested occupancy rate of attendee rooms. Nevada DECA will build quads for student rooms and doubles for advisor rooms upon request. All rates are per person and DO NOT INCLUDE FLIGHT COSTS.</p> <ul style="list-style-type: none"> ▪ Quad: \$690 ▪ Triple: \$800 ▪ Double: \$965 ▪ Single: \$1,570 <p>Flight costs range between \$477.73 and \$479.73 per passenger based on chosen itinerary</p> <p>DECA Inc. provides a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program and app.</p> <p>See below “Online Registration Procedures” for instructions on how to register.</p>
Additional Information	<ul style="list-style-type: none"> ▪ The registration fee applies to student members, advisors, chaperones and spouse/family members. ▪ DECA Inc. requires an 8:1 ratio of students to chaperones during the entire conference dates. ▪ All student members must be DECA Inc. members on an official roster and meet the attendance criteria in the official registration guide for ICDC. ▪ At the conference, chapter advisors will register with their chartered association at their assigned hotel.

HOUSING

Assigned Hotel	<p>AC Hotel Atlanta Downtown 101 Andrew Young International Blvd NW Atlanta, GA 30303</p>
Room Reservations	<p>All chapters must submit Form B – ICDC Hotel Rooming List by February 27, 2026. See http://www.nevadadeca.org/icdc to access this form. DO NOT CONTACT THE HOTEL DIRECTLY.</p>
Additional Information	<ul style="list-style-type: none"> ▪ All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA’s International Career Development Conference. ▪ All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session. ▪ Transportation will be provided from outlying hotel properties. Guests in the following hotels will be considered within walking distance: AC Hotel Atlanta Downtown, Embassy Suites Centennial Olympic Park, Hilton Garden Inn Atlanta Downtown, Omni Atlanta Hotel and Centennial Park, Reverb by Hard Rock Atlanta, Signia by Hilton

	<p>Atlanta, The American Hotel Downtown Atlanta and The Westin Peachtree Plaza. Guests at the following hotels will have limited transportation provided and should also plan to walk during peak times (as these hotels are also considered within walking distance): Atlanta Marriott Marquis, Hilton Atlanta, Hotel Indigo Atlanta Downtown, Hyatt Regency Atlanta, Courtland Grand Hotel, The Candler Hotel and The Ritz-Carlton Atlanta.</p>
--	---

KEY DEADLINES

February 15	ICDC Competitors’ Membership Eligibility Deadline
February 27	Deadline for chapters to submit conference registration, flight lists (if applicable) and rooming lists to Nevada DECA
March 25	Portal opens for chapters to upload qualifying prepared entry submissions
March 27	Deadline for chapters to submit accommodation requests to DECA Inc.
April 8	Deadline for chapters to upload qualifying prepared entry submissions
April 8	Deadline for chartered associations to submit any changes to competitive events registration

ADDITIONAL INFORMATION

Refund Policy	NO REFUNDS will be provided anyone submitted in the conference registration system by the February 27 deadline. Substitutions MAY be allowed if possible but are not guaranteed.
Non-Discrimination Policy	DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.
For Additional Details	This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at www.deca.org/icdc .
International Baccalaureate Exams	DECA is working with the International Baccalaureate Organization to arrange IB examinations on April 27, 28 and 29 at the DECA International Career Development Conference in Atlanta. Once members have qualified for ICDC, interested finalists needing to take the IB examination in Atlanta must have their school IB Coordinator fill out a request form (available Spring 2026). Please note that there is a fee per student (approximately \$52 USD) associated with this process. Schools will be invoiced by IBO. DECA will work to accommodate

	competition appointments to the best of its ability given the nature of volunteer judges' schedules.
--	--

ONLINE REGISTRATION PROCEDURES

	<p>Registration will take place in DECA's Online Membership System (http://www.deca.org/register)</p> <ul style="list-style-type: none"> ▪ Once logged into the membership portal click on the Conferences Tab ▪ Click on 2026 ICDC – Chapter Registration ▪ Select Register Advisors <ul style="list-style-type: none"> ○ Use the check box beside the Advisor name to select the advisors attending or you can use the Select All button. Click continue ○ Verify the information that has been pre-filled. Please enter any missing information that is in a RED box. Click ICDC Registration under Registration Rates...click next <ul style="list-style-type: none"> ▪ Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association. ○ Click Next ○ Verify the information on the screen and click finish. You will need to do this for each advisor registering for ICDC ▪ Select Register Students <ul style="list-style-type: none"> ○ Use the check box beside the student name to select the students or you can use the Select All button. Click continue ○ The Name Verification Box will appear, please read that information...click ok ○ Please verify the information that is pre-filled from the student record. Home Phone, Cell Phone, and Email are not required... click next <ul style="list-style-type: none"> ▪ Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association. ○ You must choose a competitive event or academy for the student. You will put a select the box to the right of the competitive event or academy that the student will be registered in. (Note: the events can be sorted by name or category by clicking on the column header.) <ul style="list-style-type: none"> ▪ If the student is in a team event: <ul style="list-style-type: none"> ● a team number must be selected in the drop-down box
--	---

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ● One team member must be designated as the team captain by clicking the Check Box ▪ If the student is not in a competitor, then you must select Delegate <ul style="list-style-type: none"> ● If the student is doing only the EMPOWER academy, then you must select Delegate for the student ○ Click Next ○ If the student is a Chartered Association Officer and would like to be registered for EMPOWER, you will select this by clicking the down arrow and click the select box...click next ○ Verify the information and click the Next Student Button and continue for all your students <ul style="list-style-type: none"> ▪ Select Register Guests <ul style="list-style-type: none"> ○ This will be used to register your attending Chaperones, Spouse/Family Members, and Judges <ul style="list-style-type: none"> ▪ You must fill in all required fields (outlined in red) ○ Click Registration under the Registration Rates...click next [Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.] ○ Verify the information on the screen then click Save and Finish or Save and Add Another Guest ▪ Click the Select All button or only the box beside the name of the person you want to register. ▪ Click Accept Disclaimers <ul style="list-style-type: none"> ○ Check or uncheck box 1 – email rules and regulations ○ You must check the “Read and Agree” check box...click confirm ▪ Click Submit Registration ▪ Click Confirm ▪ Click the Export Registration button to export a copy of your registration. E-mail the file to your chartered association advisor.
	<ul style="list-style-type: none"> ▪ All invoicing will be provided by your Chartered Association Advisor. ▪ All substitutions and cancellations must be made through your Chartered Association Advisor. ▪ DO NOT update the membership system as these changes will not be received.