



## 2011 Fall Leadership Conference Registration Instructions

Here is your first step toward attending the 2011 Ohio DECA Fall Leadership Conference. To ensure that you have a great conference experience, there are a few important steps that need to be accomplished.

- **The Ohio DECA Fall Leadership Conference will take place on November 10, 2011, at the Great Columbus Convention Center (which is behind/connected to the Hyatt Regency Hotel). The Greater Columbus Convention Center's address is 400 South High Street, Columbus, OH 43215.**
- **NEW THIS YEAR** - you must fill in all required information in order for your registration to be submitted. If a field is left blank, it will indicate that you need to input information for that field before you can go onto the next page.
- **Registration will be completed on-line and we have extended the deadline and it must be submitted by October 19, 2011. PLEASE DO NOT HIT THE "SUBMIT" BUTTON MORE THAN 1 TIME. If you have changes or errors, please e-mail Lisa McCarthy ([lisa.mccarthy@ode.state.oh.us](mailto:lisa.mccarthy@ode.state.oh.us)) to correct.**
- **Each chapter MUST register individually.** *Two chapters cannot share the same registration form.*
- The FLC registration process will be complete on-line as it has in the past. There are three (3) parts to complete and submit your chapter's registration. The three (3) parts are School, Registration and Treasurer.
- In the "School" tab, please select your school's name from the drop-down menu and fill out the rest of the information being requested and it is very imperative that this information is completed for your chapter. There is also a drop-down menu for your chapter's DECA District. Don't forget that the district numbers have been changed from previous years due to the district realignment that went into effect this year. If you are unsure of what district your chapter may be in now, please check the Ohio DECA web site under the "Advisor" area and the document is called "2011-2012 Ohio DECA District Realignment".
- Next tab to be completed is "Registration". On the "Registration" page, you will need to register **EVERYONE** attending the conference which includes advisors, chaperones, students and guests.

In the "Conference Attendee" field, you **MUST** select from the drop-down menu what venue **ALL** "Conference Attendees" will be serving at the conference. You will need to select one of the following for each person attending from your chapter:

- Advisor
- Chaperone
- Presidential Candidate
- Secretary/Treasurer Candidate
- Executive VP Community Outreach Candidate
- Executive VP Marketing Candidate
- Executive VP Leadership Development Candidate
- Public Relations Representative
- Parliamentarian
- Presidential Voting Delegate
- Secretary/Treasurer Voting Delegate
- Executive VP Community Outreach Voting Delegate
- Executive VP Marketing Voting Delegate
- Executive VP Leadership Development Voting Delegate
- Student (Non-Voting Delegate)
- Guest

It is very important to assign one of these options to ensure that conference attendees are marked appropriately for their attendance at the conference.

- In order for students to serve as Voting Delegates, they **MUST** be assigned to a voting session for their attendance. You cannot make changes on-site for Voting Delegates since their name badges will have their name and indicate which voting session they are attending. That is why it is imperative that you assign students when registering what voting session they will be attending. If you do not register any students to attend a voting sessions, when you arrive at the conference you will not have any students allowed to attend voting sessions.

Listed below is the number of voting delegates your chapter is allotted to send:

Presidential Voting Delegates	2 Students (however, only one (1) student will be permitted to cast the vote for your chapter)
Secretary/Treasurer Voting Delegate	1 Student
Executive Vice President of Community Outreach Voting Delegate	1 Student
Executive Vice President of Marketing Voting Delegate	1 Student
Executive Vice President of Leadership Development Voting Delegate	1 Student

- All Candidates, Parliamentarian Candidates, Public Relations Candidates and Voting Delegates will be assigned to attend lunch from 12:30 p.m. – 1:20 p.m. and then they will be assigned to attend one (1) workshop together from 1:30 p.m. – 2:20 p.m. This too will be marked on their name badges as to where to attend the workshop.
- All members who are registered as “Student (Non-Voting Delegate)” will have each workshop assigned to them; there is no prior selection of workshops. Ohio DECA will assign “Student (Non-Voting Delegate)” to three (3) workshops. Once they have been assigned workshops, there will be NO changes prior to the conference or on-site due to the fact that their name badge will state which workshop they are to attend and at what time. There will be two (2) different lunch breaks which each student will be assigned to a specific time.
- *Shown below is an example of how your chapter’s registration should be completed:*

First Name	Last Name	Conference Attendee
Jim	Price	Advisor
Lisa	McCarthy	Presidential Voting Delegate
Sheri	Ketaneh	Student (Non-Voting Delegate)
Joel	Wyatt	Presidential Candidate
Dee	Sturgill	Parliamentarian Candidate
David	Rardain	Public Relations Candidate
Tori	Legg	Student (Non-Voting Delegate)
Gabriel	Cummins	Student (Non-Voting Delegate)
Austin	Bleininger	Executive VP Community Outreach Voting Delegate
Jammie	Cameron	Secretary/Treasurer Voting Delegate
Jeff	McColm	Executive VP Marketing Voting Delegate
Zach	Nicholaus	Executive VP Leadership Development Voting Delegate
Matthew	Samuel	Presidential Voting Delegate
Rhonda	Legg	Chaperone

- On the “Treasurer” tab, please fill out your school district’s treasurer information. Also, indicate how many students and adults will be attending the conference. All advisors/adults/chaperones/guests must register and pay the registration fee to attend the conference. Once you indicate how many are attending, it automatically gives you a total amount due so you can print this page and present this as your invoice to your treasurer.
- **Please do NOT wait on a purchase order, a purchase order number or a requisition from your treasurer’s office. This will delay your registration and possibly miss the registration deadline. Please submit your chapter’s registration by the deadline and input “IN PROCESS” in the Purchase Order # area. There are NO exceptions for missing the deadline.**
- **NEW THIS YEAR** - If a participant is disabled and needs special assistance or accommodations, please fill out the “Ohio DECA Special Needs Request Form” located on the Ohio DECA web site on the Fall Leadership Conference page. Advisors must fill out this form for each student that will need special assistance or has special needs for us to better understand how to accommodate each student’s circumstances. Follow the directions on this form and submit it separately to Ohio DECA.
- **Once all three (3) tabs (School, Registration and Treasurer) have been completed, PLEASE PROOFREAD THE MATERIAL/INFORMATION TO ENSURE THAT YOUR CHAPTER’S INFORMATION IS CORRECT BEFORE YOU SUBMIT IT TO OHIO DECA.**
- **PLEASE PRINT ALL PAGES PRIOR TO SELECTING THE “SUBMIT” BUTTON ON THE LAST PAGE (TREASURER PAGE) SO YOU CAN PRESENT THIS AS YOUR INVOICE TO YOUR TREASURER AND MAKE A COPY FOR YOURSELF FOR YOUR RECORDS.**
- You will receive an e-mail indicating that your registration has been submitted and received by Ohio DECA. If you do not receive one within a couple of days, please check your SPAM folder, Junk folder or your trash folder to make sure that it did not automatically appear in one of these folders due to the way many districts have their e-mail receipts set-up (we have the same problem here at the state too.)

Once you have checked all these folders and you still do not have an e-mail, please contact Lisa McCarthy at (614) 752-5073 for assistance.

- **All registrations are to be submitted on-line to Ohio DECA by OCTOBER 19, 2011. NO EXCEPTIONS.**
- **Each registered student MUST have an “Attendance and Emergency/Medical Release Form” signed by the student, parent or guardian, advisor and a school administrator. The advisor must bring these forms to the Ohio DECA Fall Leadership Conference and submit these to the registration personnel before receiving their chapter’s registration materials.**

**Advisors MUST also keep a copy with them at all times while in attendance at the conference.** The form is located on the Ohio DECA web site on the Fall Leadership Conference page.

**PLEASE SEND PAYMENTS TO:**

**OHIO DECA  
25 South Front Street, Mail Stop 604  
Columbus, OH 43215**

*If you have questions, please contact Lisa McCarthy at (614) 752-5073.  
If you have any changes or errors, please e-mail Lisa at [lisa.mccarthy@ode.state.oh.us](mailto:lisa.mccarthy@ode.state.oh.us)*