



FALL LEADERSHIP CONFERENCE

BELLEVUE HYATT REGENCY
NOVEMBER 6-8





Fall Leadership Conference
November 6-8, 2022 | Hyatt Regency Bellevue

In this document you will find registration instructions, guidelines, and due dates for the 2022 Fall Leadership Conference. If you have questions about registration, contact [Angela Kim](#) at Washington DECA.

FLC WEBSITES

[Website & Agenda](#) | [FLC Registration Site](#) (Opens October 10, 7:00 a.m. | Closes October 13, 5:00 p.m.)

REGISTRATION COSTS AND PAYMENT

Registration Fee and Events for Purchase	Advisors, Students, Chaperones	\$140.00 per person includes conference t-shirt
		\$ 75.00 per person Monday only includes conference t-shirt
	Chapter Leadership Academy	\$ 50.00 per person per day includes conference t-shirt
	Sponsored by Sound CU up to 2 students per chapter	
Refunds and Changes	Refunds are not allowed after registration closes on October 13 at 5:00 p.m.	
Registration Payment	<ul style="list-style-type: none"> • Check Payment. Mail check payments to Washington DECA. • Credit Card Payment. Pay online in the FLC registration portal. 	

HOTEL INFORMATION, RATES, AND PAYMENT

Hotel Rates per room / per night (11/6 and 11/7)	Hyatt Regency Bellevue \$211.00 (+ 15.6% tax) 900 Bellevue Way NE, Bellevue WA 98004
Bus Drop-Off & Pick-Up	Bus drop-off and pick-up at the Hyatt is limited to two buses at a time. <ul style="list-style-type: none"> • Access to the bus drop-off and pick-up is in the back of the hotel located on NE 12th Street. • Pick-up times must be reserved.
Hotel Check-In	Hotel check-in time is at 3:00 p.m. <ul style="list-style-type: none"> • Only advisors may pick up room keys. If rooms are not ready, luggage storage will be provided by the hotel.
Hotel Check-Out	Hotel check-out time is 12:00 noon. <ul style="list-style-type: none"> • Only advisors may check out at the front desk. Please collect students' room keys and turn them in when checking out. • Please inspect student rooms for cleanliness before departure. Schools will be billed for damages or rooms needing excessive cleaning.
Hotel Payment	Hotel payment is to be made directly to the Hyatt Regency Bellevue.

FALL LEADERSHIP CONFERENCE STAFF

Contact information for all questions, forms, payments, and registration.

Washington DECA ♦ 16040 Christensen Rd, Suite 215, Tukwila, WA 98188 ♦ Phone: 206.285.1195

Lori Hairston
Executive Director
lori@wadeca.org

Angela Kim
Operations Manager
angela@wadeca.org

Nicole Cowan
Brand & Communications Project Manager,
State Officer Coach
nicole@wadeca.org

Chontelle Mackner
Development Manager
chontelle@wadeca.org

Linda Andersen
Competition Manager
linda@wadeca.org

Kim Frahm
DECA Chapter Support
teach@wadeca.org

ATTENDANCE REQUIREMENTS

Adult to Student Ratio. Each state association or chapter will provide at least one (1) adult advisor or chaperone for each ten (10) students attending FLC on overnight stays.

- No student may attend the conference without an assigned advisor.
- Chaperones are responsible to be in sessions, to check student rooms periodically during the day, to check rooms at curfew, and to monitor halls after curfew.

FLC HIGHLIGHTS

- **Two General Sessions.** Students will leave inspired by two keynote speakers.
- **Exploration Expo.** Vendors showcasing school-based enterprise products, fundraising ideas, colleges, and educational resources.
- **Chapter Leadership Academy (Sponsored by Sound CU).** Each chapter may send two student leaders to this valuable, hands-on advanced leadership academy. Advisors must reserve space in the registration system.
- **Competition and Industry Workshops.** Students and advisors will have a diverse menu of workshops to attend, which are sure to engage and educate!
- **Job Shadow.** Several industries available to job shadow on Tuesday afternoon in downtown Bellevue. Limited spots available.
- **Launch Party.** On Sunday night, all members are invited to this fun social gathering with music, and games.
- **Competition.** Advisors register students for competition in conference registration. Each student may participate in up to two events. Entrepreneurship Series or Principles of Marketing Mock Competition role-play events allow judges to provide immediate, verbal feedback.
- **Business Pitch Competition.** Teams of 1-3 can present a business venture to a judge. Awards will be announced at closing session.
- **DECAEats.** Visit local restaurants and shops and support the DECA Scholarship program.
- **C.O.R.E Night.** Join us for an in-depth exploration of the core fundamentals which make-up our organization: Competition, Opportunity, Representation, and Experience.

REGISTRATION CHECKLIST & INSTRUCTIONS

Use this checklist to ensure all required steps are completed for your conference registration, housing, and payments. **Links (in blue) are included.**



Due by October 3 to [Angela Kim](#) at Washington DECA

___ [FORM B](#). Statement of Assurance and Advisor Rules and Responsibilities from all advisors for the 2022–2023 school year

Due by October 5 to [Angela Kim](#) at Washington DECA

___ [FLC Student Scholarship Applications](#). Based on financial need and type of registration.

Due by October 12 to [Angela Kim](#) at Washington DECA

___ [FORM D](#). Permission to Use Private or Public Transportation (if applicable)

___ [Hotel Credit Card Authorization Form\(s\)](#). (Hyatt accepts credit card payment only)

Due by October 13 @ 5:00 pm Online (link)

___ [Attendee registration](#). For advisors, chaperones, and students

___ [Room assignments](#). For advisors, chaperones, and students

___ [T-shirt sizes](#). For advisors, chaperones, and students

___ [Mock Competition/Mock Interview](#). Required for all students attending Tuesday 11/8

___ [Optional Events/Items](#). Student workshops listed below require advance online registration

- ◆ [Students](#): Business Pitch Competition (\$0) | Chapter Leadership Academy (Sponsored by South CU | up to two students per chapter) | Job Shadow (\$0)

Due by November 3 to Washington DECA

___ [Conference registration payment](#). For advisors, chaperones, and students

Due November 8 to Washington DECA Help Desk at FLC (for Clock Hours)

___ [Conference attendance sheets](#). Sign attendance sheets **for days you have attended**, 11:00 a.m. – 12:00 p.m.

Advisors Bring to Conference or Scan to [Angela Kim](#) at Washington DECA

___ [FORM A](#). Delegate Permission, Release, and Code of Conduct Form for each delegate attending FLC

OTHER

___ [Invoices for Payment](#). Please submit FLC housing and registration invoices to ASB and/or CTE bookkeeper(s) promptly to meet registration and housing payment deadlines.

___ [Dress Code](#). Click here to download the conference Dress Code.

___ [Code of Conduct](#). Click here to download the conference Code of Conduct.

___ [Name Badges](#). Name badges will be provided and always worn for security and identification.

HOW TO REGISTER

Registration and Housing Instructions

STEP 1

Conference Registration Log- In, Profile Update, Special Chapter Requests/Needs

- Go to decaregistration.com/wa-flc (bookmark this page for quick access)
- ◆ Select **REGISTRATION** button and log in with membership username (chapter ID number) and password
 - ◆ Update school and contact information to ensure primary advisor (identified in membership) receives invoices and other communication
 - Make corrections, complete fields, and include special chapter requests/needs
 - ◆ Click **SUBMIT** when finished, which takes you to registration screen

STEP 2

Student Registration

- To register **students**, select **ADD STUDENT MEMBER**
- ◆ Registered student DECA members will be displayed (note multiple options including full registration, one-day Monday, one-day Tuesday).
 - Select t-shirt size for each FLC participant (t-shirt is included in registration)
 - Under **SELECT STATUS**, select **STUDENT**
 - After selecting all student attendees, click **SAVE** at bottom of member list
 - ◆ Add or delete students any time between October 10-13. Substitutions WILL BE allowed until November 3, 2022. **No refunds after October 13, 2022.**

State Officer Registration

Area Presidents and State President

- State Officers are registered and housed by Washington DECA
- ◆ Do not include state officers in chapter registration, housing, or t-shirt order
 - ◆ If chapters will arrive by 10:00 a.m. November 6, state officers should travel with their chapters, but if the chapter does not arrive by 10:00 a.m., we will arrange transportation
 - ◆ State officers will return home from the conference with their chapters. If their chapter is not attending FLC, Washington DECA will arrange for their transportation home.

STEP 3

Advisor and Chaperone Registration

- Select **ADD NON-STUDENT**
- ◆ Type in name, select t-shirt size, participant type (advisor or chaperone), and gender, and provide cell phone number for advisors
 - ◆ If advisor or chaperone has special needs, describe them in **SPECIAL NEEDS** field
 - ◆ Click **SAVE**, and repeat for additional advisors and/or chaperones

STEP 4

Optional Items and Events

- Events**
- ◆ **Chapter Leadership Academy.** Sponsored by Sound CU | Limited to 2 students per chapter
 - ◆ **Business Pitch.** \$0 | 1 – 3 students
 - ◆ **Job Shadow.** \$0

Register for Mock Competition

- Sign up each student for one mock competition and a mock interview on Tuesday
- ◆ Select **EDIT AND SELECT EVENTS** next to attendee's name
 - ◆ Beginner – Principles of Marketing
 - ◆ Experienced – Entrepreneurship Series
 - ◆ Mock Job Interview – All attendees

STEP 5

Special Needs Delegates

- If special accommodations at the conference or in the hotel are needed.
- ◆ Select **EDIT AND SELECT EVENTS** next to attendee's name
 - ◆ In **SPECIAL NEEDS** field, describe delegate's special need, and **SAVE**

STEP 6

Hotel Room Assignments

- Select **HOUSING** button
- ◆ Housing must be assigned for all participants unless chapter will commute (an option if located within 20 miles of conference venue or if chapter selects one day option)
 - ◆ Select **HYATT REGENCY BELLEVUE**
 - ◆ **If chapter is commuting**, select **NO HOTEL** in hotel list, then select **SUBMIT HOTEL RESERVATION** (contact Angela Kim to **override if needed**)



Fall Leadership Conference November 6-8, 2022 | Hyatt Regency Bellevue

STEP 7 **Finalize** **Registration and** **Check Chapter** **Agreement Box**

When housing assignments are final, click **SUBMIT HOTEL RESERVATION**

- ◆ Red messages indicate issues to be corrected before housing can be submitted

To finalize and submit registration, select **BACK TO REGISTRATION**

- ◆ Click **Chapter Agreement box** that states, "By submitting FLC registration, I assure that I have school and district authorization to attend this conference, and I agree to pay the conference registration and housing fees charged."
- ◆ Click **FINISHED REGISTERING** button (bottom of screen)
 - Red messages indicate issues to be corrected; then click **FINISHED REGISTERING** again
 - Print **REGISTRATION** and **HOUSING INVOICES** and submit to bookkeeper(s)

Registration **Changes through** **10-13-2022**

You can make changes to registration and housing **through 5:00 p.m. October 13**

- ◆ To make changes, log in to **FLC registration** and click edit
- ◆ Remember to click **FINISHED REGISTERING** button to check for problems, resubmit registration, and get new invoices
- ◆ For changes to registration after October 13, contact Angela Kim angela@wadeca.org