

Please use this
for planning only.

MONTANA DECA~IT'S A SURE BET!

2008 Career Development Conference
PRE-STATE CONFERENCE INFORMATION
January 23, 2008



1. **CONFERENCE REGISTRATION at the Red Lion COLONIAL HOTEL--**

Diana Fiedler, State Advisor, Holly Fox, Montana DECA Executive Secretary and the DECA Student Board of Directors will welcome you at the conference registration table in the Meadowlark Room of the Red Lion Colonial Hotel at Noon on Sunday, February 10th. All advisors should pick up your chapter's registration materials here. Competitions will begin promptly at 3:00 PM.

2. **LUGGAGE STORAGE AREA--**

The Gallery Room at the Colonial Hotel has been set aside for luggage storage for all chapters that need one. Hotel room check-in is after 3:00 PM. Please be prepared to compete even if your hotel room is not yet available.

3. **COMPETITIVE EVENT CHANGES—**

ADVERTISING CAMPAIGN, ENTREPRENEUR WRITTEN, & TECHNICAL SALES EVENTS—

Due to time constraints and the increased number of participants, we will be running preliminaries and finals for Advertising Campaign, Entrepreneur Written, and Technical Sales Events. The preliminaries will consist of two sections. The top three presentations in each section will give their presentations again during finals on Tuesday, February 11.

SUNDAY EVENTS—handled like Monday & Finals—

We will NOT be assigning competition times for the Sunday events as has been done in the past. We will conduct Sunday's events in the same manner as Monday's and Finals—to eliminate confusion as well as to aid/assist judges.

STUDENT WAITING AREAS—

Students will be expected to remain in designated waiting areas until called by individual proctors for individual and team events unless involved in another concurrent competition. The upper floor of the Mezzanine (up the staircase) will be the Student Waiting Area for competitive events on Sunday afternoon and for finals on Tuesday morning. The Student Waiting Area for Monday is the Judicial Room. (Please see the hotel map included in this mailing for specifics.)

***NO* student use of cell phones during General Sessions or Competitive Events!**

4. **DRESS CODE—**

Again this year, we have printed the Dress Code Standards in the conference program. Please make sure your students adhere to the Montana DECA dress code at all times during the conference. During the Opening and Closing Sessions, our State officers will be dressed to help emphasize the conference theme. Remember that event proctors—that would be all of you—have the authority to send a student back to change (or refuse to allow them to compete in front of a judge) if they do not adhere to the dress code. Dress code standards were included in the first mailing but are available on our Montana website: <http://www.mtbpadeca.org> if you need them for reference. Please discuss the dress code with your students prior to coming to conference.

5. **BREAKFAST BUFFET on MONDAY and TUESDAY MORNINGS—**

There will be a complimentary breakfast buffet on Monday and Tuesday mornings between the hours of 8:00 AM and 10:00 AM in the Atrium.

6. **CHAPTER SLIDE SHOW—**

Once again during our Opening Session, we're planning to show a PowerPoint presentation highlighting each Montana DECA chapter along with our formal roll call of chapters. Please submit your chapter 30-second slide show to Holly Fox via email: hollyefox@yahoo.com on or before **February 5**. The slides may contain pictures, graphics, and animation but please do *not* insert sound files. For chapters that do not submit any slides, one slide will be created to represent your chapter in the Opening Session.

7. **USE of VISUAL AIDS & TECHNOLOGY in PRELIMINARIES versus the FINAL ROUND**

Repeated from the first conference mailing:

All Individual Series Events: Any visual aids, notes, laptops may be used in the preliminary round.

During the FINAL ROUND, no visual aids, no laptops, no printed reference materials may be used.

Management Team Decision Making Events: Any visual aids, notes, laptops may be used in the preliminary round. During the FINAL ROUND, no visual aids, no laptops, no hand-held digital organizers, no printed materials may be used. **** Please note:** last year, laptops *were* permitted in finals ... not this year due to changes in the national DECA guidelines.

Individual Series and Team FINAL ROUND Prep Time: We will provide blank 8.5 x 11-inch copy paper and pen/pencils to be taken into the prep room. Nothing from the student will be allowed to be brought into the prep room.

8. **LOOKING FOR A CAPTURE CREW—**

Anyone (any chapter) interested in taking digital pictures throughout the state conference of DECA members and conference activities on Sunday and Monday? If you have students who will be attending but may not have an overwhelming competitive event schedule, this would be a great opportunity for them to contribute! The Capture Crew would take digital photos and organize them into a PowerPoint presentation to be shown at the Closing Awards Session on Tuesday. The Crew would need to provide their own cameras as well as the computer equipment to assemble the presentation—not longer than 5 minutes—and save it on a jump drive or CD. A computer and projector will be available at conference to show the presentation. If you have an interest, please contact Diana Fiedler at dfiedler@mt.gov as soon as possible.

8. **INTERESTED STUDENTS IN A POSITION ON THE 2008-2009 STUDENT BOARD OF DIRECTORS—**

Our state officers will be available immediately following Sunday night's Opening Session for an informal 'question and answer' session. If you have students who have expressed an interest in a leadership position, make sure they stop by the lobby (outside the Meadowlark Room) to pick up an application packet as well as take the opportunity to speak with a current Student officer. Officer applications are also available in PDF format on our Montana website: <http://www.mtbpadeca.org>. Applications are due back to Diana Fiedler postmarked on or before February 20, 2008.

10. **CODE OF CONDUCT and MEDICAL RELEASE FORMS—**

A Code of Conduct and Medical Release Form must be filled out and signed by each member attending state conference. ***Please bring them with you to conference.*** Both forms were included in the first mailing but are also available on our Montana website: <http://www.mtbpadeca.org> if you need them.

11. ADVISOR ASSIGNMENTS—

Due to the large number of competitive events offered and the peoplepower this necessitates, it is expected that *all* advisors either administer or judge competitive events on Sunday, Monday, and Tuesday. A list of advisor assignments is provided in this mailing. Please plan accordingly so that you are at your assignment at the time indicated. Failure to fulfill your assignment causes hardships to those left to cover the event.

ADVISOR/PROCTOR CHECK-IN—

A **mandatory** check-in time has been added to the conference schedule to help all advisors coordinate and administer each competitive event. Specific proctoring instructions and directions will be given at this time.

ATTACHMENTS:

- Draft Program
- Hotel Map
- Advisor Assignments