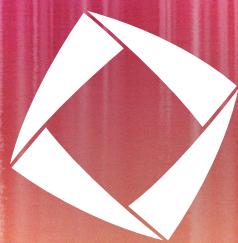


GO THE  
**EXTRA**



COLLEGIATE  
**DECA**<sup>®</sup>  
INTERNATIONAL CAREER  
DEVELOPMENT CONFERENCE

APRIL 18-21, 2026 | LOUISVILLE, KY

LEARN MORE AT [DECA.ORG/CICDC](https://DECA.ORG/CICDC)

REGISTRATION GUIDE

DECA



## INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

The Collegiate DECA International Career Development Conference (ICDC) is the pinnacle of the DECA year. More than 1,500 post-secondary students, educators, business professionals and alumni gather for several days of powerful learning, networking and competition.

Demonstrate your career knowledge and skills by participating in Collegiate DECA's Competitive Events Program in hopes of being named an international champion.

Engage with professionals through the Professional Development Series with presentations focused on Business Management and Administration, Entrepreneurship, Finance and Accounting, Hospitality and Tourism, and Marketing and Communications.



### Thunder Over Louisville

In 2026, the Collegiate DECA International Career Development Conference coincides with "Thunder Over Louisville," the largest annual fireworks show in North America and the official kick-off to the Kentucky Derby Festival. On Saturday, the air show usually begins at 3 p.m., and the fireworks show begins around 9 p.m. Festivities are free with the purchase of a Pegasus Pin. Plan to arrive Friday night or early Saturday to take part in this unique experience found only in Louisville.

### IMPORTANT DATES

#### FEBRUARY 15

Collegiate DECA Membership Submissions + Dues Deadline for ICDC Competitions

#### MARCH 10

Conference Registration and Hotel Reservations Due to DECA Inc.

#### MARCH 13-23

ICDC-Qualifying Prepared Event Submissions Due

#### MARCH 23

Deadline for Registration Changes

#### APRIL 18

Deadline for Registration Refunds

#### APRIL 18-21

Collegiate DECA International Career Development Conference



## TENTATIVE AGENDA

### SATURDAY APRIL 18

All Day	Explore Louisville
2:00 PM - 6:00 PM	Conference Registration + Shop DECA
2:00 PM	Executive Officer Candidate Orientation and Interviews
7:00 PM - 7:30 PM	Parade of Associations Rehearsal
Evening	Association Meetings <i>Consult your Chartered Association Advisor for meeting time and location.</i>

### SUNDAY APRIL 19

8:00 AM - 4:00 PM	Shop DECA
8:30 AM - 10:00 AM	Grand Opening Session
10:15 AM - 11:30 AM	Professional Development Series <i>(Required)</i>
11:45 AM - 12:15 PM	Event Assistants' Briefing
11:45 AM	Prepared Business Presentations Briefing <i>(Required)</i>
12:15 PM	Team Case Study Events Briefing <i>(Required)</i>
1:30 PM - 3:00 PM	Individual Case Study Events Briefing + Exam <i>(Required)</i>
3:30 PM	Voting Delegate Session

### MONDAY APRIL 20

7:30 AM - 5:00 PM	Shop DECA
10:00 AM - 2:00 PM	LinkedIn Portrait Studio
8:00 AM - 5:00 PM	Preliminary Competition
2:00 PM	Learn from the Pros

### TUESDAY APRIL 21

8:00 AM - 12:00 PM	Shop DECA
8:00 AM - 9:30 AM	Preliminary Awards Session
9:00 AM - 6:00 PM	Final Competition
10:30 AM	Business Session
8:00 PM	Grand Awards Session

Schedule subject to change. Check [deca.org/cicdc](http://deca.org/cicdc) for the latest schedule.



Visit [decadirect.org/cicdc](http://decadirect.org/cicdc) for previews and highlights.



## EDUCATIONAL PROGRAMS

As part of the Competitive Events Program, Collegiate DECA members participate in the Professional Development Series. The sessions provide attendees a unique opportunity to gain real-world expertise and insight from industry professionals. They take place on Sunday and are required for all competitors.



### BUSINESS MANAGEMENT + ADMINISTRATION

Business Ethics  
Business Research  
Human Resource Management  
Retail Management  
Sales Management and Leadership



### HOSPITALITY + TOURISM

Event Planning  
Hotel and Lodging  
Restaurant and Food Service Management  
Travel and Tourism



### MARKETING + COMMUNICATIONS

Advertising Campaign  
Business-to-Business Marketing  
Digital Marketing Strategies  
Entertainment Marketing  
Fashion Merchandising and Marketing  
International Marketing  
Marketing Communications  
Marketing Management  
Professional Sales  
Sales Challenge  
Sports Marketing



### ENTREPRENEURSHIP

Entrepreneurship Operations  
Entrepreneurship - Growing Your Business  
Entrepreneurship - Starting a Business



### FINANCE + ACCOUNTING

Corporate Finance  
Financial Accounting  
Financial Statement Analysis



2025-2026

# COMPETITIVE EVENTS

## INDIVIDUAL CASE STUDY EVENTS

CORPORATE FINANCE	FINANCE EXAM				
ENTREPRENEURSHIP OPERATIONS	ENTREPRENEURSHIP EXAM				
FASHION MERCHANDISING AND MARKETING	MARKETING EXAM				
FINANCIAL ACCOUNTING	FINANCE EXAM				
HOTEL AND LODGING	HOSPITALITY AND TOURISM EXAM				
HUMAN RESOURCE MANAGEMENT	BUSINESS MANAGEMENT + ADMINISTRATION EXAM				
MARKETING MANAGEMENT	MARKETING EXAM				
RESTAURANT AND FOOD SERVICE MANAGEMENT	HOSPITALITY AND TOURISM EXAM				
RETAIL MANAGEMENT	BUSINESS MANAGEMENT + ADMINISTRATION EXAM				
SALES MANAGEMENT AND LEADERSHIP	MARKETING EXAM				
TRAVEL AND TOURISM	HOSPITALITY AND TOURISM EXAM				



1 CASE STUDY  
Laptop, outside materials and internet allowed.

30 MINUTES  
PREPARATION TIME

15 MINUTES  
PRESENTATION TIME

## TEAM CASE STUDY EVENTS

BUSINESS ETHICS				
BUSINESS-TO-BUSINESS MARKETING				
ENTERTAINMENT MARKETING				
EVENT PLANNING				
INTERNATIONAL MARKETING				
MARKETING COMMUNICATIONS				
SPORTS MARKETING				



1 CASE STUDY  
Laptop, outside materials and internet allowed.

60 MINUTES  
PREPARATION TIME

15 MINUTES  
PRESENTATION TIME

## PREPARED BUSINESS PRESENTATION EVENTS

ADVERTISING CAMPAIGN	1-3 PARTICIPANTS	15 PAGES ALLOWED	
BUSINESS RESEARCH	1-3 PARTICIPANTS	15 PAGES ALLOWED	
DIGITAL MARKETING STRATEGIES	1-2 PARTICIPANTS	N/A	
ENTREPRENEURSHIP - STARTING A BUSINESS	1-3 PARTICIPANTS	15 PAGES ALLOWED	
ENTREPRENEURSHIP - GROWING YOUR BUSINESS	1-3 PARTICIPANTS	15 PAGES ALLOWED	
FINANCIAL STATEMENT ANALYSIS	2-3 PARTICIPANTS	15 PAGES ALLOWED	
PROFESSIONAL SALES	1 PARTICIPANT	N/A	



15 MINUTES  
Laptop, outside materials and internet allowed



# REGISTRATION INFORMATION

All conference participants must be DECA members in good standing and must be officially registered for the conference with DECA Inc.

## OVERVIEW

Registration procedures for this conference vary depending on their association (state/province).

Chapters belonging to a chartered association should contact your chartered association advisor for more information. Chartered associations may assess an additional chartered association fee.

To contact your chartered association advisor, visit: [deca.org/associations](http://deca.org/associations).

Chapters not belonging to a chartered association should follow all instructions included in the conference registration guide.

## REGISTRATION

### \$150\* per attendee

The conference registration fee applies to Collegiate DECA members, advisors, chaperones and alumni, and includes the following:

- Powerful general sessions
- Conference workshops
- Conference materials
- Conference activities
- Conference insurance
- Competitive event transcript (competitors only)

### Deadline: March 10, 2026

\*An additional \$15 will be charged for any registration after March 10, and registrations not paid in full by April 5.

## PROCEDURES

### REGISTER [deca.org/register](http://deca.org/register)

All student attendees must be on a submitted DECA membership roster to register.

### CHANGES:

Make changes using the online registration system until **March 23, 2026**.

## PAYMENT

### METHODS OF PAYMENT:

Check or credit card (MasterCard, VISA or American Express) are accepted.

Purchase orders will be accepted in advance of the registration deadline as a guarantee of payment, but all funds must be received in full prior to event dates to gain entry to the conference.

### REFUND POLICY:

Paid registrants who cancel on or before 6:00 p.m. ET on April 18, 2026, will receive a \$100 refund. Refund checks will be sent within one month after the close of the conference. There are no refunds for changes made after 6:00 p.m. ET on April 18, 2026.

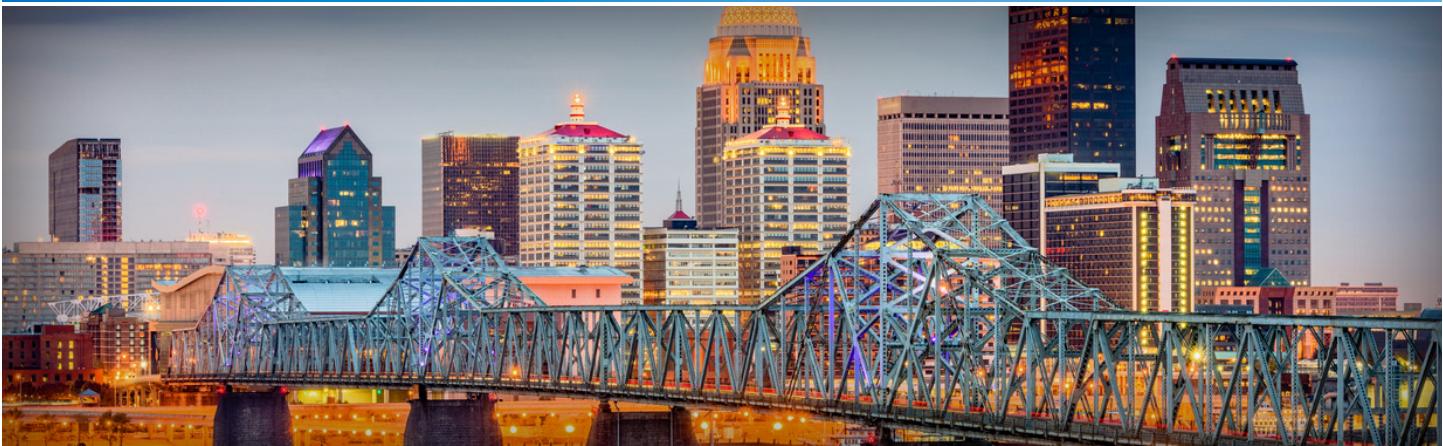


## CONFERENCE QUESTIONS

**ED TRANG**

DECA INC.

[conferences@deca.org](mailto:conferences@deca.org)



## HOUSING INFORMATION

All conference attendees must stay at the official conference hotel and must be part of the official Collegiate DECA room block.

### OVERVIEW

Hotel reservation procedures for this conference vary depending on your association (state/province).

Chapters belonging to a chartered association should contact their chartered association advisor for more information.

To contact your chartered association advisor, visit: [deca.org/associations](http://deca.org/associations).

Chapters not belonging to a chartered association should follow all instructions included in the conference registration guide.

**All conference attendees must stay at the official conference hotel and must be part of the official Collegiate DECA room block.**

Due to hotel limitations, no more than four people are allowed in one room with two beds. Hotel check-in is at 4:00 p.m. and check-out is at 11:00 a.m.

### ACCOMMODATIONS

**\$277 per room night**  
(single, double, triple, quad)  
includes taxes and fees

**Louisville Marriott Downtown**  
280 W Jefferson St.  
Louisville, KY 40202

**Deadline: March 10, 2026**

Rooms are subject to availability within our block. Once the room block is full, which may occur before the deadline, room rates may increase and/or housing may no longer be available.

Due to hotel limitations, no more than four people are allowed in one room.

### RESERVATION PROCEDURES

Conference participants must stay in the conference hotel for a minimum of four nights. Make your hotel reservations in the online registration system with DECA Inc. Due to the limited number of rooms, students will be housed in triples and quads when possible.

After the registration deadline, DECA Inc. will submit the rooming list to the hotel. Once the hotel provides confirmation numbers, DECA Inc. will forward those to the advisor.

All changes and cancellations must be submitted by the advisor in writing to [conferences@deca.org](mailto:conferences@deca.org).

Rooms must be canceled in writing by the advisor to [conferences@deca.org](mailto:conferences@deca.org) at least 72 hours prior to check-in to be eligible for a refund.

### HOTEL PAYMENT

Upon acceptance of the registration, DECA will invoice you for the total balance of your chapter's registration and hotel costs. Payment in full must be received at DECA by April 5. Please do not send registration forms or money to the hotel.



## PARTICIPANT QUALIFICATIONS

The following are qualifications for participating in the Collegiate DECA International Career Development Conference.

1. All conference participants must be officially registered for the conference with DECA Inc.
2. All participants must be paid student members of Collegiate DECA. All competitors must be submitted as members in the online membership system by February 15. Dues must be paid in full before registering.
3. A participant may enter only one (1) of the official competitive events during the ICDC:
  - Individual Case Study Events
  - Team Case Study Events
  - Prepared Business Presentation EventsHowever, if a participant enters a Prepared Business Presentation Event, the participant may also participate in an Individual Case Study Event or Team Case Study Event.
4. Students entered in an official competitive event may also compete in the Sales Challenge individual competition (if offered).

NOTE: Competitive event time schedules will NOT be scheduled around the Sales Challenge preliminary competition. However, for students who make finals in both a challenge and a competitive event, the competitive event finals time will be scheduled after the challenge finals presentations.
5. All participants must attend all assigned Professional Development Series and Event Briefing sessions scheduled for their competitive event during ICDC. Failure to attend the scheduled sessions may result in disqualification of the participant. Briefing sessions are also required for other conference activities as indicated in the conference app.
6. Participants are responsible for providing all materials, equipment including projector screens, supplies, etc., needed for the presentation where allowed. This includes: tape recorders, projectors, screens, easels, extension cords, video equipment, computers, etc. It is up to the participant(s) to check out their competition room to determine and locate the number of outlets, screen locations, etc. DECA assumes no responsibility for damage/loss of materials, equipment, supplies, etc.
7. Participants are required to follow the ICDC guidelines for dress code.
8. Photo ID's may be required at any time to verify identity.
9. All conference attendees must stay at the official conference hotel and must be part of the official Collegiate DECA room block.

# ADDITIONAL INFORMATION

## WRITTEN ENTRY SUBMISSION

For competitors in Prepared Business Presentation events, the submission window will open at 10:00 a.m. ET on Friday, March 13, 2026. Written entries must be submitted by **11:59 p.m. of your respective time zone on Monday, March 23, 2026**. Detailed instructions will be available in early March.

## TESTING

All testing for participants in the Individual Case Study Events will be administered on-site at the Collegiate DECA International Career Development Conference on **Sunday, April 19**.

Participants will take the exam using a paper version with a scantron. Online testing will not be used.

## EVENT ASSISTANTS

In order to provide the conference experience to Collegiate DECA members, association advisors and chapter advisors are expected to assist with the operations of competitive events, academies, institutes and challenges.

## ACCOMMODATION REQUESTS

We want to make every opportunity available for our members needing accommodations to participate in ICDC. An online form is at [deca.org/cicdcaccommmodationrequests](https://deca.org/cicdcaccommmodationrequests) to identify students that need accommodations. It is critical that we receive the form by **March 20** in order to arrange appropriate services.

## VOTING DELEGATES

The Voting Delegate Allocation policy for Collegiate DECA is as follows, according to the Collegiate DECA Bylaws:

*"Sixty (60) days prior to the annual meeting of this division the determination of the apportionment of the additional voting delegates will be made according to reported membership."*

This final, official allocation will be sent to association advisors prior to the International Career Development Conference in a Collegiate ICDC Update Report. It is up to the association advisor or designee to allocate voting delegate slots for their association.

## CONDUCT AND DRESS CODE

All attendees are required to adhere to the Conference Delegate Practices and Procedures and Dress Code. These documents are at [deca.org/cicdc](https://deca.org/cicdc).

### 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.

## ON-SITE REGISTRATION

1. The advisor or group leader is the only person authorized to register their chapter or association.

### CONFERENCE REGISTRATION

Saturday, April 18, 2026  
2:00 p.m. to 6:00 p.m.  
Louisville Marriott Downtown

2. Bring copies of all registration forms and verification of payment. Verification of registration information will be made at this time.
3. Official conference schedules, name badges, delegate ribbons, and any other handouts, tickets or wristbands necessary for the current conference will be provided at registration. The timing and method of distribution of these materials varies by association.
4. All remaining registration fees must be paid at registration. The total amount should be paid with one chapter/association check payable to DECA Inc. Credit cards will also be accepted.
5. Each advisor or group leader who is responsible for registering their chapter directly with DECA will be asked to provide an email address and cell phone number where they can be contacted while at ICDC.

## TRAVEL DISCOUNTS

For airfare discounts, visit [deca.org/cicdc](https://deca.org/cicdc).