



L A S V E G A S
FALL LEADERSHIP
CONFERENCE

Registration Packet

Saturday, December 7th, 2019
Texas Station



GREETINGS NEVADA DECA,

It is with great honor and enthusiasm that we formally invite your chapter to the 2019 Las Vegas Fall Leadership Conference hosted by the UNLV Collegiate DECA chapter and Nevada DECA. The Fall Leadership Conference will be incorporating the Las Vegas Competition Academy. Since our chapter was founded, many high school alumni, current members, and advisors have shared a vision of a “scrimmage” formatted competition to help its members prepare for state and international competitions. We are excited to bring that vision to life for Nevada DECA and hope that you will take advantage of this opportunity to grow as a future business leader. Our competition committee will be working hard over the next few months to execute this event for the high school chapters and we cannot wait for you to join us at the Texas Station.

This year we have added a new workshop to help better prepare the Nevada DECA members. This workshop will be geared towards members who have already competed at state or competed at our event before. This new workshop will be designed to build upon the skills and knowledge they already have from competing. We will also have a workshop specifically for new members to learn how to ace competition. We hope this packet serves as a guide to registering for the competition and answers any questions you might have about the event. We welcome you to contact us using the below information if you have any further questions about the competition.

Sincerely,

The 2019 - 2020 UNLV DECA Officer Team

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COMPETITION INFORMATION

Purpose:

Competition Practice, Live Feedback on Presentations, Competition Training, and Exposure to a Collegiate Environment

Will NOT to serve as a qualifier for state or national conference

When:

Saturday, December 7th, 2019, from 9:00 a.m. – 3:00 p.m.

- Where:** Texas Station | Dallas Ballroom D, E, and H
2101 Texas Star Ln, North Las Vegas, NV 89032
- Registration Fee:** \$45 per student
\$25 per advisor/ chaperone
Includes: registration, workshop materials, and lunch
- Registration Deadline:** **Wednesday, December 4th, 2019, at Midnight**
- Registration Process:** Please visit <http://unlvdeca.com/lvflc/>
Only Advisors can register their chapters/competitors
- Eligibility:** All competitors must be a registered Nevada DECA Member.
- Change Deadline:** There will be NO CANCELLATIONS allowed after midnight on **Wednesday, December 4th, 2019.**
After this date, if you have a student drop, you can substitute another student in their place. No refunds permitted.
- Payment:** Nevada DECA will invoice your chapter.

AVOID COMMON REGISTRATION FRUSTRATIONS

- Type information requested in the registration materials to assure accuracy of nametags, etc. This will save you time at registration! Be sure to use both capital and lowercase letters (do not enter names in all capitals)
- Be sure to add the names of students partners in the notes section at the end of the spreadsheet to ensure everyone is competing with the correct partner.
- **Do not MAIL your forms! The only acceptable way to register for the competition is online submission.**
- Photocopy all forms and correspondence for your records.
- Bring a copy of all school forms and competition registration records with you to compete.
- Write your chapter's name on the top of each form. This will reduce mix-ups and delayed registration. Do not abbreviate your high school name.
- Get the CELLPHONE numbers of every participant attending
- Invite your school administration to showcase DECA to them!

REGISTRATION CHECKLIST

Here are the **DEADLINE DATES** for the various forms

DESCRIPTION	DEADLINE	DONE
Online Registration with attached forms	December 7 th by midnight.	
Competitor Registration Excel Form	<i>Attach with online registration</i>	

Students with Special Needs Form <i>*if necessary</i>	<i>Attach with online registration</i>	
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COMPETITIVE EVENTS LIST

In an effort to allow for the judges to provide as much feedback as possible to the delegates and keep the event running on time we are only able to offer a condensed list of competitive events at the Competition Academy. Delegates will only be allowed to register for one event and will have the opportunity to present once. Delegates who are planning to also compete in a prepared event, will be able to sign-up for a consultation or practice judging session.

Please see the Events Tab of the Registration Form Excel.

Las Vegas Fall Leadership Conference Tentative Agenda

Saturday, December 7th, 2019

Sessions are still being finalized, all workshop information including descriptions, locations, times, and bios will be available on the [website](#).

9:00 – 9:30 a.m.	Registration outside Dallas Ballrooms D, E, and H
9:30 – 9:45 a.m.	Academy Welcome
10:00 – 12:00 pm	Competition Begins
10:00 – 10:40 a.m.	Workshop 1
10:45 – 11:25 a.m.	Workshop 2
11:30 - 12:00 p.m.	Workshop 3
12:00 - 1:00 p.m.	Lunch
1:00 - 1:30 p.m.	Learn from the Pros
1:40 – 2:20 p.m.	Awards Ceremony
2:20 – 2:35 p.m.	Advisors can Pick up Exit Packets

GENERAL POLICIES

- Only participants registered for the competitions may enter the competition areas.
- Anyone not registered for the competition may not attend or participate.
- Students may not “come and go” during the duration of the event. Students may not leave competition facilities without the permission of their advisor.
- Nevada DECA requires that all attendees be accompanied by a school approved chaperone that is responsible to ensure all students are supervised and participating fully in the education and leadership activities. Registration materials will only be given to the chaperone.
- This competition will NOT be a qualifier or by any means effect placement at the State Career Development Conference (SCDC) or the International Career Development Conference (ICDC).

DRESS CODE

Professional business attire is required for the Competition Academy. Please consult the “Official DECA Dress Code” resource below when determining what to wear for competition.

<https://nevadadeca.org/10-ways-to-dress-professionally>

EXIT PACKETS

This competition has been designed to allow delegates an opportunity to receive feedback from their judges' during the competition. We will instruct all judges' to return any score sheets and feedback forms to the event coordinators so we can include them in your chapter's exit packet. Please make sure to pick this up before you leave the UNLV Campus.

AWARDS

The purpose of this competition is to provide an opportunity for Nevada DECA members to practice and train for competitive events. Each participant will be receiving judges' feedback and will be allowed to interact with their judge directly following each simulation. Due to the competition format, we do not believe it is reasonable to give a 1st, 2nd, or 3rd place award for each event category. However, in an effort to recognize those students who do exceptionally well during the competition, we will be giving out awards to those with the highest for each individual judge and those who score a 70 or higher.

COMPETITION CONDUCT

DECA has established guidelines for both dress and conduct that contribute to the learning experience. All delegates must understand that though having a good time is definitely encouraged, expectations are high and violations of accepted principles will not be tolerated.

Conduct Enforcement

Chapter advisors are primarily responsible for enforcing all conduct activities for his/her chapter members. Staff is available to assist advisors, when necessary, in the enforcement of conduct guidelines.

Participation

All delegates are expected to participate 100% in the competition academy. This includes attending all general sessions, meetings, and workshops. It is not appropriate for members to be simply “hanging out” when they are not competing. It is also important for participants to display excellent standards of professionalism and demeanor. Talking during sessions, refusing to participate, or disrupting sessions with distracting behavior is not a sign of a professional future leader.

Cell Phones

Students should be strongly encouraged to SILENCE their cell phones during the hours of the event.

ADVISOR DUTIES/RESPONSIBILITIES

As leaders and teachers of young professionals, it is important that we prepare our students for the events to come. The following information will help you to plan for the Competition Academy and prepare your students with important information about the event. We anticipate a significant number of local business partners or potential partners to be attending and volunteering at the competition. Our members, or in other words, our product, will be on “display” at all hours. Please keep this in mind when determining who represents your chapter.

Students with Special Needs

The competitive event team will make every attempt to accommodate the special needs of the students. If you contact us prior to the competition, we can make the competition as barrier-free as possible. If you have students with physical challenges or other special needs, please be sure to explain the accommodation during the online registration form process.

Visibility

Drop in and check on your students. Performing a "headcount" from time to time is important but be sure to physically see every student during the competition. Ask questions about events and have a conversation with them so you can see how they are doing. With all of this, you will know that your students have been accounted for which helps prevent challenges.

Meet challenges head-on in a positive manner! Do not let things get out of hand—do your part, tactfully. Ask other advisors for ideas if you are not sure how to handle minor situations.

Again, please don't hesitate to reach out to us if you need anything or have any questions!