



Kansas DECA State Career Development Conference

Manhattan, KS | March 3-5, 2024

Student Union: 918 N MLK Jr. Dr. | Business Building: 1301 Lovers Lane

Sunday, March 3

12:00pm

Chapter registration - Bluemont Room; K-State Student Union (second floor)

Advisors may check-in their chapters between 12:00pm and 1:00pm in the Bluemont Room.

Advisors will receive packets with name badges, t-shirts, conference information, student meal cards, schedules, etc. The back half of the Bluemont room will act as our conference headquarters, so please pop in there if you have questions!

Voting Delegates - voting delegates will be provided nametag ribbons to allow candidates and other delegates to identify them. Voting delegates will not be allowed into the voting session without their nametag with the ribbon affixed.

**Cottonwood room and Flint Hills room will act as bag drop areas for participants. K-State will not offer bag tags, so please make sure students' luggage is identifiable. K-State will work to provide a room monitor, but K-State is not liable for luggage issues.*

1:15pm

Opening General Session - Grand Ballroom; K-State Student Union (second floor)

All delegates should plan to attend the opening session of Kansas SCDC. State officers will call the meeting to order and introduce the new candidates for office. Voting delegate do **not** need to sit separately.

Officer candidates may leave the general session early (during ending announcements) to set up for candidate row in the Union Courtyard. Candidates will be given one (1) 8ft table each.

2:30pm

Candidate Row - Union Courtyard (ground floor)

All delegates are invited to hear from the candidates themselves at Candidate Row on the ground floor of the Union. Candidates should plan to wrap up no later than 3:45pm.

Transition to the Business Building

4:00pm - 5:30pm

Testing Session #1 - Business Building rooms 1070, 1078, 1088, 2100, 2101, 2103, 3082, 3083, 3094, 3096, 3097

Students should plan to arrive to their testing room 10 minutes before their scheduled start time.

Pencils and calculators will be provided.

5:00pm - 5:45pm

Advisor Dinner Meeting #1 - Business Building 1092

Advisors are asked to attend either session 1 or 2 to run through the roles and expectations for the conference. Qdoba will be provided for all advisors and chaperones.



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Sunday, March 3 (continued)

5:45pm - 6:30pm

Advisor Dinner Meeting #2 - Business Building 1092

Advisors are asked to attend either session 1 or 2 to run through the roles and expectations for the conference. Qdoba will be provided for all advisors and chaperones.

7:00pm - 8:30pm

Testing Session #2 - Business Building rooms 1070, 1078, 1088, 2100, 2101, 2103, 3082, 3083, 3094, 3096, 3097

Students should plan to arrive to their testing room 10 minutes before their scheduled start time. Pencils and calculators will be provided.

Monday, March 4

7:00am

Advisors report - Union second floor

7:30am

Judges' Registration begins - Union second floor concourse

Coffee and pastries provided in the Grand Ballroom for judges and advisors/chaperones

8:05am

Judges' Welcome and Instructions

8:05am

Student hold time begins! All room proctors must be in place.

Category One individual competitions:

Room 226- HLM, HRM, PMK hold/prep

Bluemont Room- HLM, HRM, PMK judging

Room 209- ASM hold/prep

Cottonwood/outside Cottonwood Room- all other hold/prep

Ballroom- all other judging, including ASM

Category One team competitions:

Muir Room- holding for all team competitions

Room 227- prep for HTDM, TTDM, FTDM

Flint Hills Room- prep for BTDM, ETDM, STDM, MTDM, BLTDM

Ballroom- Judging

Category Two competitions:

Room 206 Holding

BMOR, BOR

EBG, FCE

FOR, HTOR

HTPS, IMCE

SEOR, PMFL

Room 207 Holding

EFB, EIB

EIP, ESB

IBP, IMCP, IMCS

PMBS, PMCA

PMCD, PMCG

PMSP, PSE

Ballroom: Judging



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Monday, March 4 (continued)

11:00am

Lunch available in the Grand Ballroom for judges, advisors, and chaperones

1:40pm-3:40pm

Finals for the following events: HTPS, IMCE, and EIP in the Union Grand Ballroom.
Finalists names and schedules will be posted no later than 12:30pm on the HQ doors.

4:30pm

Officer candidate election session - Union Big 12 Room (second floor)
Voting delegates and officer candidates only!
Voting delegates must have their nametag, voting delegate ribbon, and a cell phone for the election session.

7:00pm-9:00pm

Optional evening activity for all delegates and chaperones- Casino and Game Night presented by the College of Business Ambassadors! Come enjoy board games, card games, and movies in the business building with your fellow delegates. Chapters must attend with at least one chaperone. Only the first floor and outdoor patio space is available for DECA use.

Tuesday, March 5

9:00am

Grand Awards and Closing Session - Union Grand Ballroom
New State Officers announced
**Cottonwood room and Room 227 will act as bag drop areas for participants. K-State will not offer bag tags, so please make sure students' luggage is identifiable. K-State will work to provide a room monitor, but K-State is not liable for luggage issues.*

11:00am

ICDC Meeting and Advisor Lunch - Union Bluemont Room
All advisors must attend to confirm if their students are attending ICDC
Boxed lunches provided for all registered advisors and chaperones