

WATCH THE VIDEO: If you would rather explore the FAQ through a video, [click here](#).

REGISTRATION

- 1. Q: Innovate 2020 Registration Packet.** Where can I find the registration instructions?
A: Go to <https://decawrlc2020.org/register/> and scroll down to the Document Library | Registration | Registration Guide.
- 2. Q: Registration Site.** Where is the Innovate 2020 registration site? Who do I contact with problems?
A: The URL is linked in the Registration Guide.

 - Direct Link: <https://www.decaregistration.com/western/Login.asp?From=Register.asp>
 - Email: info@wadeca.org.
- 3. Q: Invoice.** Can I get our registration invoice?
A: You should have received your invoices when you submitted your registration. Did you check your junk mail? You can log in to the registration system, check the agreement box, and click on **View Invoice and Submit to DECA**. There is an option to “**click here to print your invoice.**”
- 4. Q: Adult:Student Ratio.** Is there a ratio for adults to students for the conference?
A: There must be one registered advisor per chapter to serve as a contact person for students and conference administrators.
- 5. Q: Substitute Students.** One of my students can't attend. Can I substitute another student for him/her/them?
A:

 - T-shirt size can't be changed once the order has been placed on October 13.
 - Competition/event should stay the same, too.
- 6. Q: Add Late Attendees.** Is it too late to add more students/chaperones/advisors?
A: T-shirts can't be ordered, but we can add students up to 2 weeks prior to the event.
- 7. Q: How to Pay Online.** Where/how can I pay our registration online with a credit card?
A: When you submit your registration, you will receive an invoice that includes a link to pay with a credit card.
- 8. Q: Payment.** When is payment due?
A: November 5, 2020.
- 9. Q: Membership Requirement.** Do my students have to be members to attend WRLC.
A: For this conference only, students do not have to be registered paid members to attend.
- 10. Q: Error Message.** When I try to add students in registration, I get this message: *No members found for Chapter 56-004. Please check to see if your members have been submitted to DECA Inc.*
A: You will need to log into membership and ensure your chapter information is updated for the lead advisor. All conference attendees must be entered manually in the Western Region registration system. Students do not have to be members to attend, but you will need to enter an email address for each student so they can receive a conference login.

COMPETITION

1. **Q: Role Play Competitions and Innovation Pitch Competition.** How do I sign my students up for the Role Play Competitions and/or the Innovation Pitch Competition?

A: In the Registration System, click on **Items and Events** next to student's name and select the event the student will compete in:

- A student can compete in one presentation event, plus the DECA Exam Competition.

2. **Q: Choosing my Students' Competitive Event.** How do I decide which competitive event(s) would be the best fit for my students?

A: Entrepreneurship Individual Series: Appropriate for more experienced competitors. Awards for top 6 will be announced during Closing Session. Students must be able to use Zoom on 11/12.

Marketing Communications Individual Series: Appropriate for less experienced competitors. Awards for top 6 will be announced during Closing Session. Students must be able to use Flipgrid and be recorded. Detailed directions will be sent after registration closes.

Principles of Hospitality Event Mock Competition: Appropriate for individual students with no competitive event experience. Students will receive written feedback from judges. No awards. Students must be able to use Flipgrid and be recorded. Detailed directions will be sent after registration closes.

Innovation Pitch Competition: Appropriate for teams of 1-3 students. Students will complete a lean canvas and submit a video presentation using Google Forms. Video URL link must be submitted for judging by 8:00 am PST on Monday, November 9. Awards for the top 6 submissions will be given at Closing Session. Detailed directions will be sent after registration closes.

DECA Exam Competition: Each student may compete in one presentation event from the above list along with the DECA Exam Competition. The 100-question online test can be taken anytime from 11/2-11/6, times TBD. Student will need access to www.answerwrite.com. Detailed directions will be sent after registration closes.

3. **Q: Competition Instructions.** When will details and instructions be released for the various competitive events?

A: Student instructions will be sent to advisors and directly to students who are registered in the events by October 23.

KEYNOTE SESSIONS

1. **Q: Schedule: When are the keynote sessions?**

A: There are daily LIVE keynote speakers except for Wednesday, all times are PST. Keynote schedule: Monday 9:00 am, Tuesday 2:00 pm, Thursday 9:00 am and 2:00 pm, and Friday 2:00 pm. Wednesday, November 11th is Veterans Day, a U.S. holiday. Conference participants will be completing a Community Awareness Challenge throughout the day.

2. **Q: If I can't attend the keynote, can I view later?**

A: All of the keynote sessions will be live, but also recorded and available on demand after the live broadcast. Keynote sessions are great to use for chapter activities using Zoom watch parties or other in-person meetings whether it is viewed live or on demand.

STUDENT WORKSHOPS

1. **Q: Workshop Tracks.** What are the workshop tracks? How long does each workshop last?
A: Workshop tracks include; Entrepreneurship, Sports and Entertainment Marketing, Personal Development, Personal Finance, Digital Marketing and Tech, and Competition Prep. Each workshop is scheduled for 25-35 minutes and includes a follow-up activity or assignment.
2. **Q: My students are not able to miss classes to attend workshops.**
A: Workshops are available on demand for 30 days beginning November 9. The only activities which require student participation at a scheduled time is the Innovation Leadership Academy and the Entrepreneurship Individual Series Role Play (times will be assigned).
3. **Q: Accountability.** How do I know if my students attended workshops and other activities?
A: There are two ways advisors can track student accountability. 1) The conference platform will track time students are engaged in workshops and other online activities; results can be sent to each advisor upon request after November 15. 2) The badging program and Innovation Quest requires students to upload evidence of their learning (in the form of participation codes, short responses, etc.) to earn a digital badge or Innovation Quest points. Both reports can be sent to advisor upon request.
4. **Q: Jordan Brand Design Contest.** Do students need to attend the workshop on Monday to participate in the design contest? When will details be shared about the contest?
A: Students are not required to attend the live workshop for the Jordan Brand Design Contest. They can watch the workshop on demand to hear about the contest and strategies for sneaker design. Students will work individually on their sneaker design and marketing plan. Entries for the contest, following the required guidelines, must be uploaded to a Google portal by Thursday 11/12 at 10:00 am PST. Details of the contest will be sent to all registered attendees and posted on the Innovate 2020 website after registration closes.

ADVISOR WORKSHOPS + INNOVATION CLASSROOM

1. **Q: Clock Hours/Credits.** Are there clock hours and/or professional development credits available for Advisor Workshops?
A: For Washington State teachers there are 20 clock hours available if you attend all the workshops and keynotes. For all advisors, the number of credits available is still TBD.
2. **Q: Workshop Content.** What topics will be covered in the Advisor Workshops?
A: Workshop presenters will cover competition prep tools, fundraising, teacher mental health, chapter success strategies, curriculum tools and specific information that aligns with the conference tracks.
3. **Q: Innovation Classroom.** What is the difference between the conference programming and Innovation Classroom?
A: Registered advisors will have access to all student programming and teacher workshops on the conference platform for 30 days. In addition, various resources; webinars, lesson plans, competition

support tools and miscellaneous are loaded onto a separate webpage registered advisor can access until the end of the school year.

DIGITAL BADGES + INNOVATION LEADERSHIP ACADEMY

- Q: Digital Badging.** How do my students earn badges, and can they earn more than one badge?

A: Students can earn digital badges by attending all workshops in their selected track, attend/view all keynote sessions, participate in one competitive event, complete missions related to the Innovation Fair, and more. Students can earn as many badges as they wish within the 30 days the conference platform is open. Digital badges can be downloaded and used by students on resumes, social media sites, and email signatures. Digital badges do not expire as long as their free account remains active. Information on how to get started will be sent to registered attendees and posted on the Innovate 2020 website.
- Q: Innovation Leadership Academy.** What is it?

A: A leadership academy for DECA officers. This is the perfect opportunity for DECA officers to network with other DECA leaders, develop leadership skills, and gain valuable resources to take back to their DECA chapter leadership team and chapter members. This event is a live virtual experience and \$10 per participant. Sign-up during registration. Space is limited!
- Q: Innovation Leadership Academy.** How many students from my chapter can attend the academy? Do students need to attend the entire academy?

A: Three students from each chapter can attend the Innovation Leadership Academy, you can change attendees at any time prior to the academy but participants must be available on Tuesday 11/12 from 10:00 am to 1:00 pm PST. No substitutions are allowed during the live academy.

COMMUNITY AWARENESS CHALLENGE

- Q: Community Awareness Challenge.** What is it?

A: The #ShareTheLoveDECA Community Awareness Challenge launches on Tuesday afternoon where members will explore mental health through virtual challenges that will equip DECA members with language and tools to grow in their awareness. This will then lead up to a “mystery challenge,” which will be unveiled on Wednesday (Veteran’s Day). DECA members will dedicate time on Wednesday to work on this mystery challenge. On Thursday, meet the founders of Virtues Matter who will serve as your keynote speakers and provide additional insight and guidance on how to become your best self and #ShareTheLoveDECA in DECA and beyond. Community Service hours will be available.

MISCELLANEOUS

- Q: DECAFit.** What is DECAFit?

A: DECAFit will be available for four days throughout the conference and will allow students to participate in yoga and fitness. These videos will be recorded and available on demand.
- Q: Innovation Fair.** How do advisors and students engage with Innovation Fair vendors?

A: The Innovation Fair vendors are participating in a Facebook live event on Tuesday, November 10 from 9:00 am – noon PST. Conference participants can also view the video messages and handouts located in the Innovation Fair link on the conference platform. Most vendors will be

hosting workshops for advisors, others particularly colleges, will be doing a College Speed Roundtable for students on Thursday 11/12 at 4:00 pm PST.

3. **Q: Tours.** How do my students participate in the conference tours?
A: Various tours of Seattle businesses and landmarks are available, on demand using the “Tour Bus” option on the conference platform.
4. **Q: Innovation Quest:** What is the Innovation Quest and when will details be provided?
A: Innovation Quest is a virtual mission-based activity which will run throughout the conference. The objective of the missions is to increase student engagement in workshops, the community awareness project, innovation fair, and other conference activities. Participants in the Innovation Quest receive points for each mission they complete. Documentation includes uploading evidence such as photos, social media posts, website links, etc. Prizes will be awarded at Closing Session for the top 3 participants in the Innovation Quest. Winners based on points achieved.
5. **Q: Orientation:** When is orientation and what information will be available?
A: Conference orientation is scheduled as follows: Advisors Monday 11/2 at 4:00 pm PST and for Students 11/2 at 5:00 pm PST. The recording will be available on demand following the live session and can be accessed prior to and during the conference on the Innovate 2020 website.
6. **Q: Code of Conduct.** When will this be available?
A: Each attendee is required to sign a Code of Conduct. This form will be sent after registration closes.
7. **Q: Form B.** How does this work and when will it be available?
A: *Washington state Advisors:* Need to turn in the Form B that is sent in your weekly advisor emails.
A: *Out of state Advisors:* Advisor Agreements will be sent after registration closes.
A: *All states:* A Student Agreement Form is required for ALL participants. Available after registration closes.

“STUDENT PARTICIPATION” EXAMPLES

1. **Q: What is an example of how I should measure active student participation during the conference?**
A: This is entirely up to the discretion of the advisor/chapter, as for many factors may contribute to the total number of hours students should participate, how rigorous you want their participation to be, how much they are paying on their own/what the chapter is paying, etc. Here is an **example** of student participation criterion for those attending through compensated registration of their chapter.

A student’s WRLC participation must include the following:

Complete 2 workshop tracks and earn a digital badge for each.

Participate in the Community Awareness Project.

Watch 1 keynote session and complete the DECA Competition Exam, or watch 2 keynote sessions.

Participate in one judged competition.