



2025 Ohio Career Development Conference Advisor Guide

March 11-12, 2025 | Columbus, Ohio

Last Updated January 29, 2025

WELCOME

The Ohio DECA Career Development Conference (CDC) is the culmination of the DECA year. More than 2,000 high school students, advisors, business professionals and alumni gather to participate in competitive events, showcase their skills, build professional networks, and demonstrate career readiness. During the Career Development Conference, attendees will:

- Compete in industry-validated competitive events;
- Build a network by connecting with members and professionals from around the state of Ohio;
- Strengthen their professional and technical skills; and,
- Experience Columbus, OH!

HEALTH AND SAFETY GUIDELINES

Health and safety are paramount. Ohio DECA considers the health and safety of all who attend the 2025 Career Development Conference, including our attendees, staff, partners, volunteers and on-site vendors/service providers, as our top priority.

In consultation with public health officials and the hotel, event staff may continuously update any requirements, recommendations or protocols to promote a safe event.



Please stay home if you are not feeling well or exhibiting any symptoms of illness.

CONFERENCE PROGRAMMING

Conference App | Guidebook

The Ohio DECA Career Development Conference Guidebook has replaced the traditional conference program and includes useful information like a venue map, event schedules, the Quest scavenger hunt and other important announcements. Information to download the app and 2025 guidebook will be forthcoming!

Ohio DECA's Miracle Minute | Mission 22

Mission 22 recognizes veterans' experiences and supports veterans and their families when needed. They promote long-term wellness and sustainable growth through a comprehensive outreach approach, events, and programs.

Mission 22 is hosting an exhibitor booth at the 2025 Career Development Conference and will be the recipient of all funds donated as a part of the Ohio DECA Miracle Minute.

Officer Ice Cream Social | Tuesday at 6:00pm, Local Chapter Presidents Only

State Officer Team 80 welcomes all local chapter presidents (or specified delegates) to the Officer Ice Cream Social. Attendees will have their choice of novelty ice creams and participate in team-building activities led by the State Officer team. **Spots are limited. Please register during the conference registration process.**

Grand & Mini Awards Ceremony Live Stream

The Wednesday morning "Mini-Awards" and Wednesday night Grand Awards Ceremony will be streamed live, via Mills James Production and Smart City Internet.

REGISTRATION INFORMATION

Registration Fees

The registration fees for the 2025 Ohio DECA Career Development Conference are listed below. Registration fees include all conference materials, a conference t-shirt, conference app, and costs associated with the conference.

Description	Rate if registered by 2/17/25	Late Rate if registered between 2/18/25-2/21/25
Students, Advisors and Chaperones	\$70.00	\$105.00
State Officer Candidates, Managers and Voting Delegates**	\$70.00	\$105.00
Executive Council Members	\$0.00	\$0.00
Administrators/Bus Drivers	\$0.00	\$0.00
Current State Officers	\$0.00	\$0.00

***Students who are officer candidates, campaign managers or voting delegates, **even if they are also competing**, must be registered as a candidate, campaign manager or voting delegate for planning purposes.*

Registration Procedure

All students, advisors and chaperones attending the conference are required to register for the conference using the online registration system (link will be provided after registration officially opens). **Conference registration must be submitted by February 17, 2025 at 5:00pm. Payment must be received by March 7, 2025, to avoid late fees.**

Ohio DECA recognizes its members are leaders and engaged students with competing priorities. Competitive event schedule change requests are never guaranteed. **Ohio DECA will attempt to facilitate schedule changes for requests made prior to Friday, February 28, 2025, at 5:00pm. Changes requested after this deadline will be assessed and invoiced a \$25.00 processing fee per request/change.** This includes day-of requests made at the Career Development Conference. Plan accordingly and have students check their schedules – *personal, school, and work* – before committing to competing at CDC.

HOTEL INFORMATION

Hotel Rates | \$200 per room per night

Ohio DECA must meet its contractual obligation to the Hyatt Regency Columbus and Hilton Columbus Downtown before we can book blocks at surrounding hotels. Each room – Single, Double and Quad – is \$200/night.

Hyatt Regency | 350 N. High Street, Columbus, Ohio 43215

Hilton Columbus | 402 N. High Street, Columbus, OH 43215

Check-In Procedure

Advisors will be responsible for obtaining room keys from the front desk and distributing them to their chapters. Hotel check-in is scheduled to begin at 3:00pm. Please note sleeping rooms may not be available upon arrival, so plan accordingly. Luggage storage will be available at both the Hyatt & Hilton hotels. **Do not leave items unattended in other areas of the venue.**

Check-Out Procedure

Luggage storage will be available during the Grand Awards Ceremony. **Do not leave items unattended in other areas of the venue.**

Damage

Any damage to any property or furnishing in the hotel rooms or venue facilities will be the responsibility of the local chapter advisor and school district.

PAYMENT INFORMATION

Remit payment to:

Ohio DECA
c/o Danielle Whitney, Accountant
25 S. Front Street, MS604
Columbus, Ohio 43215

OR – Pay online using a credit card.

CAREER DEVELOPMENT CONFERENCE AGENDA AT-A-GLANCE

Tuesday, March 11, 2025

Time	Description	Location
8:30am	Registration Packet Pickup	Regency Foyer
10:00am	Event Assistants (Advisors) Report to Assigned Events	Hyatt Regency
11:00am	Competitive Events Begin	See Schedule in Guidebook
3:00pm	Hotel Check-In	Varies
6:00pm	Officer Ice Cream Social (Local Chapter Presidents Only)	Hayes
7:00pm	Opening Session & Emerging Leader Awards	Batelle Grand Ballroom
8:00pm	State Officer Elections & Voting Delegate Sessions	Batelle Grand Ballroom
11:00pm	CURFEW	

Wednesday, March 12, 2025

Time	Description	Location
8:00am	Mini Awards Session – Announcement of Finalists <i>Professional attire is required during the awards ceremony.</i>	Batelle Grand Ballroom
9:00am	Event Assistants (Advisors) Report	Regency Ballroom
10:00am	ALL Final Competitions Begin	Regency Ballroom
6:00pm	Grand Awards Ceremony <i>Professional attire is required during the awards ceremony</i>	Batelle Grand Ballroom & Live Stream

Listed times are subject to change; please reference the Ohio DECA CDC Guidebook for up-to-date times and locations.

IMPORTANT REMINDERS

Judge Recruitment

Ohio DECA is a career-technical student organization that serves nearly 6,000 students across the state of Ohio. For the Ohio Career Development Conference to run smoothly, 300+ judges* are needed across the two-day event.

Do you know any professionals passionate about mentoring student leaders? If so, have them sign up here <https://forms.gle/54vkQ4R4f659bRAz8>.

*Chapters that recruit three (3) judges who sign up **AND** fulfill their day-of responsibilities will receive one (1) registration reimbursement of \$70.00.

**New DECA Advisors without students competing at CDC can volunteer in exchange for free conference registration. Contact Emma Waymire, Emma.Waymire@education.ohio.gov if interested.

Voting Delegates

Every Ohio chapter is eligible to bring up to five (5) non-competing students to attend the Career Development Conference to participate in workshops and to serve as a voting delegate for the annual State Officer Elections. Students serving as voting delegates must be registered as such (regardless of if they are also competing) and must attend all election sessions and events.

Conduct

Ohio DECA Career Development Conference attendees will adhere to the Delegate Conduct, Practices and Procedures outlined in the [ICDC Registration Guide](#) (page 36). **Advisors are responsible for the conduct of their students and guests at all times through conference events. Failure to conduct oneself in the appropriate manner may result in dismissal from the conference, the premise, and disqualification from attending the International Career Development Conference.**

Dress Code | [ICDC Registration Guide, pg. 38](#)

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being nondiscriminatory between genders.

Professional attire is required during competitive events, election events and awards ceremonies. Business casual attire is acceptable for Opening Session and workshops. DECA blazers are encouraged, but not required at the Ohio Career Development Conference.

Non-Discrimination Policy

Ohio DECA is committed to creating and maintaining a healthy and respectful environment for all emerging leaders and entrepreneurs. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all attendees to uphold and contribute to this climate.

FUN THINGS TO DO IN COLUMBUS

North Market | Central Ohio's Public Market

North Market is a 145-year-old vibrant public market made up of Ohio's best independent merchants, farmers, and makers. <https://northmarket.org/>

Ohio Statehouse Tours | Capitol Square

Guided tours are available every day, except on state holidays. Please call 614-728-3726 to schedule a tour for groups of more than 10 people. [The Ohio Statehouse](#)

COSI | Center of Science and Industry

COSI is a nationally esteemed science center that has delighted Central Ohio with all things science for 58 years. For groups of 12+: \$10.50 per person, all teachers have free entry. The Titanic exhibit will also be happening at this time and would be an additional \$10.00. COSI recommends calling in early February to schedule your visit. [School Field Trips - COSI](#)

Columbus Blue Jackets vs. Edmonton Oilers | March 7th at 7:00pm

American professional ice hockey team based in Columbus, Ohio that plays in the Eastern Conference of the National Hockey League (NHL) at Nationwide Arena.

[Columbus Blue Jackets - Powered by Spinzio](#)

Easton Town Center

Easton features 200+ best-in-class retailers alongside exciting dining options, Ohio's largest movie theater and pedestrian-friendly open-air town squares, fountains, and parks.

<https://eastontowncenter.com/>

Buca di Beppo Columbus| Arena District

In the spirit of Italian culture, our group menus are served family-style, meant to be shared and feature our large Buca di Beppo portions! Our fun and festive semi-private dining rooms are uniquely decorated making Buca the perfect place for hosting your banquet or gathering. Contact Anne Anderson for reservations, carryout options and questions:

aanderson@earlenterprise.com or 614-821-0196.

Ohio History Center | Bring History to Life

Visit the Ohio History Center, the state's repository for comprehensive collections of materials in the fields of history, prehistory and natural history. It also houses the state's archives and historical library. <https://www.ohiohistory.org/education/field-trips/>