

# Conference Fact Sheet

Please use this form as a guide for information to leave with your students' parents/guardians.

**Event:** Oregon DECA State Career Development Conference  
February 21-23, 2010



**Where:** Red Lion Hotel on the River – Jantzen Beach  
909 N Hayden Island Dr  
Portland, OR 97217  
ph: 503.283.4466

Advisor(s) in Charge: \_\_\_\_\_

In the case of an emergency, parents may call the Red Lion Hotel on the River – Jantzen Beach directly. Ask for assistance to locate your son or daughter in this order:

1. Your son or daughter's room.
2. DECA Advisor in charge.
3. DECA Headquarters.

## Travel Information:

I must meet my transportation to leave for conference on \_\_\_\_\_ (day) at \_\_\_\_\_ (time) at \_\_\_\_\_ (location).

I will arrive at the conference on \_\_\_\_\_ (day) at \_\_\_\_\_ (time).

Our chapter will arrive by bus/van/car (circle one).

I will return from the conference on \_\_\_\_\_ (day) \_\_\_\_\_ (time).

I will need to be picked up at \_\_\_\_\_ (location) at approximately \_\_\_\_\_ (time).

**Student should be careful to leave this information and any other pertinent information with their parents so there is no confusion.**