



2026 ICSC University Checklist



November 4 – 7, 2026

To ensure all attendees are properly registered this checklist outlines the key tasks and requirements that must be completed prior to the event.

It details the essential steps needed to ensure all logistics are successfully finalized for each attendee. Please save and/or print and post a copy for you to follow.

Website Links: REGISTRATION: <https://icsc-fsu.com/icsc-registration/>
LOGISTICS <https://icsc-fsu.com/university-logistics/>

ICSC Website Username: _____ ICSC Website Password: _____

☒ If Task
Is Complete

Registration Tasks

	1. Registered on ICSC Website?
	2. Registration Paid? Amount: _____ Method of Payment: _____
	3. Resumes Sent to salesmarketingeducation@gmail.com for:
	Role Play Team – Names: _____
	Case Team – Names: _____
	Speed Sellers – Names: _____
	Additional Student Names: _____
	4. Releases Sent to salesmarketingeducation@gmail.com for:
	Role Play Team (Open in Adobe - Be sure to fill out & sign the Release AND Pledge)
	Case Team (Open in Adobe - Be sure to fill out & sign the Release AND Pledge)
	Speed Sellers (Open in Adobe - Be sure to fill out & sign the Release AND Pledge)
	Faculty (Open in Adobe - Use the ICSC Faculty Release Form)
	Additional Students (Open in Adobe - Be sure to fill out & sign the Release AND Pledge)
	Any medical dietary restrictions? Deadline to submit is Monday, October 19th

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☒ If Task
Is Complete

Transportation and Lodging

	1. Flights Purchased by October 7th to avoid penalties (See Website)
	2. Disney Ticket Ordered? Number Needed: _____
	3. Disney Ticket Order Confirmation Received via Email? _____
	4. Hotel Rooms for: (ICSC covers Wed., Thurs. & Fri. nights—other nights paid by school)
	(If you require an extra night, this must be done via the Caribe link sent to you via email.)
	Faculty (reserved by Shannon) - Confirmation No.: _____
	Faculty Hotel Room – Modified Dates on Room (as needed)
	Faculty Hotel Room – Updated Name(s) on Caribe Website (Using link from Shannon)
	Role Play Team (reserved by Shannon) – Confirmation No.: _____
	Role Play Team Room – Modified Date(s) on Room (as needed)
	Role Play Team Room – Updated Name(s) on Caribe Website (Using link from Shannon)
	Case Team – (reserved by Shannon) - Confirmation No.: _____
	Case Team Room – Modified Date(s) on Room (as needed)
	Case Team Room – Updated Name(s) on Caribe Website (Using link from Shannon)
	Additional Rooms (reserve on own) – Received Link - Confirmation No.: _____
	Additional Rooms – Modified Date(s) on Rooms (as needed)
	Additional Rooms – Updated Name(s) on Caribe Website
	Cancel Rooms you no longer need by Wed., Oct. 28th to avoid a one-night charge.
	Social Legacy – Give Back Food Bank Donations due at the Registration Desk by NOON on Thursday, November 5th.

If you would like to get a jump start on your travel reimbursement, you may send the necessary forms and receipts to styoung@fsu.edu early.

See website for details on what's required:

<https://icsc-fsu.com/university-logistics/>

SEE YOU IN ORLANDO!!!