



# Fall Leadership Conference

## Fall Leadership Conference

*HOSA Week celebrates the involvement of members across the state, and the perfect way to start this first full week in November is by attending the Georgia HOSA Fall Leadership Conference. Through this conference, members have the opportunity to gain skills in leadership through several competitive events, sessions, and workshops. Fall semester momentum peaks at FLC as members, advisors, and guests come together to celebrate their success and develop their leader within! In addition to the incredible leadership workshops, exhibits, HOSA dance and exciting and inspiring general sessions, students will receive a HOSA t-shirt with their registration.*

### Checklist to Prepare for FLC

- Set chapter deadlines for registration and payment (See Suggested Timeline on page 2)
- Promote conference, including competitive events
- Determine student cost to attend with your chapter, including registration fees, lodging, meals, travel, etc.
- Send a [letter to parents](#) with event details
- Provide students with necessary conference information, including cost
- Discuss dress code requirements with all attendees
- Collect student payment before registering students for conference
- Obtain chapter's charter information to log into registration system
- [Log in](#) to register for conference by deadline
- Print copy of chapter's registration and triple check for accuracy before deadline
- Submit registration and print invoice copy
- Submit registration information to bookkeeper for payment
- Secure FLC hotel rooms using the [FLC Housing Portal](#)
- Submit Competitive Event Early Turn-in Entries: Pin and T-shirt Designs
- Collect participation forms from students/guests and put in labeled envelope
- Confirm bus parking with hotel/Classic Center
- Have chapter officers review agenda and workshops with attending members
- Ensure proper dress attire is packed with students before departure
- Ensure you have participations forms in a labeled envelope with school name to turn in at conference check-in
- Have all attendees subscribe to Remind for on-site event reminders and updates

**\*Please note that our address has changed:**  
Georgia HOSA  
78 Dawson Village Way N.  
Suite 140-253  
Dawsonville, GA 30534



## Fall Leadership Conference

### General Information

**Date:** Monday, Nov. 5 - Tuesday, Nov. 6, 2018

**Location:** The Classic Center  
300 N. Thomas St.  
Athens, GA 30601

### Registration Fee: \$75

- T-shirt
- Opening and Awards Sessions
- Inspiring Keynote Speaker
- Leadership Workshops
- HOSA Night Activities
- Healthcare Panel

### Late Registration Fee: \$105

- Late Registration is available in the [HOSA system](#) after the regular registration deadline and is subject to availability
- Late registration fee does not include a T-shirt or Competitive Events

### Attendee Information Needed to Register

- Name
- T-Shirt Size
- Competitive Event
- Conference Souvenir Pack (\$20)

### Required Forms

- [Student](#) and [Guest](#) Participation Forms (Turned in onsite in an envelope labeled with the school name)
- Hotel Tax Exempt Paperwork (Submitted to the hotel)
- [FLC Housing Portal](#)

### Additional Forms (if applicable)

- [Classic Center Credit Card Authorization Form](#) (for Bus Parking)

### Suggested Registration Timeline

- Money Due from Students: September 25, 2018
- Advisor Completes Registration: September 27, 2018
- Georgia HOSA's Registration Deadline: October 4, 2018



## Fall Leadership Conference

### Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$75 on-time; \$105 late	
Parking		
Travel		
Lodging	Room Rate + Tax + Nonexempt \$5 Room Tax (Per room/per night)	
Meals	Up to 6 meals over 2 days	
Miscellaneous	Tourist Activities, Conference Souvenir Pack, etc.	
<b>Total</b>		

### Dress Code

HOSA Dress Code will be strictly enforced at the Fall Leadership Conference for students, as well as advisors and guests. Please see the [Dress Code](#) section of the Chapter Management Guide for further information regarding proper attire for General Sessions, Competitive Events, and casual functions.

Activity	Attire
General Conference Activities <i>This is any time students are in the conference facility, outside of their hotel room, not participating in an activity with specified attire.</i>	HOSA Casual Attire
General Session	HOSA Uniform
HOSA Activity Night	HOSA Activity Night
Workshops, Exhibit	HOSA Uniform



## Fall Leadership Conference

### Deadlines

Date	Deadline	Notes
October 4	Registration	Last Day to Register – Must be Completed Online via <a href="#">HOSA Registration System</a> by 5pm. Students must be registered members before attempting registration. No refunds after this date.
October 4-5	FLC Housing Portal	Secure FLC hotel rooms through the <a href="#">Housing Portal System</a> . This system will open at 12pm(noon) on Oct. 4 <sup>th</sup> and is first, come, first serve.
October 19	Late Registration	Late registration must be submitted via the <a href="#">Online Registration System</a> by 5pm.
October 19	T-Shirt and Pin Design Submission Deadline	Submission must be received by 5:00pm.
November 5 (On Site)	Payment	Payment must be in-hand before or during Conference Check-in. Plan ahead to ensure your bookkeeper can meet this deadline to avoid late fees.
On-Site	Participation Forms	These forms must be turned in on-site for every attendee in a labeled envelope with your school name.



# Fall Leadership Conference

## Conference Highlights

### **Advisor Session**

An advisor session will take place allowing you to hear from veteran advisors and meet and greet with advisors from all over the state.

### **Awards Session**

The Awards Session of the Fall Leadership Conference wraps up the event and recognizes the award winners.

### **Becoming a State Officer**

Join your State President and President-Elect for a question and answer session about running for state office. Learn about what it means to be an officer and the process for becoming an officer. (Advisors welcome)

### **Bus Instructions**

*Chapters are responsible for making bus arrangements with their hotel or the Classic Center.*

#### *Classic Center Bus Parking:*

*If your hotel does not offer bus parking, you can arrange parking with the Classic Center for \$25 per day. Spots may be reserved in advance by filling out and returning this [form](#) to the Classic Center*

*Parking Operations manager, Brandon Stroud*

*Email: [Brandon@classiccenter.com](mailto:Brandon@classiccenter.com)*

*Phone: (706)357-4400*

### **Chapter President's Meeting**

Your State President, Callahan Thompson, has requested that your Chapter President meet with her and her President-Elect, Scot Cohran, at the conclusion of the Opening Session. This will be an informal discussion and will allow your Chapter President to have a time to meet with Callahan and Scot to discuss chapter challenges, successes, and to get more information about upcoming events.

### **Competitive Events**

#### **Mock Interview (Middle School Members)**

The purpose of the Mock Interview contest is to offer Middle School members an opportunity to participate in a job interview. The "job" they are interviewing for is a Chapter Officer position of their choice. A maximum of two students from each chapter will be able to compete in the 3-minute interview process. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

#### **Membership Recruitment Poster (Middle School Members)**

The purpose of the Membership Recruitment Poster competitive event is to create a recruitment poster to attract middle school students to join a HOSA Chapter. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

#### **Membership Recruitment Poster (Secondary Members)**

The purpose of the Membership Recruitment Poster competitive event is to create a poster that can be utilized at your school to entice secondary students to join your HOSA Chapter. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.



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### **Speaking Contest (Secondary Members)**

Have you ever been asked, “What’s HOSA?” The purpose of this competitive event is to provide secondary members an opportunity to present their “Elevator Speech” on HOSA. Members will have 30 seconds to present HOSA in a positive manner that enlightens the listener about this student led healthcare organization. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **State T-shirt Design Contest**

Georgia HOSA chapters have been designing excellent chapter t-shirts for years. In this t-shirt contest, members will create a design based on this year’s conference theme. The winning design will be used as an inspiration for the official conference t-shirt of the 2019 State Leadership Conference. Details and submission instructions are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **State Pin Design Contest**

Each year Georgia HOSA members display their peach state pride by trading the official state trading pin with other state HOSA affiliates at the International Leadership Conference. Georgia HOSA opens up our design process to our members. Details and submission instructions are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **Competitive Events Demos**

Students who have competed and been successful will be showcasing their skills and competitive events experiences. Students will be able to visit the different events throughout the showcase to see what each event is and get tips on how to prepare. Students may attend this event in HOSA casual attire.

### **Conference Souvenir Pack**

Each attendee will have the option of purchasing a conference souvenir pack in Conference Registration. If conference souvenir pack is chosen with registration, the chapter is responsible for payment by the conference payment deadline.

### **Curfew**

Conference curfew will be listed in the program for each night and is expected to be enforced by Advisors and Georgia HOSA staff, as well as the hotel. Any student attendees **MUST** be in their rooms by the conference curfew. If students are caught outside of their room, they may be sent home at the expense of the chapter and disqualified from any competitive events at the conference. If an advisor has given students permission to be out of their room after curfew, the advisor or a chaperone (with a conference name badge and conference wristband) must be with them at all times.

### **Emergency Notification System: Remind**

We will be using Remind for our Emergency Notification System during the conference, as well as a way for you to get alerts of any updates taking place during the conference along with helpful reminders. Please follow the instructions on the Remind Instruction page provided at the end of this section and text the message provided to the number provided. **At least one advisor from each school will need to subscribe in order to collect your conference materials at the conference.** You must subscribe via text for easier access, but you may also subscribe via email as a secondary form of communication. Don’t miss out on the alerts and reminders- subscribe!

To sign up, text @gahosafhc to 81010. You can opt-out of messages at any time by replying, “unsubscribe @gahosafhc”. Trouble using 81010? Try texting @gahosafhc to (404) 620-3312 instead.

To receive messages via email, send an email to **gahosafhc@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



# Fall Leadership Conference

### **Georgia HOSA Store and Help Desk**

This is your one stop shop for conference information and merchandise! We will have our HOSA Store with HOSA merchandise for you and your students. For conference questions or needs feel free to stop by the Help Desk.

### **Healthcare Panel**

One of Georgia HOSA's newest additions to the Fall Leadership Conference is the Healthcare Panel. The panel will crackle with energy, elicit fresh ideas, and bring the audience into the discussion. The panel, involving physicians and other healthcare professionals, will discuss a different healthcare topic each year with the goal of informing our Georgia HOSA members on the latest trends and topics of healthcare. This is one more step in preparing HOSA members to "Be the Better Candidate".

### **Hotel and Lodging Information**

All delegates **must** be in the listed approved housing to be eligible for attendance at the Fall Leadership Conference. Chapters staying outside of the approved HOSA block could be sent home at their expense and will be disqualified from any competitive event (if applicable).

Georgia HOSA takes pride in our **excellent** reputation with hotels across the state. We have been written letters of appreciation stating how our members have been the best student groups they have ever had stay at their hotel. Please make sure you review the Code of Conduct with your students to prevent being sent home from the conference. This will enable us to keep our excellent reputation!

Used by all other CTSOs when in Athens, Georgia HOSA is excited to be using the Athens Housing Portal for this year's FLC. On Georgia HOSA's FLC registration deadline, October 4, at 12pm (noon), the housing portal system will open for you to book your own rooms based on your needs per your finalized conference registration.

The hotel rooms are first come, first served and a credit card is required at the time of booking. **The card put on file will not be charged but is required to hold rooms, and final payment is due at the time of check-in.** The card on file will be charged if rooms are not properly canceled per the hotel's cancellation policy. Rooms not booked by the block deadline will go up to the normal hotel rates. See below for the approved conference hotels and rates.

We highly recommend you set your member's rate for attending based on the most expensive hotel option in case you do not get your desired choice. If you do get a hotel with a lower rate, you can always refund the student's that amount or add it into your chapter account.

During the time of booking in the system, you will need the following information:

Credit card information, number of rooms, names of attendees in each room, chapter name.

Hotel	Address	Rate	
Graduate Athens	295 E Dougherty St, Athens, GA 30601	\$139	
Hilton Garden Inn	390 E Washington St, Athens, GA 30601	\$169	
Holiday Inn Express	513 W Broad St, Athens, GA 30601	\$124	
Hyatt Place	412 N Thomas St, Athens, GA 30601	\$164	
Hotel Indigo	500 College Ave, Athens, GA 30601	King: \$139	Double Queen: \$149

Once reservations are made, you will receive your hotel confirmation number via email within 48 hours. After reservations have been made, it is the responsibility of the advisor to make any changes or adjustments that may occur.





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Georgia HOSA Room blocks will not be available for anyone to book rooms outside of this system. Georgia HOSA will not provide shuttles from the hotels to The Classic Center so keep this in mind when selecting your hotel choice. All hotels are within walking distance of The Classic Center and hotels may provide their own shuttle, but it is up to the chapter to make these arrangements with their assigned hotel.

Some of our chapters that are farther away decide to arrive Sunday night prior to the conference so that they are on time to check in Monday morning. If you would like to arrive early, you may do so but will need to book directly with the hotel.

Do not forget to tell your delegates about the additional costs incurred by making local/long distance telephone calls from a hotel. They should also be informed about movie costs, room service, and other incidental costs. If you do not want your delegates to make incidental room charges, please notify the front desk upon check-in to see if they can prevent this from happening.

### **Hotel Payment**

*Each chapter will handle payment directly with their confirmed hotel. Payment must be made in full before or at the time of check-in.*

### **HOSA Activity Night**

We are excited to offer the always greatly anticipated Georgia HOSA Activity Night! Dress code for these events will be HOSA Activity Night Attire, as outlined in the Georgia HOSA Dress Code. Advisors must be present during these activities to chaperone students. Only registered attendees in proper dress code, displaying conference name badge and conference wristband will be allowed to participate in Georgia HOSA Activity Night.

### **HOSA Showcase**

Attendees will have the opportunity to walk through the HOSA Showcase. The HOSA Showcase will have all of the submissions from the FLC Competitive Events.

### **Luggage Storage**

Luggage storage may be available through the bell stand at your hotel. Please keep in mind, if you plan to check any luggage, a \$1 tip per bag is customary for bell service.

### **Payment**

All payments of registration fees and optional souvenir packs must be submitted to Georgia HOSA by the payment deadline. Any chapters who do not submit payment during or before Conference Check-In onsite at the event, will have a \$25 late fee assessed to the chapter's account. Per Georgia HOSA finance policies and procedures located on the [Georgia HSOA website](#), no refunds or exceptions will be made for those who are registered, but do not attend the event.

### **Workshops**

Georgia HOSA is proud to offer educational workshops on a variety of topics.

### **Voting**

The State T-Shirt Contest and State Pin Design Contest will be judged by your chapter! Each chapter will be given 1 vote for each event and will be allowed to vote on the top designs selected by the State Officers.





# Fall Leadership Conference

## Tentative Agenda

### Day 1

12:30 – 2:30pm	Registration Check-In – Advisors Only Georgia HOSA Store and Help Desk
1:30 – 2:45pm	HOSA Showcase Setup <i>Students Check-In their Displays and Posters at Showcase</i>
3:30 – 5:30pm	Mock Interview (Middle School Members)
3:30 – 5:30pm	Speaking Contest (Secondary members)
4:00 - 5:00pm	Healthcare Panel <i>Attending students are expected to stay for the entirety of the panel discussion.</i>
5:00 – 6:00pm	Competitive Events Demos
5:00 - 7:30pm	HOSA Showcase Open  Dinner on Your Own
8:00 – 9:15pm	Opening Session Doors opening at 7:30pm <b>Students must be in HOSA General Session Attire, have conference namebadge and wristband - Advisors and other guests must be in business attire, have conference namebadge and wristband</b>
9:15 – 9:30pm	Chapter President's Meeting
9:30 – 10:30pm	HOSA Night Activities <b>HOSA Activity Attire, namebadge and wristband are required to attend all activities</b>  Top 5 to be Competitive Event Results Posted
9:15 – 10:00pm	HOSA Showcase Open <i>Voting Ballots Due by 10:00pm</i>
10:00-11:00pm	HOSA Showcase Item Pickup <i>All items not picked up by 11:00pm will be discarded</i>
11:00pm	Curfew



## Fall Leadership Conference

### Day 2

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All Day	Luggage Storage
	Breakfast on Your Own
9:00 - 9:45am	Workshop Session #1
10:00 - 10:45am	Workshop Session #2
11:00 - 11:45am	Workshop Session #3
12:00 - 12:30pm	Awards Session <b>Students must be in HOSA Uniform Attire, have conference namebadge and wristband</b> <i>Chapters are not required to attend unless receiving an award.</i>

TENTATIVE  
Changes will be made