



# 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
- Submit FLC Hotel Lodging Form to secure rooms
- Send in 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 Marshaling Yard
- 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 Remind101 for on-site event reminders and updates



# Fall Leadership Conference

## General Information

**Date:** November 5-6, 2017

**Location:** Atlanta Marriott Marquis  
265 Peachtree Center Ave NE  
Atlanta, GA 30303  
(404) 659-6500

### 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 includes a T-shirt but it does not include 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 prior to arrival)
- FLC Hotel Lodging Form (Submitted online by deadline)

## Suggested Registration Timeline

- Money Due from Students: September 27, 2017
- Advisor Completes Registration: September 29, 2017
- Georgia HOSA's Registration Deadline: October 3, 2017



## Fall Leadership Conference

### Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$75 on-time; \$105 late	
Parking		
Travel		
Lodging	\$159 + 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 3	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 Hotel Lodging Form	Submit this form to secure hotel rooms for the FLC.
October 12	Conference Pre-Order Form	Submit this form for HOSA branded pre-order items to pick up onsite at the FLC HOSA store
October 20	Late Registration	Late registration must be submitted via the <a href="#">Online Registration System</a> by 5pm.
October 21	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**

*Arrivals:* Bus drivers should drop off attendees and unload at the International Level entrance of the Marriott Marquis, located on Courtland Street at the back of the Marriott Marquis.

*Departure:* Buses picking up conference attendees must report to a pre-staging area to receive a pass in order to pull into the hotel for pick up. Buses without the pass will not be allowed on property and will be rerouted to the staging area. Full details of where to report will be sent out prior to the conference. Vehicles will not be allowed to stage on Courtland or on side streets near the hotel.

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

Your State President, Kaylee Blount, has requested that your Chapter President meet with her and her President-Elect, Callahan Thompson, 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 Kaylee and Callahan 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.

#### **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.



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### **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 2017 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 National 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. The pack will include items such as a HOSA-branded drawstring bag, water bottle, car decal, cell phone card holder, pen and keychain. If conference souvenir pack is chosen with registration, the chapter is responsible for payment after the registration deadline.

### **Curfew**

Conference curfew will be listed in the program for each night and enforced by 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) must be with them at all times.

### **Emergency Notification System: Remind 101**

We will be using Remind 101 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 101 Instruction page provided at the end of this section and text the message provided to the number provided. You will need to put in your **school name** when prompted instead of your name, so we will know all schools have subscribed. **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 @flc2017 to 81010. You can opt-out of messages at any time by replying, "unsubscribe @flc2017". Trouble using 81010? Try texting @flc2017 to (404) 620-3312 instead.

To receive messages via email, send an email to **flc2017@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



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

This is your one stop shop for conference information and merchandise! We will have our HOSA Store with p HOSA merchandise for you and your students. Be sure to check out the HOSA Store's preorder form to place orders for new merchandise before the conference!

### **Healthcare Panel**

One of Georgia HOSA's newest additions to the Fall Leadership Conference is the Healthcare Discussion 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 stay on-site** to be eligible for participation at the Fall Leadership Conference. Chapters staying outside of the approved HOSA block could be disqualified and be sent home at their expense.

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

**All chapters must complete the 2017 FLC Hotel Lodging form to book hotel rooms through the Georgia HOSA Rooming List.** Hotel lodging forms should not be submitted until your registration is complete, to ensure accuracy. This form will provide the information for your chapter's rooms to be booked via the Georgia HOSA Rooming List.

Please follow the instructions on the Hotel Lodging form for arranging payment to ensure a smooth check in process.

Room Rate: \$159 + Taxes (Per room/per night) (Normal rate is \$195-\$245)

The Georgia Legislature has instituted a \$5 room tax that IS NOT EXEMPT for schools. This will be an additional \$5 room charge per room/per night.

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, accepting cost of in room Wi-Fi, drinking the bottled water in the room (labeled as an additional charge) 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 Check-In is 4:00pm. While the hotel does work to allow groups to check in as soon as rooms are available, all rooms may not be ready upon attendee's arrival to the conference.

Please keep in mind that the Atlanta Marriott Marquis is a full-service hotel. Tipping is customary when utilizing services such as valet, bell stand, etc. A \$1-\$2 tip per person per room night for housekeeping is also customary.

Wi-Fi is available throughout the hotel at an additional charge. Wi-Fi throughout the conference meeting space will be complimentary. In guestrooms, Wi-Fi will be offered at a discounted rate of \$6 per night for conference attendees.



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Rollaway beds cannot be guaranteed and if provided, are an additional cost. There is no room for a rollaway bed in a room that already has 2 beds.

### **Hotel Payment**

You will indicate your payment method on the 2017 FLC Hotel Lodging Form. Payment can be made via check or credit card. Payment must be received before arrival. Information can be submitted via fax, email or mailed in.

Fax: 404.587.6247 (ATTN: Christina Wallace, Georgia HOSA Housing Coordinator)

Email: christina.wallace@marriott.com (Subject: Georgia HOSA- "SCHOOL NAME")

Mailing Address:

Atlanta Marriott Marquis  
ATTN: Christina Wallace  
265 Peachtree Center Avenue Atlanta, Georgia 30303

When submitting payment, the hotel will need:

- Check or [Credit Card Authorization Form](#)
- Copy of Rooming List, which will be sent with your hotel confirmation email.
- Tax Exempt Forms

### **HOSA Activity Night**

We are excited to offer the always greatly anticipated Georgia HOSA Activity night! Activities will include dance, karaoke, and a game 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.

### **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**

A room for luggage storage will be provided by Georgia HOSA- this room will not be monitored and Georgia HOSA is not responsible for any items left in the luggage storage room. Luggage storage is also available through the bell stand. Please keep in mind, if you plan to check any luggage, a \$1 tip per bag is customary for bell service.

### **Meal Options**

There are several meal options available onsite and within walking distance to the Atlanta Marriott Marquis. The hotel is connected via sky bridge to the Peachtree Center, which has a food court with many low-cost meal options. More information on menus and pricing will be available as we get closer to the event date.

### **Parking**

**Hotel Parking:** 40% off valet parking fee (\$35 as of June 2017- rates are subject to change, check with hotel for current pricing). This hotel does not offer a self-parking option.

**Bus Parking:** Georgia World Congress Center Marshalling Yard  
362 Ivan Allen Jr Blvd NW, Atlanta, GA 30318

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This lot has 24-hour security. Parking arrangements and payment information should be handled directly by the chapter. Georgia HOSA will send out more information about making bus arrangements as the conference date approached.

Georgia HOSA will provide transportation for bus drivers from the Marshaling Yard to the Atlanta Marriott Marquis only during the designated times (on schedule of events). All bus passengers, as well as luggage, should be dropped off at the hotel before parking the bus. We will not transport luggage. If drivers need to get to or from the Marshaling Yard outside of the designated times, it will be the responsibility of the driver and/or chapter to arrange transportation. Chapter arriving or departing before or after the listed times are responsible for transportation.

### ***Payment***

All payments of registration fees 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. 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

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12:30 – 2:30pm	Registration Check-In – Advisors Only Georgia HOSA Store and Help Desk
1:00 – 2:45pm	Georgia HOSA Shuttle to Bus Parking
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- Advisors and other guests must be in business attire</b>
9:15 – 9:30pm	Chapter President’s Meeting
9:30 – 11:00pm	HOSA Night Activities <b>HOSA Activity Attire is 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>
11:30pm	Curfew



## Fall Leadership Conference

### Day 2

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All Day	Luggage Storage
	Breakfast on Your Own
8:00 - 8:45am	Workshop Session #1
9:00 - 9:45am	Workshop Session #2
10:00 - 10:45am	Workshop Session #3
11:00 - 11:45am	Workshop Session #4
12:15 - 12:45pm	Awards Session <b>Students must be in HOSA Uniform Attire</b> <i>Chapters are not required to attend unless receiving an award.</i>
11:30 - 1:15 pm	Georgia HOSA Shuttle to Bus Parking

TENTATIVE  
Changes will be made