



# International Leadership Conference

## International Leadership Conference

*The pinnacle of summer for anyone involved in HOSA is attending the International Leadership Conference! With state and international associations coming together to celebrate the success of members from across the world, the excitement that is found at ILC cannot be matched anywhere else! Some of the country's leading healthcare industries trek out to this conference to present symposiums and exhibit to the Future of Healthcare. While finding out how well members have mastered their competitive event is the highlight for many who are in attendance, the International Leadership Conference welcomes anyone who cares to experience the fusion of professionalism and enthusiasm of healthcare's emerging leader organization.*

### Checklist to Prepare for the International Leadership Conference [ILC]

- Set chapter deadlines for registration and payment
- Promote Event, including competitive events
- Determine student cost to attend with your chapter, including registration fees, lodging, meals, travel, etc.
  - o Check the Georgia HOSA website for Travel World of Crosby travel packages and details
- Provide students with necessary conference information including cost
- Submit Intentions Forms through the online form
- Submit Trading Pin Order Form online
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Log in to register for event 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
- Book hotel rooms through Travel World of Crosby or follow National's process to secure hotel rooms
- Arrange Transportation
- Submit Payment to Georgia HOSA
- Collect Code of Conduct and Medical Liability forms from students and submit to Georgia HOSA via online submission form
- Chapter Officers to review agenda with attending members
- Ensure proper dress attire is packed with students before departure
- Download the HOSA App to use during the ILC
- Have all attendees subscribe to Remind101 for on-site event reminders and updates



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## General Information

**Date:** June 21-24, 2017

**Location:** Disney's Coronado Springs Resort  
Orlando, FL

### Registration Fee: \$90

- All General Sessions
- Entertainment
- Speakers
- Educational Symposiums
- Awards
- Transportation to and from off-site Competitive Events

**Late Registration:** Not Available

**If you need to contact Georgia HOSA State staff during the ILC you can call 866-914-5378 and one of our on-site team members will assist you.**

## Attendee Information Needed to Register

- Name
- Competitive Event, including Recognition Events and team numbers for team events (team number should be the team's rank from the SLC)

## Required Forms

- Competitor Intentions Forms
  - National HOSA Code of Conduct Form and National HOSA Medical Liability Release Forms
- \*These forms can be obtained on the ILC page of the Georgia HOSA website

## Additional Forms [If Applicable]

- Student Eligibility Forms
- Spirit Items Order Form

## Suggested Registration Timeline

Money Due from Students (Including Trading Pin Order Money): Before school releases for summer vacation

Advisor Completes Registration: May 27, 2017

ILC Registration Deadline: May 1, 2017

## Dress Code

HOSA Dress Code will be strictly enforced at the International Leadership Conference. Please see the International Leadership Conference Guide, provided from National HOSA, for details:

<http://nlc.hosa.org/>



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### Deadlines

| Date     | Deadline                                    | Notes   |
|----------|---|---|
| March 22 | Competitor Intention Forms                  | Top 10 competitors need to complete and submit the intentions form. Then; watch the ILC page of the GA HOSA website for updates to which competitor slots become available, etc.                                      |
| March 24 | List of Confirmed Competitors to be posted. |   |
| May 1    | Registration                                | Last Day to Register – Must be Completed via HOSA Registration System by 5pm. Students must be registered members before attempting registration. No refunds after this date. Late registration will not be accepted. |
| May 1    | Forms                                       | Each student and advisor needs to turn in Student Eligibility Forms, ILC Courtesy Corp Form, National HOSA Code of Conduct form and National HOSA Medical Liability form directly to Georgia HOSA.                    |
| May 4    | Trading Pins Order and Payment              | We highly encourage every attending chapter to order pins for trading.  |
| May 15   | Payment to Georgia HOSA                     | Payment must be in-hand. Plan ahead to ensure your bookkeeper can meet this deadline to avoid late fees.  |
| May 15   | Deadline for HATS                           | This is National HOSA's deadline to submit information into the HOSA Activity Tracking System   |



## International Leadership Conference

### Suggested Student Cost

| Item                | Notes                                | Approximate Cost |
|---------------------|--------------------------------------|------------------|
| Registration Fee    | \$90                                 |                  |
| Travel              | From Georgia to Orlando, FL and back |                  |
| Lodging             | Up to 6 Nights                       |                  |
| Meals               | Up to 21 meals                       |                  |
| Optional Activities | Tourist Activities and Packages      |                  |
| Trading Pins        |                                      |                  |
| <b>Total</b>        |                                      |                  |

### Conference Highlights

Visit the ILC website at <http://nlc.hosa.org/> for more information.

### **Advisors Assignments**

Working a competitive event is the BEST way to learn how it works and the only way to get an inside view of the event. Every advisor must work in some fashion at the International Leadership Conference until all events are properly staffed. It takes every hand available to make it possible to provide quality experiences for members in 54 competitive events. Georgia HOSA is responsible for staffing two competitive events. It's important that advisors contact Georgia HOSA to inform us of your preferred event, to avoid being assigned.

### **Competitive Events**

Any teams making replacements for team events must obtain 25% of the original team. Replacements may be made for team events only. Substitutions are not allowed for the Healthcare Issues Exam. For National Service Project, HOSA Happenings and HOSA Chapter Reflections, any one student can be registered to receive recognition for the chapter.

When registering teams, please ensure that the team number associated with the team reflects their rank from the State Leadership Conference. For example, if your students placed 3<sup>rd</sup> at the SLC, they would be team number 3 on your ILC Registration.

All students competing in a Recognition Event at the International Leadership Conference must have all hours logged by the HATS deadline of May 15 (if applicable).



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### ***Competitor Intention Forms***

All students placing in the Top 10 at the State Leadership Conference will submit an Intentions Form for the ILC via online form, found on the ILC page of the Georgia HOSA website. Georgia HOSA allows the top three competitors (1<sup>st</sup>-3<sup>rd</sup> place) the first choice to attend. To ensure that every student has the opportunity to compete, the intentions form must be completed by the top 10 students in each competitive event and turned in by March 22, 2017.

One form will be completed for each competitor and for team events, each team member must complete a form. If an Intention Form is not received by March 22<sup>nd</sup> and someone else in a lower ranking has already sent their form in with intentions to attend, they will be approved to attend. There will be no reversal of decisions once we receive your form indicating you cannot attend the ILC unless a slot is still available.

There will be a document on the ILC page, "ILC Intentions Forms Received", of the Georgia HOSA website with regular updates to the forms received.

### ***Courtesy Corp***

The Courtesy Corps team is made up of HOSA members attending the conference who are **not competing** and can volunteer their time serving others. Georgia HOSA is responsible for many roles at the International Leadership Conference and may utilize interested students in many different ways. While we can submit only a small number to participate in the official conference Courtesy Corps, student volunteers are needed as voting delegates, workshop ambassadors, etc. Any interested students should fill out the ILC Courtesy Corp Form to submit their name, as well as register via the conference affiliation system.

**Please do not register members for this unless they are 100% committed to working the events. Courtesy Corp members must be in Business Attire or HOSA Uniform Attire.**

### ***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 or changes taking place during the conference and 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 @gahosailc to 81010. You can opt-out of messages at any time by replying, "unsubscribe @gahosailc". Trouble using 81010? Try texting @gahosailc to (404) 620-3312 instead.

To receive messages via email, send an email to [gahosailc@mail.remind.com](mailto:gahosailc@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line.



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### ***Hotel Information***

All attendees **must stay on-site** at an approved hotel. Failure to follow this rule could result in disqualification or chapter suspension. Hotel information will be on the ILC page of the National HOSA website. If you don't book through Travel World of Crosby, you must follow the directions from the ILC guide. If overflow hotels are needed, this information will be posted on this page by National HOSA as updates are available.

### ***Trading Pins Order Form***

At the International Leadership Conference, each state has a specific trading pin for the year. Members participate in pin trading to collect pins from around the nation! All attendees will receive one state and one national pin. If attendees plan to trade any additional pins, they will need to be purchased via this form.

### ***Travel***

We highly encourage all of our chapters to book their travel for the International Leadership Conference through Steve Joraanstad with Travel World of Crosby, as they will handle the Georgia HOSA Room block. Information on pricing and deadlines from Steve will be posted on the ILC page of the Georgia HOSA website. The Travel World of Crosby Travel Packet will be given in your SLC material at Registration Check In and Steve Joraanstad will also be available as an exhibitor at the SLC to answer any questions.

Travel World of Crosby  
Steve & Ardis Joraanstad, Travel Coordinators  
PO Box 124  
Crosby, ND 58730  
[1-800-965-6232](tel:1-800-965-6232)  
[travlwld@nccray.com](mailto:travlwld@nccray.com)  
[www.TravelWorldOfCrosby.com](http://www.TravelWorldOfCrosby.com)