



# State Leadership Conference

## State Leadership Conference

*The perfect motivational event for HOSA members, which includes competitive events, workshops, and a general session.*

### Checklist to Prepare for the SLC

- 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.
- Provide students with necessary conference information including cost
- Send a [letter](#) to parents with event details
- Discuss dress code requirements with students
- Collect student payment before registration deadline
- Log in to register all students, advisors, and chaperones for event by deadline
- Remove students that were auto-registered from State Qualification Testing if they are unable to attend
- Print copy of chapter's registration and triple check for accuracy before deadline
- Select students to serve as Courtesy Corp
- Submit registration and print invoice copy via the HOSA system
- Submit registration information to bookkeeper for payment
- Submit SLC Hotel Lodging Form to book hotel rooms through Georgia HOSA Rooming List
- Submit Payment to Georgia HOSA
- Submit the following items by the deadline:
  - o Student Eligibility Forms
  - o Special Accommodation Requests
  - o Advisor of the Year Forms
  - o National Anthem Audition Submission Forms
  - o Scholarship Applications
  - o Recognition Events Early Turn-In Items
- Have chapter officers review agenda with attending members
- Ensure proper dress attire is packed with students before departure
- Ensure you have all required forms for arrival
- Have students read event guidelines
- Have all attendees subscribe to Remind101 for on-site event reminders and updates
- Have all attendees FOLLOW and LIKE Georgia HOSA on social media sites to receive conference updates and emergency information during the conference
- Discuss ILC information with students, so they are prepared if they qualify to attend. Review intentions forms for the ILC with students and go over deadlines for ILC, per the International Leadership Conference Guide
- Have all attendees subscribe to Remind101 for on-site event reminders and updates



# State Leadership Conference

## General Information

**Date:** Thursday, March 8- Saturday, March 10, 2018

**Location:** Atlanta Marriott Marquis  
265 Peachtree Center Ave NE, Atlanta, GA 30303

### Registration Fee: \$85

- General Sessions
- Exhibit Hall
- Workshops
- T-shirt
- Competitive Events
- HOSA Activity Night

### Late Registration Fee: \$130

- Late Registration is available in the HOSA system after the regular registration deadline and is subject to availability
- Late registration fee does include a T-shirt, but does **not** include Competitive Events

## Registration Information

If you have students who qualify to move on to the State Leadership Conference (SLC) through State Qualification Testing, they will automatically be uploaded into your registration for the SLC. If a student on a team cannot attend the SLC, you can replace up to 50% of the team. Individual events may not be replaced.

## Attendee Information Needed to Register

- Name
- Competitive Event, including Recognition Events, Team Members for team events, Courtesy Corps, etc.
- T-shirt Size
- Optional Conference Souvenir Pack (\$20)

## Required Forms

- SLC Hotel Lodging Form
- Hotel Tax Exempt Paperwork
- [Student](#) and [Guest](#) Participation Forms

## Additional Forms (If Applicable)

- Student Eligibility Forms (Found in [Event Guidelines](#))
- [Special Accommodation Request Form](#)
- [Advisor of the Year Form](#)
- [National Anthem Audition Submission Form](#)
- [Healthcare Issues Exam Proctor Form](#)
- [Scholarship Application](#)

## Suggested Registration Timeline

- Money Due from Students: January 25, 2018
- Advisor Completes Registration: January 26, 2018
- Double Check Registration: January 30, 2018
- SLC Registration Deadline: February 1, 2018



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### Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$85 on-time; \$130 late	
Travel		
Parking		
Lodging	Up to 3 nights	
Meals	Up to 10 meals	
Optional Additions	Georgia HOSA Store, Tourist Activities, Tipping, Conference Souvenir Pack, etc.	
<b>Total</b>		

### Dress Code

HOSA Dress Code will be strictly enforced at the State 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 an activity with specified attire.</i>	HOSA Casual Attire
General Sessions (Opening, Recognition and Awards)	HOSA Uniform
HOSA Activity Night	HOSA Activity Night
Workshops and Exhibits	Business Attire or Competitive Events Attire
Competitive Events	Competitive Events Attire



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### Deadlines

Date	Deadline	Notes
January 24	Conference Registration Opens	Winners from SQT will be automatically added. Other students can only be registered for events that don't require a qualification test
February 1	Registration Deadline (By 5 pm)	Last Day to Register – Must be Completed via <a href="#">HOSA Registration System</a> by 5pm. Students must be registered members before attempting registration. No refunds after this date.
February 2-5	SLC Hotel Lodging Form	Lodging form must be submitted by 5:00pm on this date
February 7	Proctor Forms for Healthcare Issues Exam Online Testing	Proctor Agreements due from anyone who may proctor Healthcare Issues Exams for your chapter. Proctors will receive an email on February 9th with detailed testing access instructions. <i>You cannot use the same form that was used for State Qualification Testing.</i>
February 7	Identify Proctors in HOSA system for Healthcare Issues Exam Online Testing	Last Day to Identify Proctors Online (Everyone that could possibly proctor testing needs to be added online and forms submitted).  Proctor Emails will be sent out on February 9.
February 12-16	Healthcare Issues Exam Online Testing	Students must be registered for the Healthcare Issues Exam with SLC registration and can test anytime in this testing window.
February 20	Early Turn-In Items	(Submitted via the HOSA Activity Tracking System) Barbara James Service Award, MRC Volunteer Recognition Award, National Service Project  <i>and</i>  Required STEM Premier submissions
February 20	Advisor of the Year Application	Submit form online by this date.
February 20	National Anthem Audition Videos	Submit form with link to audition video. Videos must be uploaded to YouTube to be considered for admission.
February 20	Student Eligibility Forms	For students registered for Interviewing Skills, Life Support Skills, Personal Care and Speaking Skills. The eligibility form is found in the event guidelines.



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February 20	Special Accommodations Forms	For students needing wheelchair access, translation, etc.
March 1	Hotel Payment Deadline	Payment must be to the Marriott
March 8 (on-site)	Registration Money to Georgia HOSA	Payment must be in-hand to Georgia HOSA before or during Conference Check-In. Plan ahead to ensure your bookkeeper can meet this deadline to avoid late fees. Payments not received by this date will result in a \$25 late fee.
March 8 (on-site)	Participation Forms for EVERY Student/Guest	Forms must be turned in on-site in a manila envelope with your school name. Advisors do not need to resubmit Advisor Participation Form
March 8 (on-site)	Recognition Event Items	HOSA Happenings and HOSA Chapters Reflections will be submitted at Conference Check-In.

### Conference Highlights

#### **Advisor Assignments for Competitive Events**

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 chapter must have one adult representative work in some fashion at the State Leadership Conference until all events are properly staffed. It takes every hand available to make it possible to provide quality experiences for over 4,000 HOSA members in 57 competitive events.

Chapters who do not have a representative working a Competitive Event will be penalized with a 5-point deduction for all students competing at the State Leadership Conference.

#### **Advisor of the Year**

We encourage all advisors to complete the objective-based, checklist style Advisor of the Year Application. The purpose of the Advisor of the Year award is to recognize advisors who encourage student participation and who actively participate in the activities of Georgia HOSA.

Points for the Advisor of the Year are tallied from one HOSA State Conference until the registration deadline for the next State Conference. Advisor of the Year will be given a \$250 cash prize along with a plaque from the previous Advisor of the Year at the Recognition Session of the State Leadership Conference. The Advisor of the Year will also be recognized onstage at the International Leadership Conference. Applications are due February 20th and must be submitted online via the Advisor of the Year Submission Form.

#### **Advisor's Reception**

Georgia HOSA is beyond grateful to our hardworking advisors for their dedication to HOSA and their students! We invite all advisors to join us for a reception during HOSA Activity Night. This drop-in reception is a great chance for you to relax and network with other Advisors.

#### **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.



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*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.

## Competitive Events

Students placing in the Top 40 from State Qualification Testing (SQT) are eligible to compete at the State Leadership Conference in the same event and will be automatically added to your chapter's registration. Please note for team events at least 50% of the team that goes to the SLC must be the original team from qualification testing. From SLC to ILC, you must have 25% of the same team. Students replacing team members for the SLC are not required to have tested during SQT.

If you have a student who did not advance from SQT or did not test to qualify, they can still participate in one of the events that was not offered in State Qualification Testing. Review the Georgia HOSA Competitive Events List below. For more information about Competitive Events visit the Competitive Events Section of the [CMG](#).

Please make special note of the **min/max number of competitors** in each event in addition to the **min/max number of teams/competitors per school**. Students can only participate in one event unless the additional event(s) is/are a recognition event. Students can compete in an unlimited number of recognition events. Students participating in individual events may not be replaced.

Ensure that your students have read their specific event guidelines. Students will need to bring a copy of their event guidelines to their orientation at the SLC – electronic versions are acceptable. A link to all event guidelines can be found on the Georgia HOSA website.

^Middle School Members are Eligible to Compete

\*Special Needs Event

### Events without State Qualification Test

#### Recognition Events

Barbara James Service Award^	HOSA Happenings^
National Service Project^	HOSA Chapter Reflection^
Healthcare Issues Exam	MRC Volunteer Recognition

#### Health Profession Events

Clinical Specialty	*Personal Care
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#### Emergency Preparedness Events

*Life Support Skills	Public Health^
MRC Partnership	

#### Leadership Events

Extemporaneous Health Poster^	Health Career Photography (Medical Photography)
Extemporaneous Writing	Prepared Speaking^
*Interviewing Skills	Researched Persuasive Writing and Speaking (Researched Persuasive Speaking)
Job Seeking Skills	
*Speaking Skills^	



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## Teamwork Events

Community Awareness  
Health Career Display^  
Health Education^

Medical Innovations  
Public Service Announcement

## Events with a State Qualification Test

### Health Science Events

Dental Terminology  
Medical Spelling  
Medical Terminology^  
Medical Math  
Medical Reading^  
Health Career Exploration^  
KT: Behavioral Health

KT: Human Growth & Development  
KT: Pathophysiology  
KT: Medical Law & Ethics  
KT: Pharmacology  
KT: Nutrition^  
KT: Transcultural Health Care

### Health Profession Events

Biomedical Laboratory Science  
Clinical Nursing  
Dental Science  
Home Health Aide  
Medical Assisting

Nursing Assisting  
Physical Therapy  
Sports Medicine  
Veterinary Science

### Emergency Preparedness Events

CERT Skills  
CPR / First Aid

Emergency Medical Technician  
Epidemiology

### Leadership Events

Healthy Lifestyles^

### Teamwork Events

Biomedical Debate  
Creative Problem Solving  
Forensic Medicine

HOSA Bowl

## 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.

## Courtesy Corps

The Courtesy Corps team is made up of members attending the conference who are **not competing** and can volunteer their time serving others. Courtesy Corps will be utilized primarily behind the scenes for competitive events. For students (especially underclassmen) interested in attending, but unsure about competitive events, this is a great chance for them to see behind the scenes and learn about events from inside. **Each school is allowed up to 4 students to serve on the Courtesy Corps.** You will need to make note of this in your conference registration by selecting the Courtesy Corps checkbox next to the student you wish to have serve.



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Courtesy Corps members will be expected to attend an orientation on Thursday, March 8, in the designated location on the final agenda. Students will receive their assignment based upon the amount of time they can serve during the conference. A special ribbon attached to their name badge during the conference will identify Courtesy Corps members. Upon completion of their service on the Courtesy Corps, they'll also receive a certificate for their portfolios/records. **Please do not register members for this unless they are 100% committed to working the events. They must show up for orientation and be on time for assignments.** Courtesy Corps members will be provided a t-shirt to wear while serving their assignment- Courtesy Corps members should plan to wear clean jeans (no holes) or khakis with their t-shirts- no leggings. Tennis shoes are encouraged.

### ***Curfew***

Conference curfew will be listed 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.

### ***Dress Code***

HOSA Dress Code will be strictly enforced at the State Leadership Conference. 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. For CE Dress Code, refer to the Competitive Event Guidelines.

### ***Early Bird Conference Check-In***

Avoid the long conference check-in line on Thursday and keep the wait time as low as possible for all chapters by taking advantage of Early Bird Conference Check-In on Wednesday night. Be sure to let us know of your early arrival by indicating your hotel check-in arrival day on your SLC Hotel Lodging Form. Check the final agenda for the specific times.

### ***Election of State Officers***

Conference attendees are encouraged to visit the website prior to the conference to become familiar with the candidates by viewing their speeches and basic information, responses to the Question and Answer Session, visit campaign booths before casting their chapter's ballot(s) at the Georgia HOSA Help Desk during the conference.

The State Officer candidates that make it past Phases I and II of the candidacy process will be posted online.

As per the Georgia HOSA Bylaws, Article 9, Section 3, the number of voting delegates at the Fall and State Leadership Conferences will be based on the number of members from each chapter as of February 19th.

- 5-50 members = 1 ballot
- 51-100 members = 2 ballots
- 101+ members = 3 ballots

You will **not** need to register delegate(s) online. We will place ballots in your registration packet, based on your chapter's membership. Your chapter's ballot must be cast by the time indicated in the final agenda.

For students interested in seeking candidacy for the State Executive Council, please see the State Executive Council Application in the Application section of the [Chapter Management Guide](#).





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

We will be using Remind 101 for our Emergency Notification System during the conference, 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 @gahosaslc to 81010. You can opt-out of messages at any time by replying, "unsubscribe @gahosaslc". Trouble using 81010? Try texting @gahosaslc to (404) 620-3312 instead.

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

### ***Exhibit Hall***

Your students will not want to miss out on the Exhibit Hall! With vendors from fundraising companies, colleges, and more this is a great way for students to network!

### ***General Sessions***

#### *Opening Session*

The Opening Session will be offered during two time slots at the State Leadership Conference. Chapters will submit their preference for the Early or Late session in the Opening Session Preference section of the Hotel Lodging Form. At Conference Check-In, chapters will be given a name badge ribbon to denote assigned session time. It is not guaranteed that chapters will get their preferred session time. If the chapter does not submit a form, it will be assumed that they have no preference. The Opening Session will offer a presentation by the State Executive Council and a keynote speaker.

#### *Recognition*

The Recognition Session will take place on Friday evening. This session will be for any recognition events and items such as Advisor of the Year, Board of Directors, HOSA Heroes, scholarships, largest chapter in attendance, and State Executive Council installation.

#### *Grand Awards Session*

The Grand Awards Session will be split into two sessions. Each session will feature specific competitive event categories. On Friday evening, Georgia HOSA will post lists of the schools with a competitor in the Top 5 under the categories for that session. The categories featured in Grand Awards Sessions 1 and 2 will be assigned after registration is complete- this allows us to ensure we will have enough room in each session for all competitors and their chapters. If your chapter is not listed for the session (which will be posted onsite, the evening of March 9<sup>th</sup>), you are not required to attend the session. This means that some chapters will attend Session 1, some will attend Session 2, some will attend both sessions and some chapters may not attend any sessions, if they do not have any students placing in the Top 5.

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

This is your one stop shop for conference information and merchandise! We will have 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!



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## **Healthcare Issues Exam**

This test encourages HOSA members to investigate, analyze, and apply their knowledge of current health related issues. All student members attending the conference are eligible to participate in this exam in addition to other competitive events. The Healthcare Issues Exam will be an online test that students can participate in prior to the State Leadership Conference. Recognition for the top scoring students will take place during the Recognition Session of the State Leadership Conference.

Testing will take place online February 12-16, 2018.

## **HOSA Activity Night**

We are excited to not only offer the always greatly anticipated Georgia HOSA dance, karaoke and a game night. Bring your A-game and your singing voice, because there is sure to be some fierce competition! Dress code for these events will be HOSA Activity Night Attire, as outlined in the Georgia HOSA Dress Code. Chaperones 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 the submissions from Health Career Display, Community Awareness, Extemporaneous Health Poster, Health Education, HOSA Happening, Outstanding HOSA Chapter and Public Service Announcement.

## **Hotel Information**

All conference attendees **must stay on-site** to be eligible for competition at the State Leadership Conference. Chapters staying outside of the approved HOSA block could be disqualified and be sent home at their expense. Per hotel policy, rooms booked within the room block, via the Georgia HOSA Rooming List are not eligible for reward points and will not accommodate discounts such as military, government rates, etc.

**We highly suggest basing your student's pricing on the total cost of all rooms divided by all student attending. It's also important that you allot extra funds in the student cost in case you don't get your ideal room types and must utilize more hotel rooms than anticipated.** To preserve space and make the most of the double rooms available at the hotel, Georgia HOSA will assign room type based on your rooming list submitted via the Hotel Lodging Form. Any room with 1-2 people listed will be assigned a room with 1 king bed. Rooms with 2 beds will be reserved for rooms with 3-4 people.

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 2018 SLC Hotel Lodging form to book hotel rooms through the Georgia HOSA Rooming List.** To ensure accuracy, hotel lodging forms should not be submitted until your registration is complete. This form will provide the information for your chapter's rooms to be booked via the Georgia HOSA Rooming List.

After the form submission deadline, the received forms will be sorted via random order and rooms will be assigned by Georgia HOSA. Chapters will receive an email with hotel reservation details and contact information to confirm method of payment with the hotel. Please follow these instructions for arranging payment to ensure a smooth check in process.

Room Rate: \$155+ Tax (Per room, per night)



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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 students 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**

You will indicate your payment method on the 2018 SLC 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 Hotel Credit Card Authorization Form
- Copy of Rooming List, which will be sent with your hotel confirmation email.
- Tax Exempt Forms

If paying by credit card, please use the [Atlanta Marriott Marquis Credit Card Authorization Form](#). Payment must be received no later than March 1, 2018. If payment has not been arranged by this date rooms may be released.

### **International Leadership Conference Preparation**

Winning a competitive event at SLC can be one of the most exciting experiences for any HOSA member! What makes it even more exciting is that if you place in the top 3, you'll get to advance to HOSA's 42nd annual International Leadership Conference (ILC) in Dallas, TX! Please have the conversation with your students regarding their preparedness to advance to the ILC if they make it in the top 3. It is extremely helpful when students who are in the top 3 know whether they'll be able to afford the trip. All students placing in the Top 15 will indicate their attendance on an ILC Intention Form shortly after SLC.

For information about travel, lodging and tour packages for International Leadership Conference, please visit the Travel World of Crosby booth in the Exhibit Hall. The travel package information will be provided online on the ILC page of the Georgia HOSA website, as well as given in your registration bag at SLC.

All students placing in the Top 15 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 15 students in each competitive event and turned in by March 21, 2018. For full details, please reference the [International Leadership Conference Guide](#), found in the Chapter Management Guide.

### **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



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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 on-site 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.

### ***National Anthem Contest***

We are seeking singers of the National Anthem for the Opening Sessions. To be considered to sing the National Anthem, submit the [National Anthem Audition Submission Form](#) no later than February 20th.

### ***Payment to Georgia HOSA***

All payments of registration fees must be submitted to Georgia HOSA by the payment deadline. Any chapters who do not submit payment before or during 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.

### ***Parking***

*Hotel Valet Parking:* 50% Valet Parking Fee Rate (\$35 as of June 2017- rates are subject to change, check with hotel for current pricing) This hotel does not have a self-parking option.

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

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.

### ***President's Reception***

All Chapter Presidents are invited to join State President, Kaylee Blount, and President-Elect, Callahan Thompson, for a reception during HOSA Activity Night. This drop-in reception is a great chance for your chapter's President to network and share best practices.



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### **Recognition Events & STEM Premier Early Turn-In Items**

Please read the event guidelines for the following events. The items that are required to be turned in early for the following recognition events must be documented and approved in the HOSA Activity Tracking System (HATS) by **February 20, 2018**.

#### *Recognition*

- Barbara James Service Award
- MRC Volunteer Recognition Award
- National Service Project

*For the National Service Project and HOSA Happenings, we will recognize the chapter for the submission, however, you will need to register one student.*

#### *STEM Premier Events*

Any event requiring submission through STEM Premier must be submitted **by February 20, 2018** to be considered for SLC. See below for events requiring a STEM Premier submission.

- Clinical Specialty
- Health Career Photography
- Job Seeking Skills
- MRC Partnership
- Public Service Announcement
- Researched Persuasive Writing & Speaking

Advisor instructions and a video tutorial for the HOSA Activity Tracking System and STEM Premier upload can be found at <http://www.hosa.org/guidelines>.

The following recognition event items will be turned in at Conference Check-In at SLC. Please plan to turn these items in when you arrive.

- HOSA Happenings
- HOSA Chapters Reflections

### **Special Accommodations**

If you have students who do not have an IEP, but require special accommodations, please make sure you complete and submit the HOSA [Special Accommodations Request form](#) to Georgia HOSA by February 20<sup>th</sup>. The form will be located on the SLC page. Example reasons that students may need special accommodations:

- Wheelchair access
- Broken Arm
- Interpreter

### **Special Needs Events**

Please make sure that if you have a student who is competing in any of the special needs events, you submit the Student Eligibility Form provided in the student's event guidelines. This form must be submitted by February 20<sup>th</sup>, so we can make special accommodations. These events are:

- Interviewing Skills
- Life Support Skills
- Personal Care
- Speaking Skills

**Students registered in a special needs event will be changed from a competitor to an attendee if the forms have not been received.**



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Students **must** be classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17 to compete in the special needs events. (Students must have an IEP. **Do not submit the student's IEP paperwork to Georgia HOSA.**)

### **Workshops**

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

### **FAQ for the State Leadership Conference**

**Q:** Can a student's parents attend the Opening and/or Awards sessions?

**A:** Yes, any family or guests may attend the session if they are registered for the conference. Everyone attending any aspect of the conference must register to attend and pay the registration fee. We will live broadcast the General Sessions so those unable to attend as a registered guest can watch online via our live stream.

**Q:** The guidelines specify only one submission per chapter for some recognition events, but multiple students worked on the event. Who do I register?

**A:** As we will recognize the chapter, and not a specific student, it doesn't matter which student is registered for that event, as long as you register one student to let us know your chapter is participating. Please do not register multiple students, as this would indicate multiple submissions.

**Q:** I have a student/chaperone who backed out after the deadline, what can I do?

**A:** You can replace the student or chaperone so your registration number stays the same, but **no refunds** will be given after the registration deadline. If replacing a student, they may compete in the same event the previous student was registered for or not at all. Competitive Events may not be changed after the deadline.

**Q:** Will a lunch be provided for my students at the conference?

**A:** A lunch will not be provided, but the hotel is connected to Peachtree Center Mall with tons of Food Court options and many other food options are within the same block of the hotel.

**Q:** My student did not place in their State Qualification Test; can they still attend SLC?

**A:** Yes, if a student does not qualify for a competitive event via their Qualification Test, they can still participate in one of the 24 events that are not accompanied by a Qualification Test, as well as recognition events.

**Q:** Can my student compete in more than one event?

**A:** Students may only participate in one event unless the additional events is/are a recognition event. Students can compete in an unlimited number of recognition events

**Q:** What should I wear to the Opening and Awards sessions? What should my student wear to workshops?

**A:** See Dress Code section

**Q:** Are scrubs/HOSA Uniform/Khakis acceptable for my competitive event?

**A:** See individual event guidelines. Each competitive event has its own dress code. If a dress code is not specified, result to HOSA Uniform Attire.

**Q:** Where do(es) my students/my chapter log their hours for MRC Volunteer Recognition, National Service Project and Barbara James Service Award?

**A:** Hours must be logged in the HOSA Tracking System before the deadline. See event guidelines for each event.

**Q:** My student has another commitment (band competition, soccer tournament, etc.), can they take their test/compete at an earlier/later time?

**A:** No exceptions will be made for competitive event times. It is the understanding of Georgia HOSA that in an organization of Future Health Professionals, events will be taken seriously and made a priority.



## State Leadership Conference

**Q:** Where do I send payment?

**A:** Registration fees should be sent to Georgia HOSA, or submitted onsite during Conference Check In. Payment to the hotel will need to be taken care of prior to arrival or by school check/credit card upon arrival.



# State Leadership Conference

## State Leadership Conference Tentative Agenda 2018

### **Wednesday, March 7**

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6:00pm – 7:00pm Early Bird Conference Check-In

### **Thursday, March 8**

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Category Chair/Lieutenant Meetings

11:00am – 4:30pm Luggage Storage for Early Arrivals  
*Security of your luggage is your responsibility*

11:00am – 1:30pm Conference Check-In  
Shuttle for Bus Drivers

1:45-2:30pm Courtesy Corps Orientation

3:00-3:30pm **Competitive Event Orientation for Event Personnel**  
*\*Competitors will need a pencil for all testing events.*

5:30-6:00pm **Competitive Event Orientations**  
Clinical Specialty  
Speaking Skills  
Job Seeking Skills  
Medical Innovations

5:30-6:15pm Interviewing Skills

5:30-6:00pm **Competitive Event Orientations**  
Community Awareness  
Extemporaneous Health Poster  
Health Education  
Life Support Skills  
MRC Partnership  
Personal Care  
Prepared Speaking

7:00-8:00pm Opening Session 1

9:15-10:15pm Opening Session 2

12:00am Curfew





## State Leadership Conference

### Friday, March 9

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- 7:00-7:45am Competitive Events Session #1  
Judge and Event Personnel Breakfast  
*Attended by Category Chairs and Event Managers*
- 9:00am – 4:00pm Exhibitor Booths and Campaign Tables Open  
*Full list of Exhibitors Printed in your conference program*
- 10:00am – 4:00pm Educational Workshops  
*Reference Conference Program for information on workshops*
- 8:30-12:00pm **Competitive Events Session #1**  
Biomedical Debate  
Biomedical Laboratory Science  
Community Awareness  
CPR/First Aid- section the room with life support  
Dental Science  
EMT  
Extemporaneous Health Poster  
Health Career Display  
Health Education- 3 sections  
Healthy Lifestyles- 2 sections  
Home Health Aide  
Interviewing Skills  
Job Seeking Skills  
Life Support Skills- section the room with CPR  
Medical Innovations  
Health Career Photography  
Medical Spelling  
Physical Therapy  
Public Service Announcement  
Researched Persuasive Writing and Speaking  
Sports Medicine  
Veterinary Science
- 12:00-1:00pm **Competitive Events Session #2**  
Judge and Event Personnel Luncheon  
*Attended by Category Chairs and Event Managers*
- 2:00pm – 6:00pm **Competitive Events Session #2**



# State Leadership Conference

CERT Skills  
 Clinical Nursing  
 Clinical Specialty-3 sections  
 Creative Problem Solving  
 Forensic Medicine  
 HOSA Bowl  
 MRC Partnership  
 Medical Assisting  
 Nursing Assisting  
 Personal Care  
 Prepared Speaking  
 Public Health

5:00-9:00pm

**HOSA Showcase**

Community Awareness  
 Extemporaneous Health Poster  
 Health Career Display  
 Health Education  
 HOSA Chapter Reflections  
 HOSA Happenings  
 Medical Innovations-Original  
 Medical Innocations-Advancement  
 Health Career Photography

5:45-6:45pm

**Recognition Session**

*During this new session, we will recognize students from all recognition events, as well as, Advisor of the Year, Largest Chapter in attendance, the Board Members, HOSA Hero's, Scholarship Recipients as well as announcing the newly elect State Executive Council!*

9:00-11:00pm

HOSA Showcase Pick Up

*\*All displays should be picked up by competitors during this time- any displays or items left after 11:00pm will be discarded*

10:00-11:30pm

HOSA Game Night

10:00-11:30pm

Grand Awards Dance

10:00-10:30pm

President's Reception

*President or 1 Representative from Each Chapter*

10:00-11:30pm

Advisor's Reception hosted by the Georgia HOSA, Inc. Board of Directors



# State Leadership Conference

12:00am Curfew

## **Saturday, March 10**

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Luggage Storage Available

9:00-10:00am Grand Awards Session 1

10:45-11:45am Grand Awards Session 2