



# 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 posted in Spring 2018
- 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 to Georgia HOSA
- Book hotel rooms through Travel World of Crosby or follow National HOSA's process to secure hotel rooms
- Arrange Transportation
- Submit Payment for registration fee 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 27-30, 2018

**Location:** Dallas Convention Center  
Dallas, TX

## 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](#)
  - [Competitive Events Staffing Form](#)
  - [ILC Forms Upload](#)
  - National HOSA Code of Conduct Form and National HOSA Medical Liability Release Forms
- \*These forms can be obtained in the ILC Guide at [ilc.hosa.org](http://ilc.hosa.org)

## Additional Forms (If Applicable)

- [Trading Pin Order Form](#)
- [Courtesy Corps Interest Form](#)

## Suggested Registration Timeline

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

Advisor Completes Registration: April 26, 2018

ILC Registration Deadline: May 1, 2018

## 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://ilc.hosa.org/>



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## Deadlines

Date	Deadline	Notes
March 16	<a href="#">Competitor Intention Forms</a>	Top 15 competitors need to complete and submit the online intentions form.
March 20	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, National HOSA Code of Conduct form and National HOSA Medical Liability form directly to Georgia HOSA via <a href="#">online submission upload</a> . Online ILC Courtesy Corps Form if you have interested members.
May 4	<a href="#">Competitive Events Staffing Form</a>	One advisor per chapter is required to work a competitive event at ILC. Failure to work a competitive event will result in a five (5) point penalty to chapter's competitors
May 4	<a href="#">Trading Pins Order</a> 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



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## Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$90	
Travel	From Georgia to Dallas, TX and back	
Lodging	Up to 6 Nights	
Meals	Up to 21 meals	
Optional Activities	Tourist Activities and Packages	
Trading Pins	\$3 per pin	
<b>Total</b>		

## Conference Highlights

Visit the ILC website at <http://ilc.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 fill out the [ILC Competitive Events Staffing Form](#) 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.

All students competing in a Recognition Event at the International Leadership Conference must have all hours logged and approved by the HATS deadline (May 15, 2018)

### **Competitor Intention Forms**

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 16, 2018.

One form will be completed for each competitor- for team events, fill out only one form. If an Intention Form is not received by March 16th and someone else in a lower ranking has already sent their form in with intentions to



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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.

The final attendee list will be posted to the ILC page of [georgiahosa.org](http://georgiahosa.org) by March 20.

### ***Courtesy Corps***

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.

### ***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 available at [ilc.hosa.org](http://ilc.hosa.org). 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](#). There are limited Georgia HOSA pins available for sale onsite and we cannot guarantee pins will be available when you arrive.

### ***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 Conference Check In and Steve Joraanstad will also be available as an exhibitor at the SLC to answer any questions.



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Travel World of Crosby  
Allen and Whitney Seigler, Travel Coordinators  
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