

Dear HOSA Advisors and Chaperones,

Due to the sudden unexpected change in location, the North Central Regional HOSA Conference is an all hands on deck conference and each of you are responsible for reading this email in its entirety before arriving Thursday morning.

Thank you so much for your willingness to support your students. **EVEN IF YOU DID NOT SIGN UP FOR A JOB, YOU HAVE ONE.** You may have been moved from the job you signed up for in order to accommodate our state and county dignitaries. All need to check the spreadsheet to see where to report for duty. In addition, you must thoroughly review your event's guidelines. Guidelines can be found at <http://www.hosa.org/guidelines>. Detailed job descriptions can be reviewed at <http://www.hosa.org/ManagingCE>. Scroll down the page and look under Event Personnel Job Descriptions. If you are listed as a host, you are essentially chaperoning a preparation or holding room.

It is our understanding that email, postings on NCHOSA, Remind texts, Postings on the Health Science Moodle and email forwards from CTE directors have not reached all HOSA advisors. If you have a colleague that you know is attending, please forward this information to them. Thank you for helping with communication.

Time will be of the essence on Thursday. Key points to remember include:

- Review your guidelines thoroughly BEFORE arriving Thursday.
- HOSA participants may not arrive on campus prior to 7:40 a.m.
- HOSA advisors enter the designated HOSA entrance without students to register and obtain name tags and t-shirts. See the map.
- Once students have their nametags, they may enter the building and go directly to the auditorium to be seated.
- ALL HOSA advisors, chaperones and judges report to the 3rd floor of the building. You will be met at the elevator door by a volunteer who will direct you to your room location. Event managers and section leaders need to arrange the room per the HOSA instructions found at <http://www.hosa.org/ManagingCE>. Scroll down to the section entitled Conference planning. Look at HOSA Room Set diagrams for guidance. Once your room is prepared, please visit the hospitality room for breakfast. Breakfast is for event personnel, not students.
- Event managers should choose one of your online testing participants to serve as your event's timekeeper. Provide the timekeeper job description to your student. This description is found at: <http://www.hosa.org/ManagingCE> under Event Personnel Job Descriptions.

- Any Sports Medicine competitors working on their skills practice must bring their own supplies.
- Tell your students that their lunch is only from 11:20 – 12:00 in the cafeteria. Their lunch choice will be color coded on their name badges. They are to report to the corresponding color line, pick up their lunch and enjoy. Once they finish their lunch they should report to the auditorium for the closing session.
- Advisors, chaperones and judges who have finished with their event and restored their room to its original condition should report to the hospitality room for lunch and be ready to supervise the auditorium area at noon.
- There will not be a nursing assistant skills training session as no one signed up to run it.

Attachments you should see along with this document include:

- HOSA Event Personnel and Room Assignments
- Parking (Entrance to campus and facility illustration and parking map)
- HOSA Regionals Map
- Gotta Have it Chart (use to remind your students!)

Remember we are still seeking a board representative for our region. Please let Katrina know if you are interested. We are also seeking the host for the 2019 North Central Regional HOSA Conference. Talk with your administrators now and be prepared to volunteer on Thursday.

Thank you, again, for your willingness to serve and your willingness to take responsibility for reviewing all provided materials pertinent to your assignment. We look forward to a great day on Thursday.

Sincerely,

Jan Rowe, Sandy Tyndall, Lauren Wattenbarger
Corinth Holders High School Health Science Team