



State Leadership Conference General Information

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Participation in a state leadership conference requires that the chapter advisor understand the details! Please read the following information carefully in order to take full advantage of all conference activities.

Registration

Registration deadlines are critical! Conference registration is online through the conference management system. Ensure you have completed all optional sections to include t-shirt sizes, identification of voting delegates, identification of state officer candidates, etc.

Registration Deadline for SLC 2020 is February 15, 2020.

The registration fee is per attendee. Everyone attending HOSA functions must be registered. Please register for the correct category.

NO REFUNDS ARE GIVEN AFTER THE REGISTRATION DEADLINE. Corrections or substitutions are allowed with communication regarding changes as soon as possible.

Advisor Orientation / Responsibilities

Please watch for communication on the date/time/location of advisor orientation. This session is designed to include program changes, important reminders, and advisor recognition.

In order to address student safety, it is the responsibility of every advisor to assist with conference activities. **Please complete the Advisor/Volunteer Preference Form.** If no preference form is completed, you will be assigned an activity. Our conference grows yearly, and it is impossible to conduct a successful conference without the help of EVERY advisor. Thank you in advance!

Administrator

The NC HOSA Board of Directors encourages each chapter to bring a school administrator to serve as one of the chaperones. This is an excellent way for the administrators to learn more about HOSA. The registration fee is **waived** for **one** administrator **per chapter**.



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Health Education / Career Exposition

Exhibitors are available on Thursday and Friday. Please take time to visit the exhibits and encourage your students to do so. We are expecting representatives from many universities and community colleges, health care product vendors, professional organizations, etc. As you requested, we are striving to have a variety of health care professionals attend.

Educational Symposium Offerings

Various exciting and informative workshops will be offered for all conference delegates on Thursday and Friday. NC HOSA members will want to take advantage of the excellent educational opportunities available to them at the NC HOSA State Leadership Conference. Please help us educate our students, administrators, and parents on State Leadership Conference offerings outside of competitive events. The Educational Symposium offerings are great opportunities for students to learn about healthcare professions, trends, and other exciting topics related to healthcare.

Seating for the forums will be on a space available, first come, first served basis. Conference delegates should be encouraged to arrive early to sessions they wish to attend.

Dress code for educational symposium offerings is khaki pants or black slacks with a polo shirt, or business casual.

Conference Assistants

Each local chapter advisor is invited to select two - three deserving chapter member(s) to represent their school as a Conference Assistant. Those agreeing to be conference assistants will attend an orientation to receive their assignments. Conference assistants are expected to wear khaki pants and a hosa polo or hosa t-shirt. Register your conference assistants under optional items in the conference management system.

Session Protocol

It is the responsibility of the chapter advisor to monitor student dress and behavior at the state conference, and particularly during the sessions. Advisors are asked to provide an adult/student **ratio of 1:15**, or *adhere to their local board policy if more strict*, at the general sessions. Advisors are asked to assure that students show professional behavior.



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HOSA Attire

Student attire is the sole responsibility of the chapter advisor. Please note the dress code regarding State Leadership Conference Attire. No students should go on stage with gum or props. Students in jeans or improper attire will not be allowed into the sessions.

Display of Flags

Each chapter is asked to create and bring their own chapter flag. You must bring a flag stand labeled with your chapter's name so that your flag can remain in the room throughout the Conference for everyone to see.

Smoking

North Carolina HOSA supports a NO TOBACCO POLICY at HOSA functions, for student members and advisors. All local school rules must be followed.

Alumni Members

We encourage you to bring alumni members to assist with management of your delegation. Alumni members may not compete or hold office.

Postsecondary / Collegiate Members

We encourage postsecondary/collegiate chapter members to compete at State Conference. They must be a paid postsecondary/collegiate member to be eligible to compete or run for an office.

State Officer Elections

The state officer application is included in Section F of the Advisor Guide. The deadline for submitting an application is the same date as the State Leadership Conference Deadline: February 15, 2020. Students selected to participate in officer screening will be notified of an appointment time for February 29, 2020 in Durham, NC. The two candidates with the highest scores will be slated to run for office during SLC 2020, April 1-4.

Voting Delegate Information

Serving as a Voting Delegate is an honor. Advisors are encouraged to reward outstanding chapter members by bringing them to the Conference as a Voting Delegate. Voting delegates should **NOT** be involved in anything else that would interfere with their responsibilities as a voting delegate. Voting delegates must wear their voting delegate ribbon attached to their nametag. Chapter Advisors will receive voting delegate ribbons for the number of delegates they are allowed at registration.



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Voting delegates:

- Listen to the introduction of officer candidates at the Opening Session on Thursday.
- Talk with your chapter members about the candidates and any business issues found in your registration packet.
- Attend and participate at the Business Session on Friday, listen to the speeches and vote for the candidate of your choice.

The number of voting delegates is based on the total chapter membership:

<u>Voting Delegates</u>		<u>Total Chapter Membership</u>
1	per	5 – 25
2	per	26 – 50
3	per	51 – 75
4	per	76 – 100
5	per	101 – 125
6	per	126 – 150
7	per	151+

Agenda

A tentative agenda will be provided closer to SLC as a separate document. The final agenda will be provided within a week of conference. Please understand due to the nature of a conference times and locations may change onsite. Any changes will be pushed out through the conference app.

Hotels

The approved conference hotels are listed in a separate document with additional information regarding reservations and payment. Advisors are responsible for obtaining a room block for their delegates. Payments are required at least 14 days prior to arrival.

All delegates, regardless of home/school proximity to conference, must stay at an approved conference hotel for liability reasons. If you have any questions, call the NC HOSA state office, 828-595-3846 or email slc@nchosa.org for State Conference Specific questions.



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Deadlines

Be sure to upload the Blood Services paperwork, Scholarships, Chapter Newsletter, Complete HATS for the HOSA Service Project and Barbara James Service Award, and Competitive Events registration by the conference deadline, February 15, 2019.

Accommodations

HOSA members with disabilities will be reasonably accommodated at the NC HOSA State Leadership Conference through event modifications as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment HOSA may not be able to provide. Requests for reasonable accommodation must be submitted to NC HOSA by the conference deadline.

Competitive Events Rules

HOSA Competitive Events are fun, rewarding, and provide a unique learning experience! It is important to Remember:

- **Members may not compete in more than one event except for the Recognition events.** There is no limit to the number of Recognition events a member may compete in (this is a International HOSA rule).
- **Each chapter** is limited to **five (5)** competitors/teams per event.

Due to competitive events occurring over 2 days, please make sure students are not registered for conflicting events. In the event of a scheduling conflict, no special appointment times will be given. It is the luck of the draw, and students should know this when considering involvement in more than one activity.

Competitors are responsible to know specific event guidelines and must attend event orientation as scheduled.

Event changes from International HOSA are outlined under the competitive events tab of the International website: <http://www.hosa.org/guidelines>.

From time to time we have VIPs visiting and they will be allowed to watch an event, but they will be escorted by a HOSA staff person and will not interfere with the event.

Competitors NOT present for their event orientation must be officially represented. (See Appendix C - Orientation Proxy Form found at <http://www.hosa.org/appendices>). Failure to comply with event orientation rules will result in penalty points.

Rating sheets will not be returned.



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Team sizes are noted in the Event Guidelines and substitution information is noted in General Rules and Regs. Do not register team alternates.

Remember – Test only events will NOT have an orientation.

Session Seating

As last year, the following plan will be used to secure seating at State Conference:

- Seating is first come first serve.
- Chapters who will be leaving the Awards Session early will be asked to sit in the back of the ballroom.
- Selected advisors will coordinate seating at each session.
- The doors will open for general admission at least thirty (30) minutes prior to the start of the session. Advisor coordinators will monitor this process as well to support a goal of fair and safe session seating.

HOSA Celebration

There is a HOSA dance. Dress attire is long jeans and HOSA t-shirt. If students are attending, there must be an advisor or chaperone present for supervision. It is important for students to understand any advisor, chaperone, or state staff member may provide direction at the dance. No body surfing and no students on shoulders of other members for safety.

Conference Registration Information

The HOSA conference management system (CMS) has been updated. Please watch the following video tutorial on how to complete conference registration:

<https://www.youtube.com/watch?v=jGkxjzqRjY&feature=youtu.be>

Only students classified under the federal regulations, Individual with Disabilities Act of 1997 Amended (IDEA) can compete in Personal Care, Life Support Skills, Interviewing Skills and Speaking Skills. The Student Eligibility Form found with the event guidelines must be completed and uploaded per guidelines to Tallo.