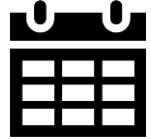




2021 Virtual Texas Area Conferences Officer Candidate Information

TIMELINE



- January 6:** 2021 Virtual Texas Area Conference Registration Deadline for all areas
Officer Candidate Finalists' Application Tallo Upload by 11:59 pm CST
- January 7:** Login Credentials Deadline for Online Testing (emailed to competitors)
- January 8:** Online Test (8:00 am to 8:00 pm CST)
- January 11:** Officer Candidate Finalists Posted by 10:00 am CST
- January 15:** Virtual Opening Session -See Full Schedule for times for your Area
- January 19:** Zoom Invitation Links and log-in credentials emailed to all Officer Candidates for the Nominating Committee Interviews. If you did not receive your Zoom Invitation and password, contact kelly.cowan@texashosa.org.
- January 22:** Virtual Nominating Committee Interviews - All Areas
- January 23:** Virtual Business Sessions (Live Zoom Meeting and Voting)

Areas 1 and 2	10:00am CST
Areas 3 and 7	11:30am CST
Areas 4, 5, & 6	1:00am CST

GUIDELINE MODIFICATIONS:



PLEASE NOTE: The process used for Testing, Virtual Nominating Committee and Business Session is detailed below.

- **All Competitors taking the Officer Candidate Exam must complete the Officer Candidate Application and upload to Tallo.com by the deadline, January 6, 2021.**
- Competitors will take the test by using the online testing system anytime in the 12-hour window on **January 8, 2021.**
- Officer Candidate Finalists will be posted **January 11, 2021.**
- Officer Candidate Finalists will receive a Zoom invitation for their Nominating Committee Interview appointment **by January 19, 2021.**
- Officer Candidates who are slated for office, will be required to attend their respective Area Business Session as indicated in the dates above.



TESTING

- Tests can be taken on a smartphone, tablet, or computer.
- Go to **testing.hosa.org** to access the testing system. Login credentials will be emailed directly to competitors by January 7. If the competitor does not have an email on file, the information will be sent to their local chapter advisor for distribution.
- Please click [HERE](#) for online testing instructions..
- If you have any issues logging in, accessing online testing, or if you did not receive your password and login information via email by **January 7, 2021** please call the CE Help Line immediately. 1-877-728-0150

APPLICATION

- Information on applying for state/area office can be found in Section E, page 2, of the Advisor Handbook at www.texashosa.org.
- **All competitors taking the Officer Candidate Exam are to complete the Tallo profile and all submission responses asked in the application.**
- Document uploads
 - Documents can be found in Section E of the HOSA, TA Advisor Handbook at www.texashosa.org
 - **Upload all requested uploads as one PDF file in the correct submission response section of the application:**
 1. Student/Parent Affidavit
 2. Advisor Affidavit
 3. Secondary/Post-Secondary Administrator Affidavit
 4. **TWO** Letters of Recommendation
 5. Current Transcript
 6. HOSA, TA Travel Policy
 7. HOSA, TA Officer Agreement
 8. HOSA, TA Social Media Policy
 - Officer Candidate Video Submissions (see page E-7 of the Officer Handbook for more information)
 - Officer Candidates will submit **two** videos
 1. Officer Introduction Video
 - Tell us about yourself! You have two minutes via YouTube video to introduce yourself and tell us how HOSA is helping to “Unlock Your Potential!”
 - Additionally, give us some insight as to why you want to be a Texas HOSA Officer.
 - The YouTube video may be taped at a location of your choosing and must include only you speaking.
 2. Officer Candidate Business Session Speech
 - All Officer Candidate Finalists are to submit this video with the Officer Candidate Application.
 - This speech will be shown at the Business Session only for those officer candidates who are slated for office following the Nominating Committee Interviews.
 - Speech should focus on why the candidate wishes to serve Texas HOSA as an officer. **Since this is recorded prior to slating, DO NOT indicate an office you are seeking.**
 - Please submit videos as a private YouTube link through Tallo.com/hosa. Videos must be submitted by the application deadline, **January 6, 2021**.

NOMINATING COMMITTEE INTERVIEWS

- The 2021 Virtual Texas Area Conferences' Officer Candidate Nominating Committee Process will be virtual this year using a Zoom platform.
- Officer Candidates not receiving their Zoom invitation for an interview, should contact the Texas HOSA Officer Coordinator at kelly.cowan@texashosa.org by January 28, 2021.
- The current Area Officer Team, the Area Officer Coordinator and/or State Officer Coordinator, as well as an Area Board of Directors representative will serve on the panel.
- Once admitted to the Zoom meeting, each officer candidate will be given the designation of "Candidate – Last Name" for identification purposes during the event.
- Each candidate will be asked to introduce themselves as a way to ensure the audio, video, and technology is working.
- Instructions will be given to each candidate by the Nominating Committee Chair prior to beginning the interview.
- Interviews will last no more than 10 minutes.
- Time will begin with the candidates one-minute speech over the International Theme "Unlock Your Potential". Time will be called at the end of one minute signaling the end of the speech. Time then resumes for the **remainder** of the 10 minute timeframe.
- For information regarding the Nominating Committee Process, candidates should see the Texas HOSA Advisor Handbook, Section E pgs. 8-9, 11-13.
- After the interview is finished, candidates will leave the zoom meeting.
- The slate of officer candidates will be determined after all interviews are completed.
- Officer candidates will receive the slate by email once determined by the nominating committee.
- All slated officer candidates will be required to attend their respective Area Business Session.
- There will be no observers for any Officer Candidate Interview. Absolutely NO recording devices will be allowed. If event staff suspects, for any reason, a candidate may be recording their interview, the candidate will not be considered for office.

BUSINESS SESSION

- Slated Officer Candidates will receive a zoom invitation prior to their respective Area Business Session. Those not receiving the invitation should notify the Texas HOSA Officer Coordinator, kelly.cowan@texashosa.org no later than the day before their Business Session is to take place.
- Officer Candidate pre recorded videos, which were submitted with their officer application, will be used in place of a live campaign speech.
- There will be no fish bowl questions asked during the Business Session.
- Elections will take place during the business session by the voting delegates using an electronic voting system.
- Candidates receiving a majority vote will be elected into office. Run off ballots may be necessary.
- Results of the election will be announced, with installation taking place during the business session.

ZOOM

- For a seamless event experience, candidates should download Zoom ahead of time to the device they plan to use for the event.
- Competitors should change/setup the “Display Name” in the Zoom account they plan to use so that it matches the name used for conference registration. Using the same name will ensure event staff recognize you and will admit you seamlessly into the live event.
- Competitors will be EMAILED a specific Zoom meeting link and password to use prior to the event.
- 10 minutes before their scheduled appointment time, competitors should click on the Zoom meeting link in the email. Competitors will be placed in a virtual “waiting room” and must wait to be admitted by the event staff.
- Ensuring the Zoom Display Name matches the Conference registration Name will help avoid delays and issues while you are waiting to be admitted.
- Once you are admitted to the live Zoom event from the Waiting room, you will see the Area/State Officers and event staff already on the screen. Event staff will introduce each candidate and you will be asked to introduce yourself to test your audio and video. Video capability is required for this event.
- If you have trouble connecting to the Zoom meeting, call the number provided in the Zoom Invitation for your interview.
- If you get logged off in the middle of the event for some reason, immediately try connecting to the Zoom link again to re-enter. If that does not work, keep trying and call the number provided in the Zoom invitation.

PARTICIPANT SAFETY

Participant safety is a top priority for HOSA. Zoom.us is the video and virtual conferencing platform that will be used to conduct many HOSA Virtual Area Spring Conference components, including competitions and area officer applicant interviews. Several restrictions will be used to protect participants in the platform. Every individual competition room used will have a unique passcode. That passcode will only be made available to judges and participants in that round. The ability to use Zoom backgrounds will be turned off. The ability to share screens and file share through the chat will be turned off. Waiting room features will be turned on for all events, so only authorized competitors and staff will be granted access. The Private Chat feature will be disabled to prevent communication that event moderators cannot see. All judges and competitors will be given a strict naming process that must be used in each event (e.g., Competitor – Suzy Smith) so that all persons may be easily identified. Finally, conference staff and competitive event volunteers will be monitoring all Zoom rooms during competition. They will quickly remove anyone violating competition policy. Competitors may report disruptions to the conference helpline, where staff will be prepared to handle any problems immediately.

SECURITY & ETHICS

- All competitors are required to review the Virtual Texas Area Conference Security and Ethical Statement found [HERE](#).

DRESS CODE

- As Future Health Professionals, HOSA members should present themselves in a professional manner for all recorded video presentations and/or live events as part of the Texas HOSA Virtual Area Spring Conference; however, dress code bonus points will not be awarded this year.