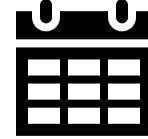# 2021 Virtual Texas Area Conferences
Parliamentary Procedure

TIMELINE

January 6: 2021 Virtual Texas Area Conference Registration Deadline for all areas

January 7: Secret Topic posted online (response due January 20)

January 15: Login Credentials Deadline for Online Testing (emailed to competitors)
Virtual Opening Session (see full schedule for the time)

January 18: Online Test (8:00 am to 8:00 pm CST)

January 20: Conference Registration fees due
Video response to secret topic upload due to Tallo by 11:59 pm CST

February 10: Virtual Grand Awards Session (see full schedule for the time)

GUIDELINE MODIFICATIONS: View rubric [HERE](#)

- The Secret topic will be posted online on January 7. ALL teams participating in this event at the area conference have between January 7 and January 20 to develop their meeting presentation for judges in response to the secret topic.
- Teams will record a video of themselves running their meeting for judges (the one they normally would give in person)
  - Very specific directions for the Recorded Video Presentations have been created. Read this information in detail [HERE](#)!
- Teams will upload the 1) Link to the meeting video; 2) Secretary's Minutes that are taken during the video presentation (handwritten and in outline form) to Tallo by January 20. The video and minutes in Tallo are what the judges will use to score competitors.
- One team member will upload their materials to the Parliamentary Procedure event opportunity on Tallo – following the instructions outlined on the [HOSA/Tallo Instructions Page](#). These materials will be sent to the judges on behalf of the team.
- If you do not upload your materials to Tallo, there is no content to be judged, therefore no score will be given. Judges will receive materials on January 20, so if you miss the January 20 upload deadline your material will not be sent to judges.

- Pro Tip #1: Practice uploading your links to Tallo prior to the January 20 deadline. You can upload materials to the event opportunity in Tallo, and then delete/edit/re-upload materials up until the January 20 deadline.
- Pro Tip #2: Do not wait until the last day to upload. Try to upload your materials before the deadline. If something goes wrong, you have time to troubleshoot!
- ALL competitors will also take the online test for this event. See the next section on Technology for testing instructions.

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 15. 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.
- Competitors can take the test in the online testing system anytime in the 12-hour window listed above. However, all team members must login to start testing within 60 minutes of each other. Tests will be time stamped and HOSA will be monitoring to ensure team members comply.
- 60 minutes will be allowed for the online test. The testing system will automatically countdown time remaining.
- 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 18, please call the CE Help Line immediately. 1-877-728-0150

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.