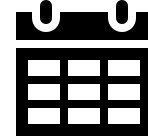




2021 Virtual Texas State Conference Parliamentary Procedure



TIMELINE

- March 3:** 2021 Virtual Texas State Conference Registration Deadline
- March 4:** Testing Login Credentials emailed to advisors for distribution to students
Secret Topic posted online (10 am CST - response due March 11)
- March 8:** Online testing for all events (8:00 am to 5:00 pm CST)
- March 11:** Tallo upload deadline for video response to secret topic (5:00 pm CST)
- March 17:** Conference Registration fees due
- March 24:** Virtual Opening Session (see full schedule for time)
- March 26:** Virtual Grand Awards Session (see full schedule for the time)

GUIDELINE MODIFICATIONS: View rubric [HERE](#)

- The Secret topic will be posted online on March 4. ALL teams participating this event at the area conference have between March 4 and March 11 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 March 11. The video and minutes in Tallo are what the judges will use to score competitors.
- **ONE** team member will upload the 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 March 11, so if you miss the March 11 upload deadline your material will not be sent to judges.



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- **Pro Tip #1: Practice uploading your links to Tallo prior to the March 11 deadline.** You can upload materials to the event opportunity in Tallo, and then delete/edit/re-upload materials up until the March 11 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!
- **Pro Tip #3: Be sure your pdf file opens and your video link works!** If judges cannot open the file or access the video, they cannot evaluate them, Also, judges should not have to get permission to access your materials.
- 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 to the local chapter advisor for distribution to the student.
- Please click [HERE](#) for online testing instructions.
- Competitors can take the test in the online testing system anytime in the 9-hour window listed above. However, all team members must login to start testing within 60 minutes of the time the first team member begins testing. 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 March 4, please call the CE Helpline 1-877-728-0150 or email texashosa@texashosa.org **immediately!**

SECURITY & ETHICS

- All competitors are required to review the 2021 Virtual Texas HOSA State 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 2021 Virtual Texas HOSA State Conference; however, dress code bonus points will not be awarded this year.