



Area 3 CONFERENCE INFORMATION

TO: Area 3
FROM: Suzanne Tucker and Rebecca Williams
DATE: November 2, 2016
SUBJECT: HOSA Spring Leadership Conference, February 17-18, 2017

The HOSA Area 3 Spring Leadership Conference will be held at Frisco Centennial High School, 6901 Coit Road in Frisco, Texas, beginning Friday, February 17, 2017, with officer candidate interviews at Springhill Suites at 12:30 p.m. and ending Saturday, February 18, 2017 at approximately 4:30 p.m. at the close of the awards ceremony at Frisco Centennial High School.

REGISTRATION

All participants (students, advisors, and chaperones) must be registered. Advisors **MUST** be registered as advisors. Follow the directions on the "How to complete the Online Registration" document to register your participants found at the end of this document.

Only HOSA members whose membership was entered using the online affiliation program may be registered as conference participants. Use the online conference registration program to register your participants. Please direct your business department to include the Texas chapter numbers on the registration fee payment check. Complete your registration using the following link:

<http://www.registermychapter.com/hosa/tx/ac/>

Fees for this conference are:

Advisor \$0
Secondary Student \$25.00
Chaperone \$0

Registration deadline is Wednesday, February 1, 2017

**Conference Registration Fees will be collected at Area
Conference On Site Check In**

Make all registration fees checks payable to HOSA, TA.
No PO's will be accepted.

You are required to pay a registration fee for every student and advisor on your online registration. No deletions or refunds will be made after the conference registration deadline.

ONSITE CHECK-IN

- Early Bird Check-in: 6:30 pm to 7:30 pm on Thursday, February 16, 2017 at Springhill Suites.
- Onsite Check-in: 3:00 pm to 4:30 pm on Friday, February 17, 2017 at the Springhill Suites.
- Team substitutions may be made **only** during onsite check-in.
- Conference materials packet will be issued to advisors after payment is received. Packet contains:
 - Registration printout, nametags, maps, conference schedule, etc.
 - To save paper, only five (5) conference schedules will be in the packet. Please have students take pictures of schedule with their phones.
- During onsite check-in the following items will be collected:
 - **Conference Registration Fees** [Click Here for Check Information Form](#)
 - Student Eligibility forms
 - Advisor & Student Code of Conduct & Medical Liability forms

[Click here for forms](#)

MEDICAL ART POSTERS AND HOSA CHAPTER REFLECTION

The Medical Art Posters and HOSA Chapter Reflection scrapbooks will be turned in at the high school in the designated event room by either the registered student or chapter designee. Posters and scrapbooks will not be collected at the on-site registration or in tabulations.

PARKING

School buses are to park in the band parking lot parallel to Coit Rd.

HOTEL RESERVATIONS

Springhill Suites

8401 Angels Dr.
Plano, TX 75024
469-362-7773

Room Rate: King Suite (up to 3 ppl) and Double/Double Suite (up to 5 ppl) - \$109.00

- The above rate is subject to applicable tax, which is currently 13% per room, per night. Schools will be exempt from the state occupancy tax of 6% with tax exemption form turned in at time of, or prior to, check-in.
- Room rate includes complimentary breakfast.
- Reservation Deadline: **February 1, 2017**

Check-in: 4:00 p.m.

Check-out: 11:00 a.m.

Each advisor is to make his/her own room reservation with the Hotel.

Please be reminded that all Delegates must be housed in approved conference housing to be eligible for competition. If you encounter problems with your rooming please contact Janet Villarreal at 1-877-728-0150.

Miscellaneous Room Information:

Upon request, the hotel will be happy to arrange for baggage storage for luggage until actual departure from the hotel.

Do not unload luggage until you have obtained room keys. This will avoid overcrowding in the lobby. Please remind your students of the following:

1. No phone calls from the rooms.
2. No room service/meals charged to the room.
3. No movies unless an advisor prepays at the front desk.
4. There will be other guests in the hotel - be courteous.

No students are to be left at the hotel without a designated advisor/chaperone.

It is HIGHLY recommended that no swimming is allowed without a life guard present.



STEM Premier

HOSA Competitive Events: Members participating in the following competitive events at the Area Spring Leadership Conference are required to follow instructions in the event guidelines for STEM Premier:

- Job Seeking Skills
 - Researched Persuasive Writing and Speaking
 - Clinical Specialty
 - Health Career Photography
 - Public Service Announcement
 - MRC Partnership
- **Please visit the special STEM Premier page for details**

ADVISOR MEETING

There **will not** be an advisor meeting following the Opening Ceremony as in the past. Any important announcements will be emailed to advisors in advance.

SOCIAL

The Area 3 Officers have planned a fun-filled evening for Friday night, February, 17, 2017.

OPENING AND CLOSING CEREMONY DRESS

It is the responsibility of each advisor to help ensure that EACH of their student delegates understands the conference dress policy PRIOR to arriving at the conference. Please remind your student delegates that they have signed a HOSA Conduct Code that states that they will adhere to the new dress code policy for all general sessions. There should be no misunderstanding that when the student delegate tries to seek admission to the general session and does not adhere to the new dress policy that he/she will not be admitted.

DRESS CODE

Remember, professional dress is required at opening and closing ceremony. Students are not to wear, denim, jeans, hats, flip flops, tennis shoes, spaghetti straps, strapless tops and dresses, leggings, short skirts, t-shirts, etc. This also applies to courtesy corps, and students wearing scrubs and EMT uniforms. Knowing that students participating in courtesy corps and certain skills events don't necessarily dress in professional business attire, those students will need to change into appropriate dress for opening and closing ceremony. Students who manage to get in wearing inappropriate dress are not allowed on stage when their name is called. It is difficult to name every possible situation we may encounter when comes to inappropriate dress so please explain to your students what business attire entails

NAME TAGS

Conference nametags must be worn at all times during all HOSA activities.

ID REQUIREMENTS

All Competitors will be required to show proof of a picture ID upon check in for all competitive events. Failure to show an appropriate ID may result in in being disqualified.

VOTING DELEGATES

Each chapter may register two voting delegates for the area conference. It is best to select students that will not be competing. Voting delegates must wear their ribbon and sit in the reserved section during the business session.

COMPETITIVE EVENTS

Read carefully the HOSA, TA Advisor Handbook regarding competitive events. Please prepare students to have a positive attitude. They should understand that the true benefit of competition is in the preparation, participation, and networking - and not only winning.

COURTESY CORPS

Each advisor may but is not required to register two students to serve as courtesy corps. These students will be given an assignment. Courtesy Corp students will receive their assignment 2 weeks prior to the conference date via their advisor. Courtesy Corp students should not be involved in competitive events.

ADVISOR RESPONSIBILITY

All advisors must participate in conference management by sharing in conference duties

CODE OF CONDUCT AND MEDICAL LIABILITY RELEASE FORMS

Advisors are responsible for having their students complete the HOSA Code of Conduct form and Medical Liability Release form. A parent or guardian's signature is required on both forms. Advisors should sign the Advisor's Code of Ethics form. Please have all of these forms in your possession during the conference.

SPECIAL NEEDS STUDENT EVENTS

Student Eligibility Forms for students participating in First Aid/Rescue Breathing, Personal Skills, Speaking Skills and Interviewing Skills must be turned in during onsite packet pickup. **If special accommodations need to be made for your special needs student, please email these needs to Janet Villarreal at texashosa@stx.rr.com .**

SCHOLARSHIPS

All scholarship applications **MUST** be mailed to Janet Villarreal, Executive Director, 5415 Springfield, Suite 5A, Laredo TX 78041. Applications **MUST** be post marked on or before the Conference Deadline

OFFICER PACKETS

All officer applications and forms **MUST** be mailed to Kelly Cowan, Texas Officer Coordinator, 201 Cullen Ct, La Porte, TX 77571. All applications **MUST** be posted

marked on or before the Conference Deadline. All officer candidates must be registered for the conference.

AWARD PRESENTATION

All participants should plan to attend the closing ceremony. If a competitor is unable to attend the awards ceremony to receive his/her medal, the advisor should collect those medals at the close of the award ceremony.

CHAPERONES

The **required** ratio for adult supervision of students is **1 adult sponsor** (who is not a HOSA Board of Directors member) **per 10 students** for all HOSA activities.

LOST & FOUND

Any items (notebooks, purses, money, etc.) found should be taken to the Tabulation Room. Individuals having lost an item may claim said item from the Tabulation Room. Any items not claimed prior to the start of the closing ceremony will be discarded.

POSTER & NOTEBOOK PICK-UP

All Health Careers Posters, Extemporaneous Health Posters, Outstanding HOSA Chapter scrapbooks, etc. must be picked up from the Tabulation Room **at least one hour prior** to the start of the closing ceremony. Any unclaimed posters or notebooks will be discarded.

Contact Information

Conference Chair Information:

Name: Suzanne Tucker

Email: tuckerb@friscoisd.org

Phone: 469-520-6758

Name: Rebecca Williams

Email: williamsr@friscoisd.org

Phone: 720-323-1676

Executive Director/State Advisor

Janet E. Villarreal

texashosa@stx.rr.com

877.728.0150

Tentative Area 3 Conference Schedule

Friday, February 17, 2017			
12:30 PM	Area Officer Credentialing - Springhill Suites	Rockwall 3	
3:00-4:30 PM	On-site Check-in - Springhill Suites	Rockwall 3	
5:15 PM	Voting Delegate Meeting	Small Gym	
6:00 PM	T-Shirt Distribution	Choir Room	
	Judges Hospitality	Kitchen Lab	
5:00 PM	All advisors who are event managers for 6:00PM events report to tabulations		
5:45 PM	Event managers and assistants have rooms ready and Judges in place.		
5:30 PM	All Competitors report to holding room for the following events		
6:00 PM	1. Health Career Display Round One		
	2. Health Career Photography Round One		
	3. Public Health Round One		
	4. Researched Persuasive Writing and Speaking Round One		
	5. Public Service Announcement Round One		
5:15 PM	All advisors who are event managers for 6:15PM events report to tabulations		
6:00 PM	Event managers and assistants have rooms ready and Judges in place.		
5:45 PM	All Competitors report to holding room for the following events		
6:15 PM	1. Biomedical Debate		
	2. Community Awareness		
	3. Creative Problem Solving		
	4. Extemporaneous Health Poster		
	5. Forensic Medicine		
	6. Medical Art Poster turn-in		
5:30 PM	All advisors who are event managers for 6:30PM events report to tabulations		

6:15 PM	Event managers and assistants have rooms ready and Judges in place.		
6:00 PM	All Competitors report to holding room for the following events		
6:30 PM	1. Health Education		
	2. HOSA Bowl		
	3. Parliamentary Procedure		
	4. EMT		
	5. CERT		
6:00 PM	All advisors who are event managers for 7:00PM events, report to tabulations		
6:45 PM	Event managers and assistants have rooms ready and Judges in place.		
6:30 PM	All Competitors report to holding room for the following events		
7:00 PM	1. Biomedical Laboratory Science		
	2. Clinical Nursing		
	3. Clinical Specialty		
	4. CPR/First Aid & Life Support Skills		
	5. Dental Science		
	6. Medical Innovation		
	7. Extemporaneous Writing		
6:30 PM	All advisors who are event managers for 7:30PM events, report to tabulations		
7:15 PM	Event managers and assistants have rooms ready and Judges in place.		
7:00 PM	All Competitors report to holding room for the following events		
7:30 PM	1. Home Health Aide		
	2. Medical Assisting		
	3. Nursing Assisting & Personal Care		
	4. Physical Therapy		
	5. Sports Medicine		
	6. Veterinary Science		
7:00PM	Social		
11:00PM	Curfew		
Saturday, February 18, 2017			
7:15 AM	Tabulation Room Opens	AA160	
	Judges Hospitality	Kitchen Lab	

7:30 AM	All advisors, who are event managers for 8:45AM events report to tabulations		
8:30 AM	Event managers and assistants have rooms ready for event, judges in place.		
8:30AM	All Competitors report to holding room for the following events		
8:45 AM	1. Healthy Life Styles		
	2. Interviewing Skills /Job Seeking Skills		
	3. Medical Art/Extemporaneous Health Poster judging		
	4. Medical Spelling (Spell down)		
	5. MRC Partnership		
	6. HOSA Chapter Reflection		
	7. Prepared Speaking/ Speaking Skills		
8:00 AM	All advisors, who are event managers for 9:15AM events report to tabulations		
9:00 AM	Event managers and assistants have rooms ready for event, judges in place.		
9:15 AM	All Competitors report to holding room for the following events		
9:15 AM	1. Health Career Display (Round 2)		
	2. Health Career Photography (Round 2)		
	3. Public Health (Round 2)		
	4. Researched Persuasive Writing and Speaking Round 2		
	5. Public Service Announcement (Round 2)		
	Lunch on your own		
2:00PM	Doors Open		
2:30 PM	Awards Ceremony		Gymnasium

AREA 3 SPRING LEADERSHIP CONFERENCE DIRECTIONS

Driving Directions from Springhill Suites:

- Take Preston North to US 121 N service road
- Exit Coit Rd – stay in left 2 lanes to turn left onto Coit
- Centennial High School is on the left approximately 1.8 miles

Drop students off in the rear of the school. Everyone should enter through the Cafeteria doors (marked).

Buses are to park in the band parking lot parallel to Coit Rd.



Area Spring Conference Registration Check List

	<p>1. Complete the online registration process by February 1, 2017</p> <ul style="list-style-type: none">a. Choose correct events for each participantb. Email any accommodations needed by special needs competitorc. Confirmed 1 adult chaperone for every 10 students
	<p>2. Have possession of your payment check for the conference and the Check Information Form.</p> <ul style="list-style-type: none">• Registration Fees are collected at Conference On Site Check in.• Texas chapter numbers should be included on the memo line of the check. This is a four (4) digit number beginning with your area number.
	<p>3. Make Hotel Reservations by: February 1, 2017</p> <ul style="list-style-type: none">• Make a copy of rooming list and tax exempt form for Hotel to help expedite Hotel check in
	<p>4. Sign Advisor/Chaperone Code of Ethics and Medical Liability form</p>
	<p>5. Have students sign Code of Conduct, and Medical Liability forms.</p> <ul style="list-style-type: none">• Forms should be complete – no blanks• Make a copy of each form to turn in at onsite registration.• Advisor should keep the original forms in his/her possession during the conference)• Place forms in an envelope and write the name of your school and Texas chapter number on the front.
	<p>6. On or before the conference registration deadline, mail Scholarship Applications to:</p> <p style="padding-left: 40px;">Janet Villarreal, Texas HOSA Executive Director 5415 Springfield, Suite 5A Laredo TX 78041</p> <p>Make sure that applicants are registered for conference.</p>
	<p>7. On or before the conference registration deadline, mail Officer Applications to:</p> <p style="padding-left: 40px;">Kelly Cowan, Texas Officer Coordinator 201 Cullen Ct. LaPorte TX 77571</p> <p>Make sure that applicants are registered for conference.</p>

ON-SITE CHECK IN

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To expedite On-Site Check in please make sure that you have the following ready to turn in

	Student Code of Conduct and Medical Liability Forms Advisor/Chaperone Code of Conduct and Medical Liability Forms Place copies inside an envelope with your school name and Texas chapter number on the front.
	Student Eligibility forms for Special Needs students
	List of "No Shows"
	List of Substitutions
	Check for payment of conference registrations fees and Check Information Form. Texas chapter numbers must be printed on the memo line of the check.