



Area 4 CONFERENCE INFORMATION

TO: Area 4
FROM: Paige Tucker and Jennifer James
DATE: December 1, 2016
SUBJECT: HOSA Spring Leadership Conference, January 20-21, 2017

The HOSA Area 4 Spring Leadership Conference will be held at Canyon High School, 1701 23rd Street, Canyon, Texas, 79015, beginning Friday, January 20th with officer candidate interviews at 8:00 a.m. at the Holiday Inn Express in Canyon. The conference will end on Saturday, January 21 at approximately 5:00 p.m. at the close of the awards ceremony at Canyon 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, January 4, 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.

Conference CHECK-IN

- Conference check-in: Friday, January 20, 2017 from 1:00-2:30 pm in the breakfast area at the Holiday Inn Express, 2901 4th Ave, Canyon, Texas.
- Team substitutions may be made **only** during Conference 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 may park in the unpaved parking lot north of high school, directly in front of the CTE/Ag building.

HOTEL RESERVATIONS

Holiday Inn Express & Suites
2901 4th Ave, Canyon, TX 79015
(806) 655-4445

Click here for [Room List Form](#)

Overflow hotels will be as follows; please be aware that the following are not contracted hotels and the above rate cannot be guaranteed.

Best Western Palo Duro Canyon Inn & Suites
2801 4th Ave, Canyon, TX 79015
(806) 655-1818

Holiday Inn Express & Suites Amarillo South
6701 Hollywood Rd, Amarillo, TX 79119
(806) 352-1900

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.

When making hotel reservations please identify your group as being part of Health Occupations Students of America and the name of your school and city. Check in time is 3 p.m.

Single room rate is \$90.00 plus 7% city tax. Double Room Rate for 2 to 4 person is \$90.00 plus 7% city tax. State tax is an additional 6%, unless you present a state tax exempt form at the time of check-in.

Reservations must be made by **January 4, 2017** to get the conference rate. After the deadline date, any uncommitted rooms on the HOSA block will be released and additional reservations will be honored on a rate and space available basis, as would be for the case of early arrivals and late departures. Please be sure to process as credit rather than debit when making reservations.

Each school will pay for their own block of rooms and any incidental charges upon check-in if paying in cash or upon departure if secured with a credit card.

Miscellaneous Room Information: Reservations are held until 6:00PM on the day of arrival, unless accompanied by a deposit or an individual's credit card. Check-in time is 3 p.m. and check-out time is 12:00 p.m. Upon request, the hotel will be happy to arrange for baggage storage for luggage until actual departure from the hotel. Any room cancellations must be made at least three days in advance or will be subject to charge.

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.

Due to limited number of double rooms, please be courteous and specify room needs based on occupancy. You may indicate room type (double or king) on your rooming list.

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.



Deadline for submitting projects on Stem Premier is January 4, 2017



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**

SOCIAL

The Area 4 Officers have planned a fun-filled dessert social. It will be held on Saturday, January 21st from 2:00P.M.-2:45P.M at Canyon High School.

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.

ADVISOR MEETING

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

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, Texas HOSA Executive Director at 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: Kelly Cowan 201 Cullen Ct., La Porte, Texas 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: Paige Tucker and Jennifer James

Email: ptucker@Canyonisd.net ; Jennifer.James@CanyonISD.net

Phone: 806-677-2740 and 806-677-2333

Executive Director/State Advisor

Janet E. Villarreal

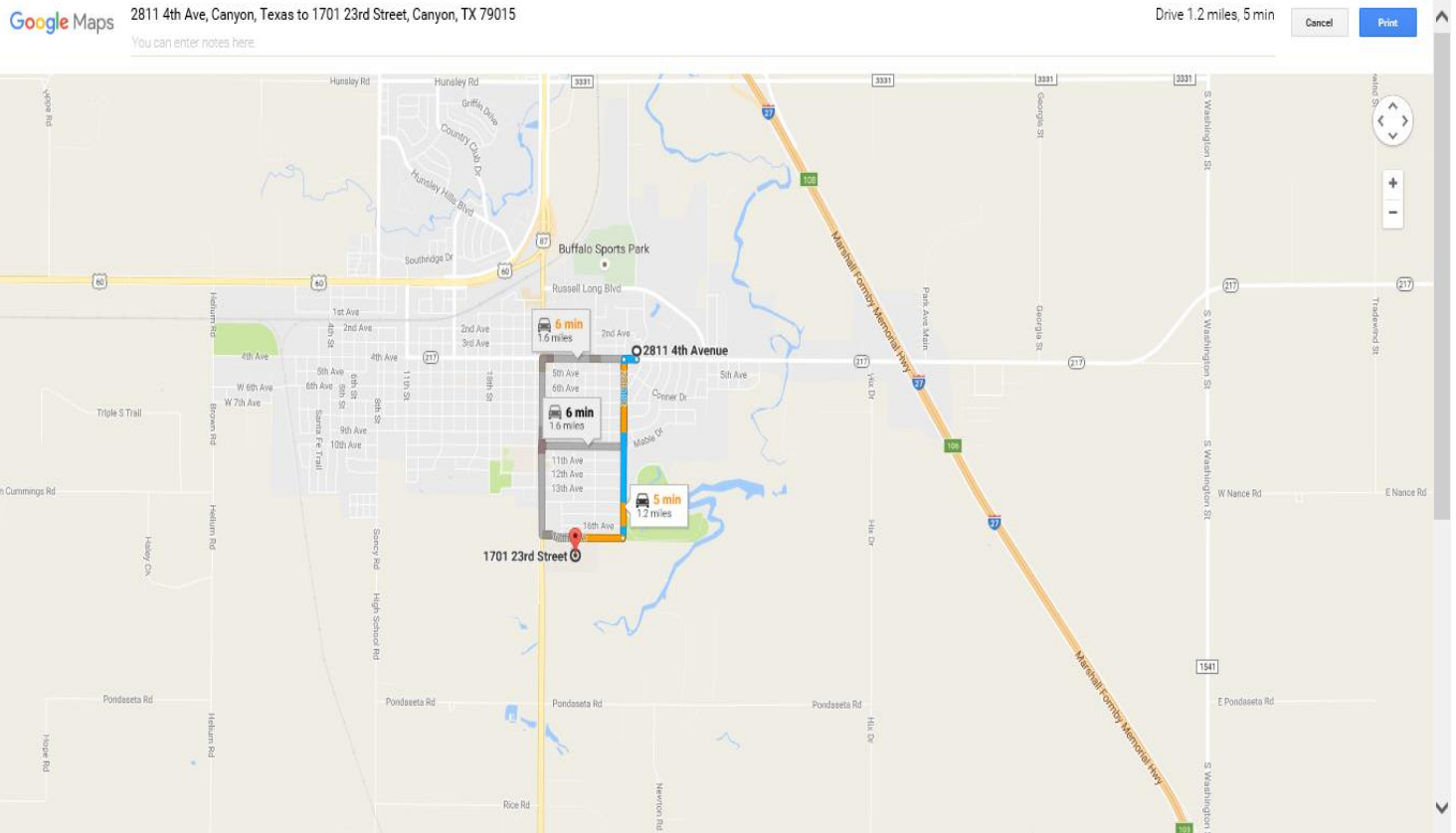
TENTATIVE AREA 4 CONFERENCE SCHEDULE

| Friday, January 20, 2017 | | | |
|--------------------------|---|----------------|--|
| 8:00 AM | Area Officer Credentialing (Holiday Inn Express) | Breakfast Area | |
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| 1:00-2:30 PM | On-site Check-in (Holiday Inn Express) | Breakfast Area | |
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| 2:45 PM | Doors open for Opening Ceremony (Canyon HS) | Auditorium | |
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| 3:00 PM | Opening Ceremony (School dismissal @ 3:40-stay in auditorium) | Auditorium | |
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| 4:00 PM | Voting Delegate Meeting | Auditorium | |
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| 1:00-2:30 PM | T-Shirt Distribution (Holiday Inn Express) | Breakfast Area | |
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| 4:15 PM | Judges Hospitality | | |
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| 4:00 PM | All advisors who are event managers for 5:15pm events report to tabulations | | |
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| 5:00 PM | Event managers and assistants have rooms ready and judges in place. | | |
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| 4:45 PM | All Competitors report to holding room for the following events | | |
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| 5:15 PM | 1. Health Career Display (Round 1) | | |
| | 2. Health Career Photography (Round 1) | | |
| | 3. Public Health (Round 1) | | |
| | 4. Researched Persuasive Writing and Speaking (Round 1) | | |
| | 5. Public Service Announcement (Round 1) | | |
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| 4:30 PM | All advisors who are event managers for 5:45pm events report to tabulations | | |
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| 5:30 PM | Event managers and assistants have rooms ready and judges in place. | | |
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| 5:15 PM | All Competitors report to holding room for the following events | | |
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| 5:15 PM | 1. Biomedical Debate | | |
| | 2. Community Awareness | | |

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|---------|---|--|--|
| | 3. Creative Problem Solving | | |
| | 4. Extemporaneous Health Poster | | |
| | 5. Forensic Medicine | | |
| | 6. Medical Art Poster - turn in for judging | | |
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| 5:00 PM | All advisors who are event managers for 6:15pm events report to tabulations | | |
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| 6:00 PM | Event managers and assistants have rooms ready and judges in place. | | |
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| 5:45 PM | All Competitors report to holding room for the following events | | |
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| 6:15 PM | 1. Health Education | | |
| | 2. HOSA Bowl | | |
| | 3. Parliamentary Procedure | | |
| | 4. EMT | | |
| | 5. CERT | | |
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| 5:30 PM | All advisors who are event managers for 6:45pm events report to tabulations | | |
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| 6:30 PM | Event managers and assistants have rooms ready and judges in place. | | |
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| 6:15 PM | All Competitors report to holding room for the following events | | |
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| 6:45 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 | | |
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| 6:00 PM | All advisors who are event managers for 7:15pm events report to tabulations | | |
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| 7:00 PM | Event managers and assistants have rooms ready and Judges in place. | | |
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| 6:45 PM | All Competitors report to holding room for the following events | | |
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| 7:15 PM | 1. Home Health Aide | | |
| | 2. Medical Assisting | | |
| | 3. Nursing Assisting & Personal Care | | |
| | 4. Physical Therapy | | |
| | 5. Sports Medicine | | |

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|-----------------------------------|--|--|--|
| | 6. Veterinary Science | | |
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| 11:00PM | Curfew | | |
| Saturday, January 21, 2017 | | | |
| 7:15 AM | Tabulation Room Opens | | |
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| 7:45 AM | Judges Hospitality | | |
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| 7:30 AM | All advisors, who are event managers for 8:45am events report to the tabulations | | |
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| 8:30 AM | Event managers and assistants have rooms ready for event, judges in place. | | |
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| 8:30AM | All Competitors report to holding room for the following events | | |
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| 8:45 AM | 1. Healthy Life Styles | | |
| | 2. Interviewing Skills /Job Seeking Skills | | |
| | 3. Extemporaneous Health Poster judging | | |
| | 4. Medical Spelling (Spell down) | | |
| | 5. MRC Partnership | | |
| | 6. HOSA Chapter Reflection | | |
| | 7. Prepared Speaking/ Speaking Skills | | |
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| 8:00 AM | All advisors, who are event managers for 9:15am events report to the tabulations | | |
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| 9:00 AM | Event managers and assistants have rooms ready for event, judges in place. | | |
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| 9:15 AM | All Competitors report to holding room for the following events | | |
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| 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) | | |
| | | | |
| 12:00-2:00 PM | Lunch on your own (Food trucks will be at the school) | | |
| 2:00-2:45 PM | Dessert Social | | |
| 2:45PM | Doors Open | | |
| 3:00 PM | Awards Ceremony | | |

AREA 4 SPRING LEADERSHIP CONFERENCE DIRECTIONS





Area Spring Conference Registration Check List

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| | <p>1. Complete the online registration process by January 4, 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.</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: January 4, 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> |

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| | <p>7. On or before the conference registration deadline, mail Officer Applications to: Kelly Cowan, Texas Officer Coordinator 201 Cullen Ct. LaPorte TX 77571 Make sure that applicants are registered for conference.</p> |
| <p><u>ON-SITE CHECK IN</u></p> <p>√ To expedite On-Site Check in please make sure that you have the following ready to turn in</p> | |
| | <p>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.</p> |
| | <p>Student Eligibility forms for Special Needs students</p> |
| | <p>List of "No Shows"</p> |
| | <p>List of Substitutions</p> |
| | <p>Check for payment of conference registrations fees. Texas chapter numbers must be printed on the memo line of the check.</p> |
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