

Missouri HOSA 2019 State Leadership Conference Registration Checklist

Please remember that **registration closes at midnight on February 1, 2019**. The following checklist will assist you in the steps needed to register your local chapter. Also, you will find **registration policies** and additional helpful information below. Please reach out to Shelly Wehmeyer at 573-751-3407 or Shelly.Wehmeyer@dese.mo.gov with any questions.

- Login to the HOSA Management System
- Click on Conference Registration
- Click on the Missouri HOSA 2019 State Leadership Conference
- Click the **RED +** Sign in the Registrations row to see affiliated members
- Register each participant including Local Chapter Advisors and guests/chaperones remembering that all Local Chapter Advisors and student members must be affiliated members for the 2018-2019 school year
 - All registration types are \$65.00
 - Included in registration:
 - Opening Session featuring Bill Coon
 - Fifty-Two (52) Competitive Events Onsite
 - Nine (9) Recognition Event Opportunities
 - Dinner on Monday evening
 - Lunch on Tuesday
 - Conference T-shirt & Lapel Trading Pin
 - Opportunity to earn Swag Bag
 - Delegates Session
 - Educational Symposium Exhibits and Presentations
 - HOSA Zone
 - Awards Session featuring U.S. Army Personnel
- Each Middle School, Secondary, and Postsecondary/Collegiate Member may compete in **one (1) Competitive Event**
 - Each competitor must make a choice to compete in an individual event or a team event
 - Assure that teamwork events have the appropriate number of participants per the guidelines for that specific competitive event
 - A flag will be noted in the Registration System if an incorrect number is identified
- Each Middle School, Secondary, and Postsecondary/Collegiate Member may participate in **unlimited Recognition Events**
- Middle School Division – Eligible Competitive Events
 - Medical Terminology (Register under Middle School Competitive Event)
 - KT – Health Career Exploration (Middle School ONLY -- Register under Middle School Competitive Event)
 - KT – Nutrition (Register under Middle School Competitive Event)
 - Public Health (Register under conference Competitive Event)
 - Extemporaneous Health Poster (Register under Middle School Competitive Event)
 - Healthy Lifestyle (Register under conference Competitive Event)
 - Prepared Speaking (Register under Middle School Competitive Event)
 - Speaking Skills (Register under conference Competitive Event)
 - Health Career Display (Register under Middle School Competitive Event)
 - Health Education (Register under Middle School Competitive Event)

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(Registration Checklist Continued)

- Voting Delegates
 - **Each Local Chapter should register two (2) Voting Delegates and one (1) Alternate Voting Delegate**
 - Generally Voting Delegates are Local Chapter Officers/Leaders
 - The Voting Delegate Session is scheduled for Tuesday, March 26, 2019, beginning at 1:00 pm at the Havener Center, St. Pat's B
 - Voting Delegates:
 - Vote on any Missouri HOSA Bylaw Changes
 - Vote for the 2019-2020 Missouri HOSA State Officer Team
- **All Registrants** need the following:
 - **T-shirt Size** (Small, Medium, Large, XL, 2XL, or 3XL)
 - Note any **Dietary Restrictions**
 - Have the opportunity to register for **Courtesy Corp** (Courtesy Corp members are volunteers who assist with State Leadership Conference activities. Most commonly placed activities include general session assistance; competitive event timers, walkers, or patients; or clean-up crew.)
 - NEW this year: Courtesy Corp Members can earn Barbara James Service Hours for all eligible hours earned during the State Leadership Conference
 - NEW this year: Courtesy Corp Members will earn a HOSA Store Voucher at the completion of volunteer hours
 - Under options, register all current **State Officers** and **State Officer Candidates**
- Under Reports in the lower left hand corner of the screen, click on Current Invoice and Registration Summary
 - Remember that all registration fees are sent to Missouri HOSA in the Jefferson City office as noted on the invoice
 - The Registration Summary will give a report of registration for your Local Chapter

Missouri HOSA State Leadership Conference Registration Policies:

1. There are no refunds for registration after the State Leadership Conference deadline of February 1, 2019.
2. If a registered participant cannot attend the State Leadership Conference, the participant can be replaced by another individual by contacting the State Advisor in writing at Shelly.Wehmeyer@dese.mo.gov. These revisions must be requested by March 1, 2019 at 4:00 pm.
3. Competitive event revisions may be made by contacting the State Advisor in writing at Shelly.Wehmeyer@dese.mo.gov. These revisions must be requested by March 1, 2019 at 4:00 pm.
4. March 1, 2019 is the last date to make any/all revisions to the State Leadership Conference registration.

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Missouri HOSA State Leadership Conference Registration Helpful Hints:

- **STEM Premier:** Through STEM Premier HOSA members will have the opportunity to apply for scholarships and internship opportunities, submit their original work for competitive events, and earn badges for recognition and accomplishments. Click [here](#) for more information on STEM Premier.
 - **Competitive Events:** Used for project content in Job Seeking Skills, Researched Persuasive Writing and Speaking, Public Service Announcement, Clinical Specialty, Health Career Photography, Original Medical Innovation, Existing Medical Innovation, MRC Partnership, Community Awareness, Health Education, and HOSA Happenings at the International Level.
 - **Missouri State Leadership Events utilizing STEM Premier include:**
 - Job Seeking Skills
 - Researched Persuasive Writing and Speaking
 - Public Service Announcement
 - Clinical Specialty
 - Health Career Photography
 - Original Medical Innovation
 - Existing Medical Innovation
 - MRC Partnership
 - Community Awareness
 - Health Education
 - **Hard copy documents/USB drives will still be needed onsite** during the State Leadership Conference.
 - The **deadline for submission to STEM Premier for the State Leadership Conference is March 1, 2019**. Revisions can be made up until the International Leadership Conference deadline of May 15, 2019.
 - Click [here](#) for a helpful video walking you through the process or click [here](#) for step-by-step instructions.
 - Please note that competitors must have a **valid email address** noted within the **HOSA Management System** that matches his/her STEM Premier account. If you, as the Local Chapter Advisor, have already affiliated membership but did not enter email addresses, please reach out to Shelly Wehmeyer with the competitor's name and email address so that it can be added.
- **Competitive Event Preparation:** Please remind competitors to pay close attention to the [Competitive Event Guidelines](#). On each set of guidelines, there is a "Competitor Must Provide" textbox that shows all equipment that he/she is responsible to bring to the Competitive Event. Make sure that each competitor has all supplies with him/her for the Competitive Event. If he/she does not have the supplies/equipment, he/she will be deducted all applicable points on that skill.
- **Deadlines:** All deadlines can be found in the [Missouri HOSA 2018-2019 Calendar of Events](#).
 - State Leadership Conference Deadlines include:
 - February 1, 2019
 - State Leadership Conference Registration Deadline
 - Registration closes at midnight on February 1, 2019
 - The HOSA Management System will show a date of February 2, 2019

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- February 1, 2019 (Continued)
 - Code of Conduct & Medical Liability Release Form Deadline
 - Send to Rachel Fisher via email at Rachel.Fisher@dese.mo.gov
 - Special Talent Request Entry Deadline
- February 15, 2019
 - State Officer Application Deadline
 - Send to Byekwaso Gilbert via email at Byekwaso.Gilbert@dese.mo.gov
 - Deadline for all Award Applications
 - Send to Byekwaso Gilbert via email at Byekwaso.Gilbert@dese.mo.gov
 - Barbara James Service Award Advisor HATS Approval Deadline
 - Please note that student members must have a **valid email address** noted within the **HOSA Management System** in order to log service hours. If you, as the Local Chapter Advisor, have already affiliated membership but did not enter email addresses, please reach out to Shelly Wehmeyer with the student member's name and email address so that it can be added.
 - Advisors must approve all hours entered by student members by the deadline of February 15, 2019.
 - HOSA Service Project Advisor HATS Approval Deadline
 - Please note that student members must have a **valid email address** noted within the **HOSA Management System** in order to log service hours. If you, as the Local Chapter Advisor, have already affiliated membership but did not enter email addresses, please reach out to Shelly Wehmeyer with the student member's name and email address so that it can be added.
 - Advisors must approve all hours entered by student members by the deadline of February 15, 2019.
- March 1, 2019
 - Outstanding HOSA Achievement Entry Deadline
 - Send to Shelly Wehmeyer via email at Shelly.Wehmeyer@dese.mo.gov
 - MRC Volunteer Recognition Deadline
 - STEM Premier Deadline
 - Last date to make any/all revisions to the State Leadership Conference Registration
- **Dress Attire at the State Leadership Conference:** Official HOSA attire is required for all General Sessions. This includes Opening, Delegates, and Awards sessions. If you have competitors in either a Health Professions or Emergency Preparedness Event, they may wear appropriate Competitive Event attire to the Awards Session only. [APPENDIX E](#) addresses HOSA's official dress code policy. For the **Missouri HOSA SLC**, it is not required that each student wear an official HOSA blazer, but **each student must be dressed in business attire**. Remind female students that there will be a great deal of walking, and that **flat comfortable shoes will be preferable**.
- **Advisor Responsibilities On-Site:** All advisors will serve in a volunteer role during the State Leadership Conference. Many advisors are needed to serve as proctors during Round 1 Testing at various computer labs on Missouri S&T campus. A survey will be sent out to request volunteers. Due to the number of students who attend the SLC, it is imperative that everyone assist. There will be other volunteer assignments available for those advisors who cannot separate from their students. Please complete the survey at your earliest convenience.

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- **Advisor's Breakfast:** As you've noted in the agenda, there is an Advisor's Breakfast on Tuesday morning at the Havener Center. We are grateful for the HOSA Sponsors who have provided this for you. Please stop by anytime between **8:30 – 10:30 am** for breakfast and a small gift. Missouri HOSA appreciates you and knows this wouldn't be possible without your support, time and effort, and encouragement!!!
- **State Leadership Conference Materials:** Before you arrive, please review all applicable State Leadership Conference materials with participants in advance. Just like you, students arrive anxious about what is going to happen, their individual event, and all of the other activities on site. As much as you can share with them to decrease questions on site, the better experience they will have during the SLC. Please reach out to Shelly Wehmeyer with any questions leading up to the SLC.
- **Program App:** Once again, Missouri HOSA will be offering a Program App rather than a printed program. More information will be released soon. Due to the Program App, Missouri HOSA has secured additional WiFi access during the conference. Representatives from Missouri S&T campus will be stationed near the Registration Table to assist with any questions you may have. *REMIND* will also be used to send out messages to advisors only.
- **On-Site Information:**
 - **CHAPTER REGISTRATION & ARRIVAL:**

School busses will need to be parked either in the Gale Bullman parking lot or Lot 43 (across from Gale Bullman near Jimmy Johns) during the entire State Leadership Conference. Registration begins earlier this year starting at 11:00 am, but doors will not open to the Gale Bullman Gymnasium where the Opening Session will be hosted, until 12:30 pm. I would suggest that if you arrive earlier than 12:30 pm, and have multiple advisors/chaperones, to keep student members on the bus, as it gets very congested. You can send in one representative to register your Local Chapter. Remember that all Medical Liability Release and Code of Conduct forms must be on file in order to register. This includes forms for Local Chapter Advisors and guests/chaperones. Conference t-shirts and lapel pins will be included in your registration materials. We encourage students to wear their conference t-shirts on Tuesday during activities when they are not competing prior to the Awards Session.
 - **GENERAL SESSION SEATING:**

At both the Opening and Awards Sessions, seating will be first come, first serve. Please arrive in time to find seating to accommodate your chapter. There will be 400 seats on the floor in front of the stage, along with lower level bleacher seating on either side of the stage.
 - **PROFESSIONAL BEHAVIOR EXPECTATION:**

Although last year, student behavior was not an issue, there were still many participants camped out on the floor at the Havener Center. This will not be allowed during the 2019 SLC. Monday evening will be crowded, as outside of Round 1 Testing and competitive events at the Havener Center, there will be no other offsite activities. However, on Tuesday, there will be offsite competitive events at Rolla Technical Center/Institute, and activities at the Gale Bullman Multipurpose Building. **The expectation will be that when students are not competing or attending Educational Symposium presentations, they will be located at the Gale Bullman Multipurpose Building.** Additional bussing will be available for drop-off at this location. Please remind students that professional behavior is expected at all times, and please keep an eye on your student members. There will be extra eyes this year, as several will be acting as Hall and Bathroom monitors. There are new activities for entertainment value. Much effort has been placed on providing the BEST SLC in Missouri's history, so Missouri HOSA asks you to support this cause and set high expectations of professionalism of your student members.

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- **COMPUTER LAB TESTING:**

All online proctored exams (Round 1 written tests and Knowledge Tests) will be given in varying computer labs on campus. Student members are to report directly to those computer labs at the scheduled time for Competitive Events. For all other Competitive Events without a written exam or Round 2 events located at Missouri S&T, competitors will need to report and check-in at the COMPETITOR CHECK-IN room located in St. Pat's A in the Havener Center starting as early as 4:30 pm on Monday evening. Student members will be escorted to/from the COMPETITOR CHECK-IN to the judges.
- **OFF-SITE COMPETITIVE EVENTS:**

If student members are competing at **Rolla Technical Center/Institute**, they will take a **shuttle bus** from the Havener Center to RTC/I. There will be a **check-in station** directly inside the front doors. Staff will be there to greet competitors and send them to appropriate holding rooms. The Bus Route will be released soon.
- **SHUTTLE BUSES:**

Shuttle busses will be available on Tuesday to transport participants to Rolla Technical Center and Rolla Technical Institute for competitive events, along with a new stop at the Gale Bullman Multipurpose Building for HOSA Zone!
- **HOSA ZONE:**

HOSA Zone, formally known as Leadership Village, is a one-stop shop for entertainment on Tuesday during the SLC! HOSA Zone will be open during the hours of 10:00 am – 4:30 pm, and will be integrated with both Exhibitor Booths and State Officer Candidate booths. There will be interactive games and activities happening all day! If you have students who are not competing, this is where they will want to be! Please encourage all student members to attend this event, as it will be a time to network, have fun, and learn!
- **EDUCATIONAL SYMPOSIUM:**

As in years past, **student members will be encouraged to meet with Exhibitors and attend Educational Symposium presentations.** Educational Symposium **punch cards will be included in registration materials** so that student members can earn Swag Bags. Please note that there are several exhibitors who offer fundraising opportunities and other information specifically for advisors, so please plan to attend ADVISOR sessions and meet with exhibitors. Educational Symposium Presentations will be scheduled on hourly rotations throughout the conference at the Havener Center. Please remind students that in order to earn a Swag Bag, they must attend a minimum of one presentation and visit at least two exhibitor booths. **Swag Bags will be available for pick up on Tuesday beginning at 1:00 pm** at the Gale Bullman Student Recreation Center at HOSA Zone.
- **HOSA STORE:**

The HOSA Store will be open for business on Tuesday during the hours of 10:00 am – 4:30 pm. Please see the price list located in the January eNewsletter. This is a CASH-ONLY store. Prices range from \$1.00 items to \$30.00. There is something for everyone, so please remind students of this opportunity! The HOSA Store will also be located at HOSA Zone!