

# Fall Leadership Conference

*HOSA Week celebrates the involvement of members across the state, and the perfect way to start this first full week in November is by attending the Georgia HOSA Fall Leadership Conference. Through this conference, members have the opportunity to gain skills in leadership through several competitive events, sessions, and workshops. Fall semester momentum peaks at FLC as members, advisors, and guests come together to celebrate their success and develop their leader within! In addition to the incredible leadership workshops, exhibits, HOSA activity night, and exciting and inspiring general sessions, students will receive a HOSA t-shirt with their registration.*

## Checklist to Prepare for FLC

- ☐ Set chapter deadlines for registration and payment (See Suggested Timeline)
- ☐ Promote conference, including competitive events
- ☐ Determine student cost to attend with your chapter, including registration fees, lodging, meals, travel, etc.
- ☐ Send a letter to parents with event details (examples can be found on the Chapter Management Guide)
- ☐ Provide students with necessary conference information, including cost
- ☐ Discuss dress code requirements with all attendees
- ☐ Collect student payment before registering students for conference
- ☐ Obtain chapter's charter information to log into registration system
- ☐ [Log in](#) to register for conference by deadline
- ☐ Print copy of chapter's registration and triple check for accuracy before deadline
- ☐ Submit registration and print invoice copy
- ☐ Submit registration information to bookkeeper for payment
- ☐ Hotel Room Submission via link here: <http://www.georgiahosa.org/fall-leadership>
- ☐ Submit Competitive Event Early Turn-in Entries: Pin and T-shirt Designs
- ☐ Collect participation forms from students/guests and put in labeled envelope
- ☐ Confirm bus parking updates via Georgia HOSA website
- ☐ Have chapter officers review agenda and workshops with attending members
- ☐ Ensure proper dress attire is packed with students before departure
- ☐ Fill out the participation forms located here: [Student Participation Form](#), [Guest Participation Form](#)
- ☐ Have all attendees download the Georgia HOSA app for event updates

All payments can be made to:  
Georgia HOSA  
PO Box 1440  
Owasso, OK 74055



## Fall Leadership Conference

### General Information

<b>Date:</b> Thursday, Nov. 9- Friday, Nov. 10, 2023	<b>Location:</b> The Classic Center 300 North Thomas Street Athens, GA
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<b>Registration Fee:</b> \$75 <ul style="list-style-type: none"> <li>• T-shirt</li> <li>• Opening and Awards Sessions</li> <li>• Inspiring Keynote Speaker</li> <li>• Competitive Events</li> <li>• Leadership Workshops</li> <li>• HOSA Night Activities</li> <li>• Healthcare Panel</li> </ul>	<b>Late Registration Fee:</b> \$115 <ul style="list-style-type: none"> <li>• Late Registration is available in the <a href="#">HOSA system</a> after the regular registration deadline and is subject to availability</li> <li>• Late registration fee <b>does not</b> include Competitive Events</li> </ul>
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### Attendee Information Needed to Register

- Name
- Email (please use **personal accounts** due to school account security settings)
- T-Shirt Size
- Competitive Event

### Required Forms

- Fill out the participation forms located here: [Student Participation Form](#), [Guest Participation Form](#) prior to arrival
- Hotel Tax Exempt Paperwork (Submitted to the hotel)
- Hotel Room Submission via link here: <http://www.georgiahosa.org/fall-leadership>

### Additional Forms (if applicable)

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### Suggested Registration Timeline

- Money Due from Students: October 4
- Advisor Completes Registration: October 4
- Georgia HOSA's Registration Deadline: October 6



## Fall Leadership Conference

### Suggested Student Cost

Item	Notes	Approximate Cost
Registration Fee	\$75 on-time; \$115 late	
Parking		
Travel		
Lodging	Room Rate + Tax + Nonexempt \$5 Room Tax (Per room/per night)	
Meals	Up to 6 meals over 2 days	
Miscellaneous	Tourist Activities, Conference Souvenirs, etc.	
<b>Total</b>		

### Dress Code

HOSA Dress Code will be strictly enforced at the Fall Leadership Conference for students, as well as advisors and guests. Please see the [Dress Code](#) section of the Chapter Management Guide for further information regarding proper attire for General Sessions, Competitive Events, and casual functions.

Activity	Attire
General Conference Activities <i>This is any time students are in the conference facility, outside of their hotel room, not participating in an activity with specified attire.</i>	HOSA Casual Attire
General Session	HOSA Uniform
HOSA Activity Night	HOSA Activity Night
Workshops, Exhibit	Business Attire

### Deadlines

Date	Deadline	Notes
October 6	Registration	Last Day to Register – Must be Completed Online via <a href="#">HOSA Registration System</a> by 5pm. Students must be registered members before attempting registration. No refunds after this date.
October 11	Submit Hotel Form	Please submit your needs via the link that will be located on the FLC page at <a href="http://georgiahosa.org">georgiahosa.org</a>
October 11	Late Registration	Late registration must be submitted via the <a href="#">Online Registration System</a> by 5pm.
October 20	T-Shirt and Pin Design Submission Deadline	Submission must be received by 5:00pm.
October 27	Hotel Payment	**** If paying by check, mail check <b>and Tax Exempt Form</b> to the above address. Please be sure to bring a copy of your Tax Exempt Form on-site. If paying by card, payment can be made on site.
October 27	Mental Health Education In Action Submission Deadline	Submission must be received by 5:00pm.
November 9 (On Site)	Registration Payment	Payment must be in-hand before or during Conference Check-in. Plan ahead to ensure your bookkeeper can meet this deadline to avoid late fees.
Prior to Conference	Participation Forms	Please see links to submit: <a href="#">Student Participation Form</a> , <a href="#">Guest Participation Form</a>



## Fall Leadership Conference

### Conference Highlights

#### **Advisor Session**

An advisor session will take place allowing you to hear from veteran advisors and meet and greet with advisors from all over the state.

#### **Awards Session**

The Awards Session of the Fall Leadership Conference wraps up the event and recognizes the award winners.

#### **Becoming a State Officer**

Join your State President and President-Elect for a question and answer workshop about running for state office. Learn about what it means to be an officer and the process for becoming an officer. (Advisors welcome)

#### **Bus Instructions**

*Students may be dropped off at the N. Thomas Street or Foundry St entrances. Buses should return to park at the assigned hotel. More information will follow as the event nears.*

#### **Chapter President's Meeting**

Your State President has requested that your Chapter President meet with her and her President-Elect at the conclusion of the Opening Session. This will be an informal discussion and will allow your Chapter President to have a time to meet and discuss chapter challenges, successes, and to get more information about upcoming events.

#### **Competitive Events**

##### **Mock Interview (Middle School Members)**

The purpose of the Mock Interview contest is to offer Middle School members an opportunity to participate in a job interview. The "job" they are interviewing for is a Chapter Officer position of their choice. A maximum of two students from each chapter will be able to compete in the 3-minute interview process. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

##### **Membership Recruitment Poster (Middle School Members)**

The purpose of the Membership Recruitment Poster competitive event is to create a recruitment poster to attract middle school students to join a HOSA Chapter. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

##### **Membership Recruitment Poster (Secondary Members)**

The purpose of the Membership Recruitment Poster competitive event is to create a poster that can be utilized at your school to recruit secondary students to join your HOSA Chapter. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

##### **Mental Health Education In Action**

The purpose of Mental Health In Action is to provide clarity and to remove the stigma around mental illnesses and treatments. In order to accomplish this, this Competitive Event emphasizes educating members on the complexity of mental healthcare fields through the use of established mental health resources. Details and submission instructions are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.



## Fall Leadership Conference

### **Speaking Contest (Secondary Members)**

Have you ever been asked, “What’s HOSA?” The purpose of this competitive event is to provide secondary members an opportunity to present their “Elevator Speech” on HOSA. Members will have 30 seconds to present HOSA in a positive manner that enlightens the listener about this student led healthcare organization. Details are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **State T-shirt Design Contest**

Georgia HOSA chapters have been designing excellent chapter t-shirts for years. In this t-shirt contest, members will create a design based on this year’s conference theme. The winning design will be used as an inspiration for the official conference t-shirt of the 2024 State Leadership Conference. Details and submission instructions are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **State Pin Design Contest**

Each year Georgia HOSA members display their peach state pride by trading the official state trading pin with other state HOSA affiliates at the International Leadership Conference. Georgia HOSA opens up our design process to our members. Details and submission instructions are located in the event guidelines on the Fall Leadership Conference page of the Georgia HOSA website.

### **Curfew**

Conference curfew will be listed in the program for each night and is expected to be enforced by Advisors and Georgia HOSA staff, as well as the hotel. Any student attendees **MUST** be in their rooms by the conference curfew. If students are caught outside of their room, they may be sent home at the expense of the chapter and disqualified from any competitive events at the conference. If an advisor has given students permission to be out of their room after curfew, the advisor or a chaperone (with a conference name badge and conference wristband) must be with them at all times.

### **Emergency Notification System: Georgia HOSA app**

We will be using the Georgia HOSA app for our Emergency Notification System during the conference, as a way for you to get alerts of any updates taking place during the conference along with helpful reminders. Please go to the app store via iOS or Android and download the Georgia HOSA app.

### **Exhibit Hall**

Your students will not want to miss out on the Exhibit Hall! With vendors from fundraising companies, colleges, and more this is a great way for students to network!

### **Georgia HOSA Store and Help Desk**

This is your one stop shop for conference information and merchandise! We will have our HOSA Store with HOSA merchandise for you and your students. For conference questions or needs feel free to stop by the Help Desk.

### **Healthcare Panel**

One of Georgia HOSA’s favorite additions to the Fall Leadership Conference is the Healthcare Panel. The panel will crackle with energy, elicit fresh ideas, and bring the audience into the discussion. The panel, involving healthcare professionals, will discuss a different healthcare topic each year with the goal of informing our Georgia HOSA members on the latest trends and topics of healthcare.



## Fall Leadership Conference

### ***Hotel and Lodging Information***

All delegates **must** be in the listed approved housing to be eligible for attendance at the Fall Leadership Conference. Chapters staying outside of the approved HOSA block could be sent home at their expense and will be disqualified from any competitive event (if applicable).

Georgia HOSA takes pride in our **excellent** reputation with hotels across the state. We have been given letters of appreciation stating how our members have been the best student groups they have ever had stay at their hotel. Please make sure you review the Code of Conduct with your students to prevent being sent home from the conference. This will enable us to keep our excellent reputation!

**All chapters must use the FLC Hotel Lodging link to book hotel rooms through the Georgia HOSA Rooming Block.** To ensure accuracy, hotel lodging *forms should not be completed until your registration is complete.*

After the form submission deadline, the Chapters will receive an email with hotel reservation details and contact information to confirm the method of payment with the hotel. Please follow these instructions for arranging payment to ensure a smooth check in process.

Questions: [CRiera@visitathensga.com](mailto:CRiera@visitathensga.com)

Room Rate:

\*The Georgia Legislature has instituted a \$5 room tax that IS NOT EXEMPT for schools. This will be an additional \$5 room charge per room, per night.

**The Graduate-** \$145

**Hyatt Place-** \$167

**Springhill Suites-** \$169

**Hilton Garden Inn-** \$164

**Holiday Inn Express-** \$149

**Homewood Suites-** \$155

**Hotel Indigo-** \$145

Do not forget to tell your students about the additional costs incurred by making local/long distance telephone calls from a hotel. They should also be informed about movie costs, room service, and other incidental costs. If you do not want your delegates to make incidental room charges, please notify the front desk upon check-in to see if they can prevent this from happening.

### ***Hotel Payment***

*Each chapter will handle payment directly with their confirmed hotel. Payment must be made in full by October 27 or by card at the time of check-in.*

### ***HOSA Activity Night***

We are excited to offer the always greatly anticipated Georgia HOSA Activity Night! Dress code for these events will be HOSA Activity Night Attire, as outlined in the Georgia HOSA Dress Code. Advisors must be present during these activities to chaperone students. Only registered attendees in proper dress code, displaying conference name badge and conference wristband will be allowed to participate in Georgia HOSA Activity Night.





## Fall Leadership Conference

### **HOSA Showcase**

Attendees will have the opportunity to walk through the HOSA Showcase. The HOSA Showcase will have all of the submissions from the FLC Competitive Events.

### **Luggage Storage**

Georgia HOSA designates a space for luggage storage. This area is not monitored and attendees leave their luggage in this space at their own risk. Luggage storage may be available through the bell stand at your hotel. Please keep in mind, if you plan to check any luggage, a \$1 tip per bag is customary for bell service.

### **Payment**

All payments of registration fees and optional souvenir packs must be submitted to Georgia HOSA by the payment deadline. Any chapters who do not submit payment during or before Conference Check-In onsite at the event, will have a \$25 late fee assessed to the chapter's account. Per Georgia HOSA finance policies and procedures located on the Georgia HOSA website, no refunds or exceptions will be made for those who are registered, but do not attend the event.

### **Workshops**

Georgia HOSA is proud to offer educational workshops on a variety of topics.

### **Voting**

The State T-Shirt Contest and State Pin Design Contest will be judged by your chapter! Voting Delegates will also vote on proposed by-law changes. Please see the chart below for the number of delegates allowed per chapter. As per the Georgia HOSA Bylaws, Article 9, Section 3, the number of voting delegates at the Fall Leadership Conference will be based on the number of members from each chapter as of October 1st.

*5-50 members = 1 ballot  
51-100 members = 2 ballots  
101-200 members = 3 ballots  
201-300 members = 4 ballots  
301-400 members = 5 ballots  
401-500 members = 6 ballots  
501 + members = 7 ballots*





## Fall Leadership Conference

### Tentative Agenda

#### Day 1

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12:30 – 2:30pm	Registration Check-In – Advisors Only Georgia HOSA Store and Help Desk
12:00 - 4:30pm	Exhibit Hall open
1:30 – 2:45pm	HOSA Showcase Setup <i>Students Check-In their Displays and Posters at Showcase</i>
3:30 – 5:30pm	Mock Interview (Middle School Members)
3:30 – 5:30pm	Speaking Contest (Secondary members)
4:00 - 5:00pm	Healthcare Panel <i>Attending students are expected to stay for the entirety of the panel discussion.</i>
5:00 - 7:30pm	HOSA Showcase Open  Dinner on Your Own
8:00 – 9:15pm	Opening Session Doors opening at 7:30pm <b>Students must be in HOSA General Session Attire and have a conference name badge. Advisors and other guests must be in business attire and have a conference name badge.</b>
9:15 – 9:30pm	Chapter President's Meeting
9:30 – 10:30pm	HOSA Night Activities <b>HOSA Activity Attire, name badges are required to attend all activities</b>  Top 5 to be Competitive Event Results Posted
10:00-11:00pm	HOSA Showcase Item Pickup <i>All items not picked up by 11:00pm will be discarded</i>
11:00pm	Curfew



## Fall Leadership Conference

### **Day 2**

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All Day	Luggage Storage
	Breakfast on Your Own
9:00 - 9:45am	Workshop Session #1
10:00 - 10:45am	Workshop Session #2
11:00 - 11:45am	Workshop Session #3
12:00 - 12:30pm	Awards Session <b>Students must be in HOSA Uniform Attire, have conference name badge.</b> <i>Chapters are not required to attend unless receiving an award.</i>