

CONFERENCE REGISTRATION

DATE	March 28-30, 2022
LOCATION	Knoxville Convention Center 701 Henley Street Knoxville, TN 37902
REGISTRATION INCLUDES	\$85 General Sessions HOSA Leadership Academy Workshops and Exhibitors Competitive Events 2022 SLC T-shirt HOSA Activity Night

REGISTRATION INFORMATION

- All attendees must be registered for the State Leadership Conference.
- All chapters are required to have a school-approved adult chaperone on-site for the duration of the conference.
- No refunds or exceptions will be made for those who are registered but do not attend.
- No changes can be made after the registration deadline.

ATTENDEE INFORMATION NEEDED FOR REGISTRATION

- Name
- Email
- Cell Phone Number
- T-shirt size
- Competitive Events (Including Recognition Events and Academic Testing Center Events)
- Options (State Officer Candidate, Voting Delegate, Courtesy Corps, Senior)

REQUIRED FORMS

- TN HOSA Release Form for ALL attendees (Copies to be with advisors at all times)
- TN HOSA Covid19 Waiver for ALL attendees (Copies to be with advisors at all times)
- SLC Hotel Lodging Form (Submitted online during hotel registration times)
- Chapter Certification Form (Signed by advisor and administrator, submitted onsite at registration)

HOTEL INFORMATION

All chapters and conference attendees must stay onsite in an approved conference hotel listed below. Chapters staying outside the approved HOSA block will be disqualified from competitive events and sent home at their expense.

HOTEL LODGING PROCESS

- Hotel Lodging Form will open at 8 a.m. CT on **Feb. 10** and will close on **Feb. 15** at 5 p.m. CT.
- Advisors will submit the following information:
 - Advisor Information
 - School Information
 - Each room
 - Names of individuals in each room
 - Room size (King or Double)
 - Dates of arrival and departure

HOTEL PAYMENT

Hotel payments are due directly to each hotel. Contact the hotel for information regarding requirements for pre-payment and tax exemption.

CONFERENCE HOTELS

- Crowne Plaza | \$161 per night*
- Hilton Knoxville | \$166 per night*
- Hyatt Place | \$175 per night*
- Marriott Downtown | \$144 per night*

*does not include state or city taxes

HOTEL TO CONVENTION CENTER TRAVEL

Each contracted hotel is within a ½ mile walking distance to the Convention Center.

CURFEW

TN HOSA lists a required conference curfew for each night. Advisors and chaperones are the first line of support, TN HOSA staff, hotel staff, and security will be enforcing this curfew time. All students must be in their rooms and following hotel guidelines for quiet hours to respect all hotel visitors. Students found outside of room after curfew may be sent home at the expense of chapter and student and can be disqualified from competitive events. Advisors will be contacted and an email will be sent to the school's administration. If a student has permission to be outside of their room after curfew, an adult must be with them.

2022 TN HOSA STATE LEADERSHIP CALENDAR

DATE	REMINDERS and DEADLINES
Feb. 2	SLC Registration Opens in HOSA Portal
Feb. 8	SLC Registration Deadline in HOSA Portal **Note that due to the platform settings, the deadline will show as Feb. 9. The deadline is Feb. 8.
Feb. 10	SLC Hotel Registration Opens (Link will be sent via newsletter)
Feb. 15	SLC Hotel Registration Deadline
Feb. 15	Deadline to submit in HATS: Barbara James Service Award HOSA Service Project ** Advisors MUST approve all entries in HATS for recognition
	TN HOSA Academic Scholarship Deadline (Tallo)
	TN Advisor of the Year Nominations Due
Feb. 25	SLC Payment Deadline to TN HOSA (Nashville, TN)
Feb. 28	SLC Tallo/Google Submissions Due *Student Eligibility Forms only
March 1	Notify State Advisor of any Special Accommodation Request
March 28-30	2022 TN HOSA SLC Knoxville Convention Center
April 1	2022 TN HOSA Intent to Compete at ILC Opens for Top 3
April 15	Deadline to Verify Top 3 Spot for ILC
April 18	2022 TN HOSA Intent to Compete at ILC Opens for Top 4-5
April 22	Deadline to Verify Top 4-5 Spot for ILC
May 13	ILC Registration Deadline
June 22-25	International Leadership Conference Nashville, TN

SUGGESTED CHAPTER REGISTRATION DEADLINES

Feb. 2 | Money due from students

Feb. 3 | Advisor completes registration in the HOSA portal

Feb. 7-8 | Double-check registration in the HOSA portal and finalize

Feb. 8 | SLC Registration Deadline

Feb. 11 | Mail check to TN HOSA

STATE LEADERSHIP CONFERENCE HIGHLIGHTS

CONFERENCE INFORMATION AND TENTATIVE AGENDA

Information is updated frequently on the [website](#).

REGISTRATION PICKUP AND HELP DESK

Onsite registration pickup will be open on **March 27** (6-7:30 p.m. ET) and **March 28** (9-11 a.m. ET). The help desk will be open each day and is located at the Knoxville Convention Center. We will also utilize the TN HOSA SLC Helpline number for Advisors and Judges.

CONFERENCE UPDATES

TN HOSA will not be utilizing an app this year for the conference. We will post updates on the website for members and Remind for advisors. Links to both will be shared onsite at registration.

DRESS CODE

HOSA Dress Code will be strictly enforced for all events and activities at the State Leadership Conference. Please review the dress code with members.

- [TN HOSA Dress Code](#)

EVENT	APPROPRIATE ATTIRE
General Sessions	Member Official HOSA Attire or Navy/Black Suit White Shirt, Closed-toe shoes Advisor/Guests Professional Attire
HOSA Academy	Business Professional Attire
Social Activities	2022 SLC Shirt Jeans (no holes) or Khakis
Competitive Events	See International HOSA Guidelines
Voting Delegate Sessions	Official HOSA Attire or Navy/Black Suit White Shirt, Closed-toe shoes

HOSA ACADEMY AND EXHIBITORS

Exhibitors will be set up on **March 28**. The TN HOSA Academy will offer many exciting sessions all day on **March 29**. Members and advisors will have the opportunity to network with many TN HOSA partners.

TN HOSA STORE

TN HOSA items will be available for purchase onsite; store hours will be posted on the final agenda. All purchases must be paid for by credit card or check.

WEHELPTWO PARTNERSHIP and FUNDRAISING OPPORTUNITY

TN HOSA is partnering with We Help Two to raise funds to provide legs to amputees, who would not be able to afford them, giving them a second chance at life. Attendees will be able to purchase fun and funky socks onsite. The first 100 socks sold will provide a leg to an amputee. Additional socks sold will fundraise for TN HOSA scholarships and activities, while also providing socks to donate to a local facility. Socks will be sold [online](#) prior to SLC and onsite. We encourage all chapters to participate in helping TN HOSA sell socks! WeHelpTwo will also provide HOSA Academy hands-on and service project sessions.

HOSA ACTIVITY NIGHT AT THE KCC

- THINKFAST INTERACTIVE
- SOCIAL ACTIVITY

SPECIAL ACCOMMODATIONS

Competitors competing in IDEA qualified events must submit Eligibility Forms to Tallo by **Feb. 15**. Attendees who require assistance must submit a Special Request via email to the state advisor by **March 1**. Example reasons for submitting a Special Request include:

- Wheelchair access for stage

LUGGAGE STORAGE

On **March 28**, TN HOSA will provide a luggage storage room (see final agenda) at the Knoxville Convention Center. Chapters who will be picked up from the KCC can utilize this space to store items during the Closing Awards Session. This room will not be monitored and TN HOSA is not responsible for any items in the luggage storage area. Most hotels also have a small area for luggage storage.

MEAL OPTIONS

Concessions will be offered onsite at the convention center.

MANDATORY ADVISOR MEETINGS

All advisors are required to attend the following meetings:

- Watch the competitive events and activities staff training video prior to **March 28**. Links to the video will be shared by **March 1**.
- In-person advisor lunch and meeting on **March 28 at 11:30 a.m. ET**.

ADVISOR ASSIGNMENTS

In order for students to have the best conference experience, advisors will all have an onsite event or activity assignment. It takes every hand available to provide quality experiences for over 2,000 TN HOSA members in over 60 competitive events and all other activities.

Advisor assignments will be sent out prior to the state leadership conference and will consist of a 3-4 hour time period. All students should be at the KCC during advisor assignments either competing, attending sessions or participating in other activities and will be able to reach their advisor or TN HOSA staff member in case of an emergency. Advisors who are not present at assigned time will result in chapter disqualification for competitive events and an email will be sent to the CTE Director and Principal. If the chapter advisor(s) are not in attendance, the chaperone will assume the advisor assignment for the chapter. We appreciate your continued support of our members.

JUDGES

During our biggest event of the year, students will compete in over 60 competitive events. We need volunteer judges to evaluate these events onsite on **March 28-29**. Please share this [Google Form](#) with any potential judges for competitive events. Guests and chaperones are welcome to judge events, along with any alumni members.

COMPETITIVE EVENTS

COMPETITIVE EVENTS

- **All competitors will be required to show a photo ID following [International HOSA Photo ID guidelines](#).**
- All competitive events will occur onsite on **March 28-29**.
- Students/Teams who qualified in the top 5 at Regionals are eligible to represent their chapter at SLC.
- Students who did not compete at Regionals or did not qualify for SLC can participate in a state-only event. [2021-22 Competitive Event by Conference](#)
- A team must have 25% of the competitors from the regional level compete at SLC. The remainder of the team can include new members.
- Individual competitors who advance from regionals may not substitute a new member for SLC.
- Chapters can submit one entry per event.
- Students can compete in one event + a Recognition Event + an Academic Testing Center Event
- All competitors should be using the [2021-22 HOSA Competitive Event Guidelines](#).
- [International HOSA General Rules and Guidelines](#)

ACADEMIC TESTING CENTER

TN HOSA will offer the following tests for members to compete in. All members can register for one of the following tests:

- Biology
- Chemistry
- AAFP Family Medicine Career Test
- Leadership
- Occupational Health & Safety

MEMBER OPPORTUNITIES

HOSA ACADEMY AND EXHIBITOR HALL

Join your TN HOSA Executive Council in workshops, educational seminars, and exhibits presented by professional partners that provide information about health care topics. Attendees will have opportunities to network and meet people from across the state of TN with similar career goals.

COMPETITIVE EVENTS

Members are invited to participate in competitive events. Events offered at regionals require a top 5 placement in order to compete at SLC. Events that are state only and do not require competition at the regional level are located [here](#).

RECOGNITION EVENTS

Members can submit hours for the Barbara James Service Award for recognition at SLC. Each chapter can submit hours or fundraising for the HOSA Service Project and HOSA Happenings for recognition at SLC. All hours/funding for Barbara James and HOSA Service Project must be submitted in HATS and approved by the advisor by the listed deadline.

ACADEMIC TESTING CENTER TESTS

TN HOSA will offer the following tests for members to compete in. All members can register for one of the following tests:

- Biology
- Chemistry
- AAFP Family Medicine Career Test
- Leadership
- Occupational Health & Safety

COURTESY CORPS

Courtesy Corps members are vital to the success of our conference. CC members are students who are attending the conference, but not participating in competitive events. This is a great opportunity for students to see the action from behind the scenes and serve fellow TN HOSA members. Each school is allowed to register students to serve on the Courtesy Corps. Students are registered for CC through the "Options" in the registration portal. CC members should be dressed in business attire or official dress. CC serving as patients will be notified regarding specific dress code requirements.

SENIOR RECEPTION

All members registered as seniors for the 2022 SLC will be given a ribbon to attach to the name badge and are invited to attend a special reception hosted by the 2021-22 TN Executive Council.

VOTING DELEGATES

Voting Delegates play a vital role in deciding the future of TN HOSA. The future leaders of TN HOSA should show exemplary communication skills, dedication to TN HOSA, and a true passion for servant leadership. Voting Delegates are tasked with serving as the voice for their chapter and should take the responsibility of electing Tennessee HOSA's next team of leaders seriously.

Voting Delegates should not be participating in competitive events, but can participate in recognition events or Academic Testing Center events.

Each chapter may register two voting delegates to represent their chapter at the sessions listed below.

All Voting Delegates must be in official attire or a navy/black suit with white shirt.

Mandatory Voting Delegate Sessions

- Voting Delegate Orientation | **March 28 at 1 p.m. ET**
- State Officer Candidate Meet and Greet | **March 29 at 9 a.m. ET**
- TN HOSA Business Session | **March 29 at 2 p.m. ET**

STATE LEADERSHIP CONFERENCE CHECKLIST PAGE 1

****School and local districts may require additional steps or procedures.**

- Turn in all local level travel requests and purchase order requests for payments
- Determine student costs (including registration, lodging, meals, travel, etc.)
- Set chapter deadlines for registration and payment
- Send a letter to parents with event details
- Create a group chat (GroupMe, Remind, Text, etc) to communicate with attendees
- Collect all required permission forms and waivers
 - TN HOSA Release Form and Covid Waiver Form
 - School and/or District Forms
- Collect student payments prior to SLC registration deadline
- Log in to register all chapter attendees:
 - Name
 - Registration Type (Advisor, Secondary, Middle School, Guest/Family)
 - Email and Cell Number
 - Options/Activities
 - T-Shirt Size (all attendees receive a 2022 SLC shirt with registration)
 - State Officer Candidate
 - Senior (Graduating in Spring 2022)
 - Courtesy Corps
 - Voting Delegates
 - Competitive Events
 - Individual
 - Team
 - Enter student #1, do **not** add any names in the "Select Team Members" box
 - Enter student #2, add student #1 in the "Select Team Members" box
 - Enter remaining members, add student #1 in the box.
 - Make sure all team members have the same team number
 - Recognition Events
- Print a copy of chapter registration prior to the deadline
 - Each member should double-check their information and initial that it is correct
 - Submit any changes or additions to the portal before **Feb. 8 at 5 p.m. CT**
- Submit invoice and purchase order to the school bookkeeper
 - All payments should be mailed to **Tennessee HOSA** (Deadline is **Feb. 25**)
 - **710 James Robertson Parkway, 9th FL CTE, Nashville, TN 37243**
 - Checks should have #5000 in the memo line
- Submit SLC Hotel Lodging Form (Link will be sent out via newsletter)
- Submit the following items by **Feb. 15**
 - Barbara James Service Award (Hours must be approved in HATS by Advisor)
 - HOSA Service Project (Must be approved in HATS by Advisor)
 - HOSA Academic Scholarship Award (Submitted in Tallo)
 - Advisor of the Year (Insert Form)
 - National Anthem Audition Submissions

STATE LEADERSHIP CONFERENCE CHECKLIST PAGE 2

- Submit the following items by **Feb. 28**
 - Competitive Event submissions to Tallo and Google
 - Student Eligibility Forms to Tallo
- Review the following with members
 - Agenda
 - Code of Conduct
 - Dress Code
 - Packing list
 - Competitive Event Guidelines
 - Covid Protocols
 - App/Agenda
 - Discuss ILC information with students, so they are prepared if they qualify to attend. Intent to Compete at ILC forms will be submitted by **April 15**. After this date, any open spots will move to 4th and 5th place winners and 1st-3rd place winners who did not submit forms will lose spots.
- On departure day to SLC:
 - Check each student to ensure all have a photo ID or [Appendix G](#) with them for competitive events
 - Complete the Covid19 Advisor Form
 - Check s/s and potential exposure of each attendee
 - Check the temperature of each attendee
 - Verify information at registration
 - Register and pick up packets at the Knoxville Convention Center
 - Turn in Covid19 Travel Screening Form
 - Turn in the Chapter Certification Form at Registration
 - Copies of TN HOSA Release forms and Covid Waiver should be with advisors at all times
 - Check in to the hotel
 - Review updated and final agenda
 - Attend Mandatory Advisor Meeting

COVID-19 RELEASE FORM

Tennessee HOSA-Future Health Professionals 2022 State Leadership Conference (SLC) is being offered in-person in Knoxville, TN and the surrounding areas pursuant to local government orders permitting such gatherings at this time. Tennessee HOSA requires all attendees and staff to comply with safety precautions specified in the federal, state, and local governments, as well as CDC guidelines. Any person disclosing or exhibiting symptoms of COVID-19, or knowingly exposed to the disease, will be refused admittance to the in-person event. Any person refusing to comply with required safety protocols will be required to leave the 2022 SLC at their own expense. Completing registration and attending indicates your acknowledgment and acceptance of the following terms and conditions:

- I will not travel/attend if I knowingly have been exposed to anyone testing positive or presenting symptoms of COVID-19 (based on CDC Guidance).
- I will not travel/attend if I have myself tested positive or presented any of the symptoms of COVID-19 listed below.
- I will not enter the 2022 SLC conference area if I am experiencing any signs or symptoms of COVID-19. I acknowledge that common symptoms of COVID-19 include:
 - Fever (temperature of 100.4 F or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- I will immediately isolate myself and leave the 2022 SLC conference area and notify Tennessee HOSA's Staff if I, or someone I have been in close contact with, is exposed to COVID-19, exhibits COVID-19 symptoms, or receives a positive COVID-19 test result.
- I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at the 2022 SLC, including adhering to CDC guidance and applicable state, local, and Knoxville requirements related to the wearing of face masks and maintaining appropriate social distance.
- While in attendance at the 2022 SLC, I will make every effort to always maintain CDC-recommended hygiene procedures, including following the guidelines of frequent hand washing (or suitable hand sanitizer), avoiding touching my eyes, nose, and mouth in public places, and covering coughs or sneezes with a tissue or inside my elbow.

ASSUMPTION OF RISK The COVID-19 virus continues to spread from person-to-person contact and other means, and people reportedly can spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illnesses and even death. Therefore, if you choose to participate in the in-person 2022 SLC, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. In exchange for being allowed to participate in the in-person 2022 SLC, I hereby choose to accept the risk of contracting COVID-19 for myself, my peers, or my family.

WAIVER OF LAWSUIT/LIABILITY I hereby forever release and waive my right to bring suit against Tennessee HOSA, Tennessee Department of Education, and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in person 2022 SLC. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based upon claims of negligence.

Submitting 2022 SLC registration and attending the 2022 State Leadership Conference indicates your agreement to the above COVID-19 Health & Safety Expectations.

Student Printed Name: _____

Chapter Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

CHAPTER TRAVEL SCREENING FORM

Instructions:

1. Advisor will fill out this form on the day of departure to Knoxville.
2. You may only vouch for temperature screenings conducted on passengers arriving together and at the same time. Individuals arriving separately must be screened upon arrival at the Convention Center.
3. Every passenger of a bus/van, including the driver, must be screened prior to boarding. Individuals with a temperature of 100 F cannot be permitted to board the vehicle.
4. This form must be turned in at registration.
5. Check each SLC attendee:
 - a. Temperature is below 100F
 - b. Have not been exposed to anyone testing positive or presenting symptoms of COVID-19 (based on CDC Guidance).
 - c. Have not tested positive or presented any of the symptoms of COVID-19 listed below:
 - Fever (temperature of 100.4 F or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Date:	
School:	
Chapter:	
Advisor Name:	
Number of Screened Individuals:	

By signing below, I verify that all advisors, members, guests and chaperones have passed this screening form.

Advisor Signature: _____

Date: _____

CHAPTER CERTIFICATION FORM

CHAPTER: _____

ADVISOR/CHAPERONE NAME(S)	ADVISOR/CHAPERONE CELL PHONE NUMBER(S)

This form is required in order to participate in conference activities including, but not limited to inclusion in the final competitive events results. Only one form needs to be completed per chapter.

If the Chapter Certification Form is not received by the deadline, chapters may not participate in conference activities until the form is received.

All HOSA members of my chapter have read and understood the following documents:

- Dress Code
- Code of Conduct
- Advisor/Chaperone Roles and Responsibilities
 - Advisors must serve in assigned competitive event/event
 - Chaperones will replace advisor if advisor is not in attendance

HOSA members of my chapter have completed the following document and turned it into the Chapter Advisor:

- HOSA Release Form
- Covid-19 Release Form

We certify that all staff and/or chaperones provided by the school district and attending the conference are approved by the school and school district. All advisors/chaperones will remain onsite at the 2022 SLC for the duration of the conference. We certify that all attendees are staying in a conference approved hotel.

Our chapter has an emergency plan. This plan has been communicated with attending members, advisors, chaperones, and guests as well as with school administration.

Advisor Printed Name

Advisor Signature

Date

School Administrator Printed Name

School Administrator Signature

Date