



# State Leadership Conference

March 16-17, 2023



This packet will provide you with important information regarding the registration process, deadlines, and competitive events schedule for the Utah HOSA State Leadership Conference on March 17-18, 2022. Please visit the Utah HOSA website [www.uthosa.org](http://www.uthosa.org) where you will find all of the registration materials.

### **Registration Procedures, Pre-Conference Submissions & Due Dates**

Provided are step-by-step instructions for registering your chapter for competition. Please don't hesitate to ask if you have any questions. We would like to remind you to **PLEASE ADHERE TO DEADLINES**. If you fail to follow the deadlines, your students could be in jeopardy of not being able to compete in their desired events. Students **MUST FIRST** be registered as HOSA members in order to register them as delegates for competition. Don't forget that you as an advisor **MUST** be registered as a HOSA professional member. The registration fee remains at \$40 per participant. There are absolutely **NO REFUNDS** after February 28, 2022.

We will be continuing our Annual Utah HOSA 5K Scholarship Fun Run on Friday, March 18<sup>th</sup> at 7:00 AM. The Fun Run is an option on the registration form. There is a \$10 fee for each participant and an additional \$10 fee if they would like to receive a Utah HOSA 5K Scholarship Fun Run t-shirt. All proceeds from the Fun Run will be donated to the Utah HOSA Scholarship Fund.

### **Conflicting Event Guide & Agendas**

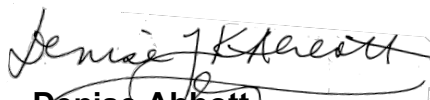
At the Utah HOSA SLC, delegates may be registered to compete in multiple events that do not overlap or conflict. Delegates **MUST** attend the event orientation to be eligible to compete. There are several events that have two rounds. The test score from Round ONE will be used to qualify the competitor for Round TWO. Round TWO qualifiers will be posted near HOSA headquarters and Utah HOSA social media sites (Twitter, Instagram, and Facebook). Remind your delegates to bring a photo ID with them to the event. Review the event guidelines and help your delegates learn the rules of their event and what supplies they are required to bring with them. *Please Note:* Delegates attending the HOSA International Leadership Conference in June will be eligible to participate in only ONE event. In addition, competitors may participate in as many Recognition Category Events as they wish. The Academic Testing Center will provide competitors with one free test. Additional tests may be taken for an additional fee.

### **Code of Conduct, Medical Release Form, Dress Code, & Tallo**


Copies of the Code of Conduct & Medical Release Form need to be completed by everyone in attendance at the Utah HOSA State Leadership Conference (SLC). This includes delegates, advisors, chaperones, and guests. Advisors are required to bring a copy of each participant's forms to the conference. Utah HOSA will only require a copy upon request. Dress code will be strictly enforced. We encourage you as Advisors to be proactive in educating your delegates on proper dress and enforcing these rules throughout the conference. No delegate will be permitted on stage during the award ceremonies if not in proper business attire. Delegates will need to be uploaded into Tallo will be required for the Utah HOSA SLC (**Submission Deadline: Friday, March 4, 2022**) as well as the International Leadership Conference in June. Please plan to attend the **Advisor Meeting on Thursday, March 17**, immediately following the opening ceremonies. **Attendance is Mandatory**. COVID-19 protocols will be monitored and updated as needed.

Thank you for all of the work that you do for Utah HOSA and for your students. Your work does not go unnoticed. We will be looking to each of you to help manage events, find judges, vendors, and sponsors for our events and competitions.

Thank You!

  
**Denise Abbott**  
Utah HOSA - State Advisor  
[denisea@provo.edu](mailto:denisea@provo.edu)

  
**Robbie Rauzi**  
Competitive Event Chair  
[robbie.ut.hosa@gmail.com](mailto:robbie.ut.hosa@gmail.com)

  
**Teresa Reese**  
Deputy CE Manager  
[reesehosa@gmail.com](mailto:reesehosa@gmail.com)

# Utah HOSA 2022 State Leadership Conference

## Advisor Preparation Checklist

### October

- \_\_\_ Attend the FLC Advisor Meeting, Signup with a Category Chair for a Competitive Event as an Event Manager, Judge Manager, etc.

### November - December

- \_\_\_ Reserve a fair number of hotel rooms based on the number of students who plan to attend the SLC.
- \_\_\_ Help students Identify, review, prepare, and study for their competitive events. There are many valuable resources at <http://www.hosa.org> under the *Competition* section which will help your students decide which event(s) is(are) best for them.
- \_\_\_ Begin reviewing the competitive event guidelines for the event you will be providing assistance.
- \_\_\_ Review the Utah HOSA Advisor Toolkit, Quizlet, and other on-line resources for study material. Events that require time such as Community and Awareness and Healthy Lifestyle should be in process.
- \_\_\_ Submit travel request forms for State Leadership Conference and International Leadership Conference.

### January

- \_\_\_ SLC Registration opens - January 1, 2022 through Friday, February 25, 2022
- \_\_\_ Judge Manager – contact judges for your event (see the Judge Manager Checklist).
- \_\_\_ Applications for the Executive Council (State Officers) are available.
- \_\_\_ Practice with your students. Practice with and against other schools in your district/region for practice.

### February

- \_\_\_ Judge Manager – Complete and send your event scenarios and supply list to your Category Chair.
- \_\_\_ Tallo – Identify those events that require a Tallo submission. Help your students practice uploading information into Tallo
- \_\_\_ Submission Deadlines – Awards, State Officer Applications, Pulse Newsletter, Chapter photos, Researched Persuasive Writing & Speaking paper, Scholarship Portfolio.
  - \_\_\_ These deadlines are all postmarked on March 1, 2022
  - \_\_\_ Verify your delegates have the appropriate supplies including notebooks and portfolios as required by different competitions.
- \_\_\_ Practice with your students. Practice with and against other schools in your district/region for practice.
- \_\_\_ SLC Registration closes – February 25, 2022 (\$100 Late Fee February 26-28)
- \_\_\_ Cancel any unneeded hotel rooms - *Before canceling any room PLEASE send an email to Denise so she can verify if other chapters need rooms.*
- \_\_\_ Host a parent/student meeting as required for overnight travel.

### March

- \_\_\_ Postmark ALL special events, awards, officer and scholarship applications by their respective deadlines.
- \_\_\_ Tallo: Online profile creation and event submission uploads – Friday March 4, 2022
- \_\_\_ Attend the mandatory Advisor meeting (Thursday following the Opening session).
- \_\_\_ Participate in the 5K Scholarship Fun Run.
- \_\_\_ Encourage your student delegates to attend the Educational Symposia.
- \_\_\_ Volunteer - We can always use additional help.

### April - June

- \_\_\_ Complete the State-to-Internationals form, Delegates ILC Letter of Intent, and deposit - Due April 1, 2022
- \_\_\_ Attend the Virtual ILC Advisor Meeting – Monday, April 18, 2022
- \_\_\_ Hotel lists finalized and sent to Denise.
- \_\_\_ Receive your Utah assignment for the ILC Competitive Events.
- \_\_\_ Make airline arrangements for your chapter early in April.
- \_\_\_ Arrange transportation to and from the airport and the hotel.

# Utah HOSA 2022 State Leadership Conference

## Registration Procedures

1. Registration begins Tuesday, January 1, 2022 through Friday, February 25, 2022. Late registration will be taken February 26 through the 28, with a \$100.<sup>00</sup> per chapter late fee. No registrations will be accepted after February 28. There are NO refunds after February 28.
2. Instructions for Online Registration:
  - a. Go to the HOSA website at [www.hosa.org](http://www.hosa.org).
  - b. Select login from the menu on the top of the screen.
  - c. Click the Access Chapter Advisor Services link listed under Local Chapter Advisors in the middle of the screen.
  - d. Enter your Charter Number and Password and login.
  - e. Select Conference Registration from the menu.
  - f. You will be prompted to enter your Charter Number and Password again.
  - g. The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop-down box where you can select the conference "Utah State Conference" and then click "Begin Registration".
  - h. A complete list of your students that have been registered for HOSA will appear. Beside each student's name, there is a link to register that student for the conference. Click register for the person / student you want to enter and a screen with all of the options will come up.
  - i. Don't forget that **ALL** advisors and chaperones must be registered for the conference.
  - j. You will need to do the following for each participant:
    - i. Specify Male, Female, or Non binary
    - ii. Select classification (i.e. Middle School, Secondary, Professional, Alumni or Post-secondary)
    - iii. Select the event(s) or activities the person will participate.
    - iv. All team member must be added to the event.
    - v. Once you have made all of the above selections, you will click **submit** at the bottom of the page.
  - k. If you need to register a guest, family member or chaperone who is not a HOSA member, there is a box to click to add that information on the main registration page where all of the names can be viewed.
  - l. **ADVISORS and STUDENTS must be registered as HOSA members and registered for the conference.**

*For online technical support, please call **Denise Abbott** at 801.400.5600 or email at [denisea@provo.edu](mailto:denisea@provo.edu).*

# Utah HOSA 2022 State Leadership Conference

## Registration and Submission - Due Dates

### **Competitive Events Registration**

Registration is due on **Friday, February 25**. Late registration occurs between February 26 – 28 with a \$100.<sup>00</sup> late fee. We will not accept any registrations after February 28. You must also pre-register students for the Utah HOSA 5K Scholarship Fun Run that will take place on Friday morning, March 18.

### **Awards - Due March 1, 2022 to Denise Abbott**

- **Crystal Apple Teacher Choice Awards**
- **Chapter Recognition Awards**
- **Above and Beyond Awards**
- **National Library of Medicine Health Ambassadors**

### **HOSA Pulse Newsletter Submission - Due March 1, 2022 to Denise Abbott**

Denise Abbott  
487 West 300 South  
Orem, Utah 84058  
Phone - (801) 400-5600  
[denisea@provo.edu](mailto:denisea@provo.edu)

### **Chapter Pictures for Opening Ceremonies Submission - Due March 1, 2022 to Danny Abbott**

Danny Abbott  
487 West 300 South  
Orem, UT 84058  
[danabbott159@gmail.com](mailto:danabbott159@gmail.com)

### **Utah Scholarship Portfolio (completed) - POSTMARKED by March 1, 2022 to Doug Meek**

Doug Meek  
Pleasant Grove High School  
700 E 200 S,  
Pleasant Grove, UT 84062  
[dmeek@alpinedistrict.org](mailto:dmeek@alpinedistrict.org)

### **HOSA State Officer Applications - POSTMARKED by March 1, 2022 to Denise Abbott**

Perspective HOSA officers need to send their completed applications to Denise Abbott. The application form may be obtained from Denise Abbott or at [www.uthosa.org](http://www.uthosa.org).

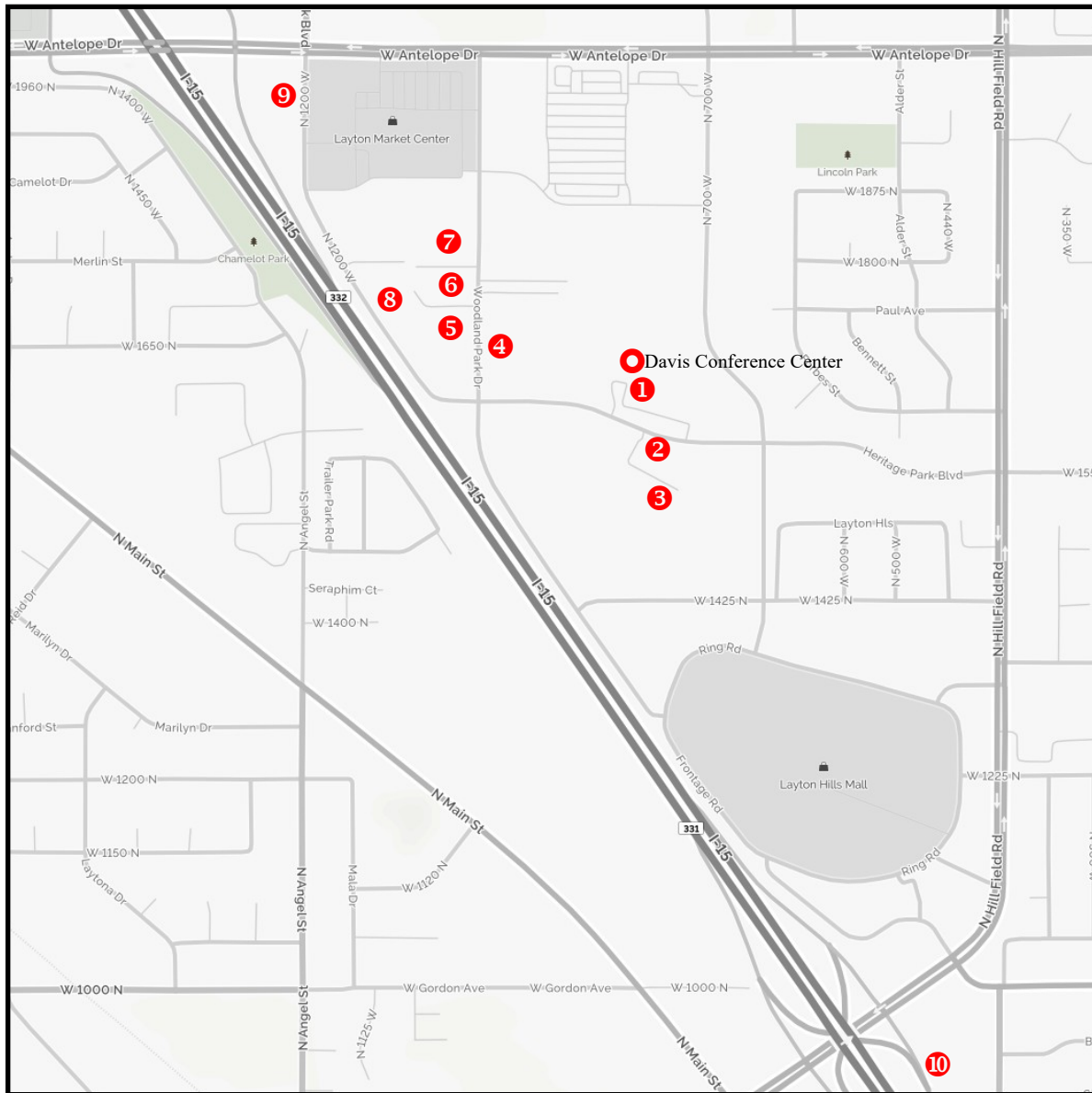
### **Tallo – Profile creation and event submission uploads by March 4, 2022 online**

Competitive Events Using Tallo:

- |   |                                 |  |
|---|---------------------------------|--|
| 1. Clinical Specialty                     | 9. Job Seeking Skills           | 17. Research Poster                            |
| 2. Community Awareness                    | 10. Life Support Skills         | 18. Researched Persuasive Writing and Speaking |
| 3. Health Career Display (SS & PSC only)* | 11. Medical Innovation          | 19. Speaking Skills (SS only)*                 |
| 4. Health Career Photography              | 12. MRC Partnership             | 20. Family Medicine Physician                  |
| 5. Health Education (SS & PSC only)*      | 13. Organizational Leadership   |  |
| 6. Healthy Lifestyle (SS & PSC only)*     | 14. Parliamentary Procedure     |  |
| 7. HOSA Happenings (SS & PSC only)*       | 15. Personal Care               |  |
| 8. Interviewing Skills                    | 16. Public Service Announcement |  |

# Utah HOSA 2022 State Leadership Conference

## Hotels near Davis Conference Center – Layton, UT



- |   |  |  |
|---|--|--|
| <p><b>1 Hilton Garden Inn</b><br/>762 Heritage Park Blvd, Layton, UT 84041<br/>(801) 416-8899</p> | <p><b>5 Holiday Inn Express</b><br/>1695 Woodland Park Dr, Layton, UT 84041<br/>(801) 773-3773</p> | <p><b>9 La Quinta Inn</b><br/>1965 N 1200 W, Layton, UT 84041<br/>(801) 776-6700</p> |
| <p><b>2 Home2 Suites</b><br/>803 Heritage Park Blvd, Layton, UT 84041<br/>(801) 820-9222</p>      | <p><b>6 TownPlace Suites</b><br/>1743 Woodland Park Dr, Layton, UT 84041<br/>(801) 779-2422</p>    | <p><b>10 Comfort Inn</b><br/>877 N 400 W, Layton, UT 84041<br/>(801) 544-5577</p>    |
| <p><b>3 Best Western Plus</b><br/>798 W 1425 N, Layton, UT 84041<br/>(801) 896-0271</p>           | <p><b>7 Courtyard Marriott</b><br/>1803 Woodland Park Dr, Layton, UT 84015<br/>(801) 217-2300</p>  |  |
| <p><b>4 Hampton Inn</b><br/>1700 Woodland Park Dr, Layton, UT 84041<br/>(801) 775-8800</p>        | <p><b>8 Fairfield Inn</b><br/>1740 Heritage Park Blvd, Layton, UT 84041<br/>(801) 444-1600</p>     |  |

## **Sample Hotel Call Scripting:**

*Hi \_\_\_\_, my name is (Name) and I am with (School / District) in (City). Our student organization, HOSA, will be having their state conference at the Davis Conference Center near your hotel and I need to book some rooms. Do you have rooms available for (March 17<sup>th</sup>) at the education rate?*

### **Additional questions to ask:**

- Are these rooms with two beds?
- Are the rooms adjoining?
- Will the rooms be together and/or on the same floor?
- Do you offer continental or hot breakfast?
- Do you offer free bag storage for our group?
- Early Check-in / Late Check-out?

### **Things to consider:**

- How many male and female students will be traveling?
- Is it possible to split cost and share rooms with other schools?
- Do you have School / District approval for reservation & travel?
- Do you have the required number of chaperones?
- Have you scheduled a bus or other transportation?
- Do you need to book a room for your bus driver?
- Do you have:
  - Parent permission forms (School / District forms)
  - HOSA - Medical Liability forms
  - HOSA - Code of Conduct forms
  - HOSA - Dress code
- What other events may interfere with participation at SLC? (Spring Sports, Testing, Eligibility, Other extracurricular activities, etc.)

### **Where are you going to eat?**

- |   |                                   |                                    |
|---|-----------------------------------|------------------------------------|
| • Conference Center vendors*            | • Chili's ( <i>HOSA Sponsor</i> ) | • Golden Corral                    |
| • Target                                | • Cafe Rio                        | • Cafe Zuppa's                     |
| • Jamba Juice                           | • Sonic                           | • Chipotle ( <i>HOSA Sponsor</i> ) |
| • Panda Express ( <i>HOSA Sponsor</i> ) | • Famous Dave's BBQ               | • Cracker Barrel                   |
| • Carl's Jr.                            | • Chick-fil-a                     | • Little Caesar's Pizza            |

*\*No outside food will be allowed inside of the Conference Center*

### **Offsite Events:**

Transportation to and from offsite HOSA events is **only** allowed by way of Utah HOSA sponsored busses.

### **Timeline:**

- Oct-Jan - Book your rooms! They fill up fast. Work with other advisors and chapters.
- February - Confirm number of rooms needed
- March 1<sup>st</sup> - Cancel any unneeded rooms\*\*  
*\*\*Before canceling any room PLEASE send an email to Denise so she can verify if other chapters need rooms.*
- Check-in on March 17<sup>th</sup>
- Checkout on March 18<sup>th</sup> before 11:00 AM\*\*\*  
*\*\*\*Luggage holding area will be provided at the Davis Conference Center*



A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior, as a delegate to the State Leadership Conference, should at all times be such that it reflects credit to you, your school/college, your state and HOSA.
2. Delegate conduct is the responsibility of the delegate, monitored by their local chapter advisor. Delegates shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions).
3. Delegates may not use personal vehicles to travel to and from the State Leaderships Conference center or any offsite event facilities. State and District transportation will be provided.
4. Delegates are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
5. Delegates are to report any accidents, injuries or illnesses to their local chapter advisor immediately.
6. Personal prescriptions and over-the-counter drugs must be labeled properly and only administered in the presence of the local chapter advisor. Sharing of such medications is strictly prohibited.
7. The Utah HOSA State Leadership Conference is a non-smoking conference.
8. Delegates/participants attending the Utah HOSA State Leadership Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
9. No individuals from the opposite sex, other local chapters (unless permitted by the Advisor), or outside groups are to be allowed into delegate hotel rooms.
10. Delegates are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
11. If a delegate is responsible for stealing or vandalism, the delegate and his/her parents will be expected to pay any and all damages.
12. Delegates who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified as well as School/District Administrators.
13. Any charges to the hotel room(s), restaurant(s) or conference center will be the responsibility of the individual delegate and/or parents.
14. Delegates are to abide by the HOSA Dress Code at all business sessions, general sessions, competitive events and other conference activities.
15. As a delegate to the State Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Utah HOSA.

**GENERAL SESSION PROTOCOL:** The general sessions should be enthusiastic, but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. Chapters that do not adhere to general session protocol will be asked to send a representative to a special meeting of the Utah HOSA Executive Council.

**I understand and will adhere to HOSA's Dress Code Policy for all events and activities of the State Leadership Conference. I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.**

Print Name of Parent/Guardian	Parent/Guardian Signature	Date

Print Name of Delegate	Delegate Signature	Date

School: \_\_\_\_\_ Advisor: \_\_\_\_\_





# Medical Liability Release Form



**DIRECTIONS:** Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the HOSA State Leadership Conference. This form should be returned to the HOSA Chapter Advisor who will make a copy for his/her files and provide a copy to Utah HOSA upon request.

PLEASE TYPE OR PRINT ALL INFORMATION

*Delegate Information*

Full Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian/Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Delegate's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Delegate is covered by group or medical insurance: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, complete the following information:

Name of insured: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergies: \_\_\_\_\_ e. Physical Handicap: \_\_\_\_\_

b. Convulsions: \_\_\_\_\_ f. Medicine Reactions: \_\_\_\_\_

c. Blackouts: \_\_\_\_\_ g. Disease of any kind: \_\_\_\_\_

d. Heart/lung problems: \_\_\_\_\_ h. Other (Be specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

Name of medication(s): \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA organization, the State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my delegate/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

☐ I **give** my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

☐ I **do not give** permission for medical treatment until I have been contacted.

Parent/Guardian's Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)

Delegate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidelines, Assumption of Risk, and Waiver of Liability

HOSA is offering an in-person attendance at the 2022 State Leadership Conference (SLC) in Layton, Utah, to affiliated members, advisors, state staff, and guests pursuant to local government orders permitting such gatherings at this time. HOSA requires all attendees and staff to comply with safety precautions specified in the state, local government, and CDC guidelines. Any person refusing to comply with required safety protocols will be asked to leave the 2022 State Leadership Conference at their own expense. Each person should review and personally assess the following items related to COVID-19 exposure.

I confirm that I have not knowingly been exposed to anyone testing positive or presenting symptoms of COVID-19 within the last six (6) days before arriving on site.

I confirm I have not myself tested positive or presented any of the symptoms of COVID-19 listed below.

I will not enter the State Leadership Conference area(s) 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 confirm I will immediately leave the 2022 State Leadership Conference area and notify HOSA 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 complying with current face mask policies at all times and maintain appropriate social distance in accordance with applicable state and local requirements.

While in attendance at the 2022 SLC, I will make every effort to maintain CDC recommended hygiene procedures at all times, including following the guidelines of frequent hand washing (or suitable hand sanitizer), avoid 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 illness and even death. Therefore, if you choose to participate in the 2022 in-person 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 2022 in-person SLC, I hereby choose to accept the risk of contracting COVID-19 for myself or my family.

**Waiver of Lawsuit/Liability:** By choosing to attend this conference, I hereby forever release and waive my right to bring suit against HOSA 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 2022 State Leadership Conference.



# Media Release Form



## Signatures Required

*Release of Rights for Photography and Multimedia Production  
Reproduction and Commercial Display and Distribution  
Use of Name and Written Quotes in Media and Publications*

*Utah HOSA outreach materials, including Utah HOSA print publications and video resources.  
uthosa.org (including social media) | hosa.org (including social media)  
utahCTE.org (including social media) | schools.utah.gov (including social media)  
iTunesU.com (education resources) | uacte.org | ACTEonline.org (including social media)*

*Original Producer/Owner  
Utah HOSA | Utah State Board of Education | Utah Career and Technical Education*

**I hereby grant permission to Utah HOSA, International HOSA – Future Health Professionals,** the Utah State Board of Education, Career and Technical Education, the Utah Association for Career and Technical Education (UACTE), and the National Association for Career and Technical Education (ACTE) to use my photo and name in any media, advocacy or marketing efforts to help promote and advocate for Career and Technical Education.

**For good and valuable consideration, the receipt of which is hereby acknowledged, I hereby consent** to the reproduction and/or authorization by Utah HOSA and the Utah State Board of Education to reproduce and use said photographs, recordings and/or digital media for use in all domestic markets or in conjunction with other photographs and digital media for advertising, publicity, commercial or other business purposes. I understand that the term “photograph” as used herein encompasses still photographs, motion picture footage and digital images of all kinds, and that the term “recordings” includes analog or digital recordings and reproductions.

Further, I understand that others, with or without the consent of Utah HOSA and the Utah State Board of Education, may use and/or reproduce such photographs and recording.

**I hereby release** Utah HOSA and the Utah State Board of Education - Career and Technical Education, and any of its associates or affiliate companies, their directors, officers, agents, faculty, staff, students and customers and any and all appointed advertising agencies, their directors, officers, agents and employees from all claims of every kind on account of such use or reproduction.

### Please print:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

High School: \_\_\_\_\_

\_\_\_\_\_  
Signature of student  
(Required if student is **over** 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian  
(Required if student is **under** 18 years of age)

\_\_\_\_\_  
Date

The following document outlines the official dress code for ALL student member delegates at the State Leadership Conference (SLC). Student delegates not adhering to the business attire dress policy for all general sessions at the SLC will not be allowed on stage to receive any awards.

## Tips for Appropriate Business Attire

Business attire is crisp, neat, and should look appropriate in any office setting. It should not look like party or picnic attire. Don't confuse club attire with business attire. If you would wear it to a club, you probably shouldn't wear it in a business environment. Avoid tight or baggy clothing. Everything should be clean and well pressed. Hair should be clean and neat.

**Details:** No missing buttons, no lint; and don't forget to remove tags and tacking stitches from new clothes. Perfume or cologne should be used sparingly or not at all. Don't smell like smoke.

## Tips for men's business attire:

- Pants/slacks, not jeans.
- Long sleeve shirts or short sleeve shirts with collars. Polo shirts (tucked in, of course) are also acceptable.
- Ties are optional but always appropriate
- Always wear a belt and dress socks.
- Dress should be worn; no sandals, athletic shoes or hiking boots.

## Tips for women's business attire:

- Women can wear casual pants or skirts. Neither should be tight. Colors should generally be solid; navy, black, gray, brown, and khaki are always safe bets.
- Skirts should come at least to your knees while you are standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Slits to facilitate a view of your legs are not appropriate for business purposes.
- In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business attire. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate to business attire.
- Keep your jewelry choices simple and leaning toward conservative. Avoid extremes of style and color.
- Keep makeup conservative and natural looking.
- Shoes should be closed-toe. Thin straps and high-heels are not appropriate. Chunky heels and platform shoes are also not appropriate in most business settings. Make certain you can walk comfortably in your shoes.
- Hose is recommended if your skirt is knee length rather than calf length.
- If you carry a purse, keep it small and simple.

## Competitive Event Dress Code

- Competitors and event personnel follow the event guidelines.
- Dress code for General Sessions is different than for CE but competitors can wear their General Session attire if they want to when business attire is required.
- Competitors may wear clinical attire for skill event testing.

## Official HOSA Casual Dress Code

Appropriate dress for official social functions in conjunction with the SLC will include everything EXCEPT tank tops, halter-tops, extremely short shorts or skirts and cut-offs. (Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.)

## Black or Navy-Blue Suit *(Required if you plan to attend the International Leadership Conference general sessions):*

- With a white shirt (the white shirt can be the member's choice)
- Closed-toe blue or black shoes (hose optional)
- Male members MUST wear a tie and socks
- Female members may choose to wear knee-length skirt or slacks.

## HOSA Uniform

- Tailored navy blazer with emblem affixed over the heart
- Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
- Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
- Accent for female members - maroon HOSA scarf or tie is optional but not required
- Accent for male officers - navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- Closed-toe blue or black shoes (hose optional for women; men must wear socks)

## Competitive Events Management Team

### **HOSA Competitive Events Management Team**

Each and every one of us who works with HOSA is committed to the highest standards when implementing the HOSA Competitive Events program. Integrity, honesty, trust, respect, playing by the rules, and teamwork – these define not only the goals of event management, but also the vision of our organization. Competitive events management starts with a team that includes; State Advisor, Competitive Event Chair, Deputy Competitive Events Manager, Tabulations Committee, Category Chair, Event Manager, Judge Manager and state event personnel. Everyone must work together and operate on the same page in order for the HOSA Competitive Events Program to achieve the level of success that we all desire. The HOSA Competitive Events Management Team is a group of volunteers who represent a number of HOSA school associations and the community. They serve as a liaison of Utah HOSA to ensure that our guidelines and event management tools are the best they can be at our state leadership conference.

### **The State Advisor – Denise Abbott**

The State Advisor oversees all aspects of the state conference and competition. They ensure all competitors are correctly registered for their events. They ensure that all event results are tabulated accurately and reported through HOSA HQ to International HOSA. They work with the Competitive Event Chair to resolve any issues to assure that all events are managed fairly and follow all HOSA guidelines.

### **The Competitive Event Chair – Robbie Rauzi**

The Competitive Event Chair is the conference and competitive event lead. They help all members of the management team achieve their individual goals. They also work directly with the onsite and offsite facility personnel. They serve as the liaison between the Deputy Competitive Event Manager and the State Advisor. They are stationed at HOSA headquarters and visits the events during the competition. They serve as the liaison with the hotel, conference center and/or the competitive events sites.

### **The Deputy Competitive Event Manager – Teresa Reese**

The Deputy Competitive Event Manager works directly with Category Chairs to ensure each HOSA competitive event is fully staffed with trained personnel and equitable judges. The Deputy CE Manager establishes guidelines and procedures for event personnel and judges to follow to ensure high quality experiences for HOSA competitors. They serve as a liaison between Category Chairs and the Competitive Event Chair.

### **The Tabulations Committee**

The Tabulations Committee oversees the formulation of all competitive event results received from the Category Chair's. Overseen by the State Advisor and Competitive Event Chair, the tabulations committee are responsible in determining all competitive event finalists. Individuals assigned to the Tabulations Committee have no direct interaction with the competitors.

### **The Category Chair (CC)**

The Category Chairs coach the Event Manager & Judge Manager to success. They work one-on-one to assure the EM and JM have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the EM and JM while making sure they are working as a team and fulfilling their individual responsibilities. They may help the JM in recruiting judges and writing/reviewing scenarios and topics. During SLC they are on-site with their events.

### **The Event Manager (EM)**

Event Managers assist the Judge Manager with pre-event planning, including the scheduling of judges and event personnel. During the conference, the EM conducts and directs the actual event. They manage the event details and the event personnel, including Timekeepers, Patients, Proctors, etc. They lead the event plan. They know everything that is going on in their event, keep it running on time, as well as oversee the cleanup of the site after the event. They make sure the JM, event personnel, and delegates are where they are supposed to be. Their actions coordinate the efforts of everyone involved with the event. They manage the room at the SLC and assure the integrity of all event forms and processes. That includes making sure that everyone follows the guidelines and does what they are supposed to do when they are supposed to do it.

### **Judge Manager (JM)**

Judge Manager is in charge of everything that is related to the judging process of their event. This includes finding, scheduling, and communicating with judges for their event (2-3 months before competition). Other members of the Event Management Team may assist in the process, however, it is the JM's responsibility to direct all efforts. At the competition, they meet with and orientate the judges. They work with the Category Chair to write and review scenarios and topics. They watch over everybody and everything, especially the judging process, to make sure that the guidelines are followed, and the event process meets the expectations of HOSA members and HOSA guidelines. They also triple check all rating sheets and timekeeper logs for accuracy.

# Utah HOSA 2022 SLC

## Category Chair Checklist

**Category Chair –** The Category Chairs coach the Event Manager & Judge Manager to success. They work one-on-one to assure the EM and JM have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the EM and JM while making sure they are working as a team and fulfilling their individual responsibilities. They may help the JM in recruiting judges and writing/reviewing scenarios and topics. During SLC they are on-site with their events.

### 2-3 Months Before Competition

- \_\_\_\_\_ Familiarize yourself with the events within your category.
- \_\_\_\_\_ Read and understand all event guidelines within your category.
- \_\_\_\_\_ Finalize your list of Event Managers and Judge Managers.
- \_\_\_\_\_ With the help of your Judge Managers, finalize your list of Judges for each event. Event Managers will need to create a final list of Event Personnel.  
Send this list to the Deputy Competitive Events Manager by March 1<sup>st</sup>.
- \_\_\_\_\_ Skilled event(s) - Judge Managers will need to select event procedures and written scenarios which include skills along with a list of necessary supplies and equipment. If you need ideas, please use the Event Managers to assist. Send this list to the Deputy Competitive Events Manager by March 1<sup>st</sup>.

### 1-2 Weeks Before Competition

- \_\_\_\_\_ Skilled event(s) - Make sure that your Judge Managers have and bring all necessary equipment for their skills. *The DATC/Freeport will not be providing the equipment.*
- \_\_\_\_\_ Contact your Event Managers and Judge Managers to remind them of their event assignments. Ask them to do the same with their Event Personnel and Judges.

### 3-Days Before Competition

- \_\_\_\_\_ Send reminder e-mail to your EM's and JM's reminding them when to arrive and where to check-in. Ask them to do the same with for their Event Personnel and Judges.

### At Competition

- \_\_\_\_\_ Identify your individual EM's and JM's. Introduce yourself and confirm that everything is in order for their event.
- \_\_\_\_\_ 20-minutes prior to your events assure that rooms are set and ready for the upcoming competition.
- \_\_\_\_\_ Help the JM direct judges to check-in, where they will receive their judge badge, map, meal ticket, and gift.
- \_\_\_\_\_ Ensure that all events are ran fairly and timely.
- \_\_\_\_\_ Assist with any uncommon circumstances that may occur. This may include: Issues with registration, dress code violations (DC), missing guidelines (NG), disputes, etc. These violations need to be reported on the competitor list. Remember ALL delegates are allowed to participate and delegates will NEVER be disqualified from an event. Please communicate ALL major concerns and violations to HOSA HQ (Competitive Event Chair & State Advisor).

### After Competition

- \_\_\_\_\_ Confirm that event boxes, top ten lists, and competitor sheets for ALL events are submitted properly.
- \_\_\_\_\_ Gather Judge information sheets from your JM's and turn in to HOSA HQ so that we can contact all judges in the future.



# Utah HOSA 2022 SLC Event Manager Checklist

**Event Manager –** Event Managers assist the Judge Manager with pre-event planning, including the scheduling of judges and event personnel. During the conference, the EM conducts and directs the actual event. They manage the event details and the event personnel, including Timekeepers, Patients, Proctors, etc. They lead the event plan. They know everything that is going on in their event, keep it running on time, as well as oversee the cleanup of the site after the event. They make sure the JM, event personnel, and delegates are where they are supposed to be. Their actions coordinate the efforts of everyone involved with the event. They manage the room at the SLC and assure the integrity of all event forms and processes. That includes making sure that everyone follows the guidelines and does what they are supposed to do when they are supposed to do it.

## 1-Month Before Competition

- \_\_\_\_\_ Read and understand event guidelines.
- \_\_\_\_\_ Identify and contact event personnel to assist with this event.
- \_\_\_\_\_ Check in with your Judge Manager (JM) to assure that they have judges and scenarios. Assist as needed.

## 1-Week Before Competition

- \_\_\_\_\_ Skilled event(s) – Assure that the JM has acquired all necessary equipment for the skills.  
*The DATC/Freeport will not be providing the equipment.*
- \_\_\_\_\_ Send reminder e-mails to any Event personnel with the following information:
  - Event Guidelines (.PDF)
  - Arrival times along with information regarding meals.
  - Conference center address and map (Note if they will be reporting to the DATC or Freeport).

## 1-Day Before Competition

- \_\_\_\_\_ Assist the JM with any help that they need contacting Judges and reminding them of the conference.

## At Competition

- \_\_\_\_\_ Identify your Category Chair and allow them to assist with any outstanding circumstances, keeping in mind that they will be managing multiple events. Please communicate ALL major concerns and violations to the State Advisor and Competitive Event Chair
- \_\_\_\_\_ Sign out your event box at HOSA Headquarters and prep your rooms 20 minutes prior to event.
- \_\_\_\_\_ Run a fair and timely event.
- \_\_\_\_\_ During the delegate check-in process:
  - Confirm that each delegate or team has a copy of the event guidelines. Digital copies are permitted.
  - Delegates dress are within the Utah HOSA Dress code guidelines for their event.
  - Have delegates remove nametags along with any items that may distinguish their school or chapter affiliations.
  - ALL delegates are allowed to participate and NEVER will a delegate be Disqualified.
- \_\_\_\_\_ If you have a written test – make sure that you identify Middle School, Secondary and Post-secondary delegates answer sheets. We will provide fluorescent dots to use.
- \_\_\_\_\_ If you have a round 2 event – complete your qualifier list quickly for those delegates who will be advancing to round 2. If their round 2 is off-site remind them of the bus schedule and to plan accordingly.

## After Competition

- \_\_\_\_\_ Complete your top ten list as quickly as possible and submit the top ten list and competitor list to HOSA HQ.
- \_\_\_\_\_ Sign in your box to HOSA Headquarters when you have completed your event.

# Utah HOSA 2022 SLC

## Judge Manager Checklist

**Judge Manager –** Judge Manager is in charge of everything that is related to the judging process of their event. This includes finding, scheduling, and communicating with judges for their event (2-3 months before competition). Other members of the Event Management Team may assist in the process, however, it is the JM's responsibility to direct all efforts. At the competition, they meet with and orientate the judges. They work with the Category Chair to write and review scenarios and topics. They watch over everybody and everything, especially the judging process, to make sure that the guidelines are followed, and the event process meets the expectations of HOSA members and HOSA guidelines. They also triple check all rating sheets and timekeeper logs for accuracy.

### 2 Months Before Competition

- \_\_\_\_\_ Read and understand event guidelines.
- \_\_\_\_\_ Identify and contact potential judges for this event.
- \_\_\_\_\_ Confirm and finalize your list of Judges for each event. Send this list to your Category Chair who will then forward it on to the Deputy Competitive Events Manager by March 1<sup>st</sup>.
- \_\_\_\_\_ Skilled event(s) – Choose your event procedures and have scenarios written. If you need ideas, please contact the State Advisor and Competitive Event Chair.
- \_\_\_\_\_ Solicit your Category Chair and Event Manager for assistance.

### 1-Week Before Competition

- \_\_\_\_\_ Skilled event(s) - Make sure that you have and bring all necessary equipment for the skills.  
*The DATC/Freeport will not be providing the equipment.*
- \_\_\_\_\_ Send reminder e-mail to your Judges with the following information:
  - Event Guidelines (.PDF)
  - Arrival times along with information regarding meals.
  - Conference center address and map (Note if they will be reporting to the DATC or Freeport).

### 1-Day Before Competition

- \_\_\_\_\_ Resend reminder e-mail to your Judges.

### At Competition

- \_\_\_\_\_ Identify your Category Chair and allow them to assist with any outstanding circumstances, keeping in mind that they will be managing multiple events. Please communicate ALL major concerns and violations to the State Advisor and Competitive Event Chair.
- \_\_\_\_\_ Direct judges to check-in where they will receive their judge badge, map, meal ticket, and gift.
- \_\_\_\_\_ During the delegate check-in process — in a separate space — orient your judges to the event guidelines, judging sheets, scenarios, secret topics, dress code, etc.
  - After judge orientation, assist the Event Manager finalize the delegate check-in process.
- \_\_\_\_\_ Run a fair and timely event.
- \_\_\_\_\_ If you have a written test – assist the EM in assuring that all Middle School and Post-secondary answer sheets are identified with the appropriate colored sticker dot.
- \_\_\_\_\_ For events with 2 rounds – Assist the EM in completing the qualifier list quickly for those delegates who will be advancing to round 2. If their round 2 is off-site remind them of the bus schedule and to plan accordingly.

### After Competition

- \_\_\_\_\_ Work with the Event Manager to complete your top ten list as quickly as possible and submit the top ten list and competitor list to HOSA headquarters.
- \_\_\_\_\_ Complete and return the judge information sheet to your Category Chair so that we can contact all judges in the future.

# Utah HOSA 2022 SLC

## Competitive Events Updates and Changes

<https://hosa.org/ceusefultools>

Event	Update
<b>GENERAL EVENT UPDATES</b>	
Skill Events – Point Values	In Health Professions and Emergency Preparedness skill events, the point values for each skill step will be updated for consistency. More weight will be given to skill steps that involve safety or communication.
Competitor Orientations	Reminder, at ILC 2022, there will be no in-person competitor orientation prior to competition.
<b>HEALTH SCIENCE &amp; RECOGNITION EVENTS</b>	
Medical Law & Ethics	An additional resource has been added- <i>Medical Law &amp; Professional Ethics</i> by Ritter & Graham.
Medical Reading (SS & PSC divisions)	The Poisoner's Handbook: Murder and the Birth of Forensic Medicine in Jazz Age New York What Patients Say, What Doctors Hear Chasing my Cure: A Doctor's Race to Turn Hope Into Action Why We Get Sick: The Hidden Epidemic at the Root of Most Chronic Disease – and How to Fight It Teen Leadership Revolution – How Ordinary Teens Become Extraordinary Leaders
Medical Reading (Middle School division)	Chasing my Cure: A Doctor's Race to Turn Hope Into Action Being Mortal: Medicine and What Matters in the End Small Acts of Leadership: 12 Intentional Behaviors that Lead to Big Impact The Middle School Division event will be renamed "Foundations of Medical Reading" to help differentiate for the various divisions of competition.
Pathophysiology	The test plan has been updated.
Pharmacology	<i>Pharmacology: Principles and Applications</i> text resource will be retired due to an old publication date. It will be replaced with <i>The Pharmacy Technician: A Comprehensive Approach</i> by Jahangir Moini, which is also used in the Pharmacy Science event.
Healthcare Issues Exam	The CNN and NBC resource sites will be retired. <a href="https://ourworldindata.org/health-meta">https://ourworldindata.org/health-meta</a> will be added as the replacement to help bring a more global focus to the test content.
Nutrition	The Middle School Division event will be renamed "Foundations of Nutrition" to help differentiate for the various divisions of competition.
Dental Terminology	Changes will be made to the test plan.
<b>HEALTH PROFESSIONS EVENTS</b>	
Dental Science	The test plan will be revised as well as the list of skills. Thanks to the Dental Assisting National Board and the DALE Foundation's Entry Level Dental Assisting Curriculum Task Force for their support in making these updates.
Nursing Assisting	The test plan will be revised.
Identification Skills	In BT, VS, DS, RX, and SM, the identification skills will NOT be part of the 70% mastery that is required to be recognized as a finalist at ILC.
Family Medicine Physician	A NEW event, sponsored by AAFP (American Academy of Family Physicians) will give competitors the opportunity to explore this field and understand the role primary care and preventive medicine play in health.
Medical Assisting	The test plan will be revised.
<b>EMERGENCY PREPAREDNESS EVENTS</b>	
CERT Skills	CPR and first aid content will be added to the test plan to align with recommendations in the CERT Training Manual.
CPR / First Aid and Life Support Skills	The guidelines will be aligned to the newly released American Heart Association materials. Key items of note: tourniquet will be added for bleeding; treating a burn with running water/cool compress will be added; unresponsiveness for infant changed to match child & adult; and two-thumb technique for infant chest compressions will now be an option.

Life Support Skills	The burn skill and AED skill from CPR/First Aid event will be added
Life Threatening Situations	The Red Cross FAST (First Aid for Severe Trauma) training will be added as a resource. The test plan will be updated and a new skill "Responding to a Violent Situation" added. Additional content surrounding Closed Loop Communication will also be added to applicable skills.
Public Health	2021 -2022 Topic: <b>Good Oral Health = Good Overall Health</b>
Epidemiology	The National Institutes of Health website resource has been replaced with a site from the Science Education Partnership for 8% of the test plan.
<b>LEADERSHIP EVENTS</b>	
Researched Persuasive Writing and Speaking	2021-2022 Topic: <b>Vaping: Safe or Sorry?</b>
Prepared Speaking and Speaking Skills	2021-2022 Topic: <b>Shatter Your Expectations</b>
Healthy Lifestyle	The ChooseMyPlate web resource will be retired and replaced with one from the World Health Organization: <a href="https://www.who.int/health-topics/">https://www.who.int/health-topics/</a>
Job Seeking Skills and Interviewing Skills	The job application will be removed. The cover letter will be modified to a personal statement. The addition of a digital profile on Tallo to showcase bio information, career interests, membership and extracurricular activities, work experiences, responsibilities, accomplishments, and education will be required.
Research Poster	The Secondary Division will now include the presentation component for judges, as opposed to only the poster component. The Secondary Division will now align to the Postsecondary / Collegiate Division.
<b>TEAMWORK EVENTS</b>	
Biomedical Debate	2021-2022 Topic: <b>COVID-19 Vaccine Should be Required to Attend School (Grades 9+)</b>
HOSA Bowl	The test plan / buzzer round plan will be updated for all rounds.
Public Service Announcement	2021-2022 Topic: <b>Bone Marrow Donation Saves Lives!</b> Note the potential tie-in with the HOSA Service Project, Be The Match
Health Career Display	The Middle School Division event will be renamed "Health Career Display Middle School" due to the event for Middle School Division being a single round event.
Parliamentary Procedure	In conjunction with NAP <ul style="list-style-type: none"> <li>• Test plan updated</li> <li>• Preparation time has increased</li> <li>• Secret topic will include four motions</li> <li>• Motions no longer must be presented in order</li> <li>• Judges will score minutes from previous meeting</li> <li>• Minutes will no longer be taken by secretary during meeting</li> <li>• Rating sheet has been updated</li> </ul>



# Utah HOSA 2022 SLC

## Competitive Event TALLO Submission Instructions

*State Leadership Conference (SLC) submission deadline: **March 4, 2022***  
*International Leadership Conference (ILC) submission deadline: **May 15<sup>th</sup>, 2022***

<https://hosa.org/competitive-events-and-tallo/>

<http://tallo.com/hosa>

The following competitive events require members participating in these events at the 2022 SLC & ILC create a profile and submit digital materials through Tallo:

- |  |                                      |   |
|--|--------------------------------------|---|
| 1. <i>Clinical Specialty</i>                         | 8. <i>Interviewing Skills</i>        | 15. <i>Personal Care</i>                              |
| 2. <i>Community Awareness</i>                        | 9. <i>Job Seeking Skills</i>         | 16. <i>Public Service Announcement</i>                |
| 3. <i>Health Career Display (SS &amp; PSC only)*</i> | 10. <i>Life Support Skills</i>       | 17. <i>Research Poster</i>                            |
| 4. <i>Health Career Photography</i>                  | 11. <i>Medical Innovation</i>        | 18. <i>Researched Persuasive Writing and Speaking</i> |
| 5. <i>Health Education (SS &amp; PSC only)*</i>      | 12. <i>MRC Partnership</i>           | 19. <i>Speaking Skills (SS only)*</i>                 |
| 6. <i>Healthy Lifestyle (SS &amp; PSC only)*</i>     | 13. <i>Organizational Leadership</i> | 20. <i>Family Medicine Physician</i>                  |
| 7. <i>HOSA Happenings (SS &amp; PSC only)*</i>       | 14. <i>Parliamentary Procedure</i>   |   |

\*Please note, Middle School competitors cannot use Tallo for uploads. Any digital upload requirements for Middle School events will be listed in the event guidelines, and will be submitted to a unique submission link.

HOSA Members must have a Tallo account and submit the required materials per the [event guidelines](#). Please note there is a file size limit for submissions on Tallo. To avoid an upload error, please be sure to save your PDF as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <http://www.hosa.org/reducing-file-size/>

### **Competing Is Easy. Here's How:**

#### **1. Join Tallo**

- Go to <https://tallo.com/hosa/>
- Click the "Create a Profile" button and follow the prompts to create your account
- Add HOSA to your profile
  - Once you are logged in, scroll down to the "Memberships, Extracurricular Activities, and Hobbies" section
  - Click on the "+" button
  - Click on the trophy icon to select the "Organization or Club" category
  - Type and select HOSA under "What is the organization or club"
  - Fill out the other questions and click "Save"

#### **2. Search for HOSA Competitive Event**

- Select "Opportunities" at the top of your screen when logged in.
- If your state/association is using Tallo for conference(s): In the "Organization Name" search box type in "HOSA"; wait for the list of pre-populated organizations to appear, and then select your state/ association from the drop-down box (Example HOSA-Future Health Professionals | California). Keyword and location should be left blank, and Type should list "competition" from the drop down menu. Click the "Search" box.
- **OR**, from <https://tallo.com/hosa/>, scroll down to "Find a HOSA event in your area" and select your state/chartered association.
- To upload materials for ILC: In the "Organization Name" search box type in "HOSA"; wait for the list of pre-populated organizations to appear, and then select HOSA-Future Health Professionals |Southlake TX. Keyword and location should be left blank, and Type should list "competition". Click the "Search" box.
- Select your competitive event from the list that appears to the right. Make sure that you have selected the correct conference!

#### **3. Submit Materials and Apply for Competitive Event**

- Once you have selected your Competitive Event, review the information about the submission deadline, requirements, and uploads required.
- Follow the steps, check the appropriate boxes, and provide required information for your event.
- Click "Apply Now" when ready to submit. Those who qualify to compete at ILC will need to re-submit materials to ILC events, even if you submitted them to your state/chartered association. ILC judges will not have access to state/chartered association conference materials on Tallo. **ONLY materials submitted to the 2022 ILC opportunity will be judged for ILC.**
- You have until the state/chartered association deadline (contact state advisor) or ILC deadline (May 15th) to change any content and re-upload your submissions as needed. The material in Tallo as of May 15, 2022 is considered final for ILC.

#### **4. To Edit Your Submission**

- Click the profile picture on the top right of your screen in Tallo.
- Click "My Opportunities" and select your event.
- Follow the instructions for editing your submission.

#### **5. How to Check the Status of Your Submission**

- Click on your profile picture in the top-right of the screen.
- Click "My Opportunities" from the drop down menu.
- You will see any opportunities you have submitted. There is a status section that will show – "Submitted", "In progress", etc.
- As long as the deadline has not passed, you are able to edit this submission.

At the Utah HOSA SLC, delegates may be registered to compete in multiple events that do not overlap or conflict. Delegates **MUST** attend the event orientation to be eligible to compete. There are several events that have two rounds. The test score from Round ONE will be used to qualify the competitor for Round TWO. Round TWO qualifiers will be posted near HOSA headquarters and Utah HOSA social media sites (Twitter, Instagram, and Facebook). Remind your delegates to bring copies of the guidelines with them to the event orientation. Digital copies of the guidelines are permissible. Help your delegate learn the rules of their event and what supplies they are required to bring with them. *Please Note:* Delegates attending the HOSA International Leadership Conference in June will be eligible to participate in only ONE event. In addition, competitors may participate in as many Recognition Category Events as they wish.

## Thursday, March 17<sup>th</sup> Events

**2:30 PM – 3:30 PM Events (with a Round 2 @ 5:30 PM Thursday) you may also choose a 4:00 PM Thursday event but NOT a 5:30 PM event due to your Round 2 schedule:**

- Forensic Medicine
- HOSA Bowl
- Creative Problem Solving

**4:00 PM – 5:30 PM Events (with a Round 2 - Friday-AM)**

- Sports Medicine
- Clinical Nursing
- Home Health Aide
- Nursing Assisting
- Personal Care\*
- Medical Assisting
- Biomedical Laboratory Science
- Dental Science
- Physical Therapy
- Healthy Lifestyles
- Veterinary Science
- CPR/First Aid
- EMT
- CERT Skills
- Life Support Skills\*
- Public Health

**5:30 PM - Events**

- MRC Partnership
- Researched Persuasive Writing and Speaking
- Biomedical Debate
- Health Education
- Parliamentary Procedure
- Community Awareness
- Public Service Announcement
- Health Career Display

**5:30 PM - Round 2**

- Forensic Medicine
- HOSA Bowl
- Creative Problem Solving

## Friday, March 18<sup>th</sup> Events

**If you DID NOT choose an event (with a Round 2 – Friday-AM) or you did not qualify for Round 2, you may choose from ONE of these Friday-AM options (Must Be Pre-Registered):**

- Utah Scholarship Interviews Begin
- Health Career Photography
- Prepared Speaking / Speaking Skills\*
- Job Seeking Skills / Interviewing Skills\*
- Extemporaneous Health Poster
- Medical Spelling
- Medical Math
- HOSA Happenings
- Extemporaneous Writing
- Epidemiology
- Medical Innovation (Original)
- Medical Innovation (Advancement)
- Medical Reading
- State Officer Candidate
- Clinical Specialty

**All delegates may also compete in ONE of the following Friday-PM options:**

- Healthcare Issues Exam
- Dental Terminology
- Medical Terminology
- KT: Behavioral Health
- KT: Human Growth & Development
- KT: Medical Law & Ethics
- KT: Nutrition
- KT: Pharmacology
- KT: Pathophysiology
- KT: Transcultural Health Care



Visit [www.hosa.org/guidelines](http://www.hosa.org/guidelines) to access the Guidelines for each competitive event.

## Davis Conference Center - Map

