



State Leadership Conference Guide

April 11-13, 2024

STATE LEADERSHIP CONFERENCE

Purpose of the Guidelines

The purpose of the *Conference Guide* is to provide as much information as possible to help prepare advisors and students for a successful experience at the State Leadership Conference (SLC).

Important Dates and Deadlines

DATE	ACTIVITY	NOTES
February 5	Registration OPEN	https://apps.hosa.org
March 1	State Officer Application Deadline by 5:00 pm	State Officer Information and application: https://nmctso.com/hosa/officers/
March 8	Registration Deadline	Forms to be submitted: Advisor Rules and Responsibilities Activities Verification Form Abuse Prevention and Reporting Form Delegate, Permission, Release, Code of Conduct, Medical Form – In possession of the advisor
March 8	Hotel Deadline	Housing Form – submit to the hotel
March 15	Digital Upload Deadline	Please follow the information at this link to sign up. This is for Secondary and PS students only. https://hosa.org/competition/
March 15	Deadline for Recognition event hours – Barbara James American Red Cross, Blood Drive, and HOSA Happenings	Through registration site
March 11-22	Online Testing Window	https://apps.hosa.org
March 31	Health Symposium Registration Deadline	See the <i>attached</i> flyer for the registration link and information. NOTE: Registration is by student, not by chapter. Open to High school only.
April 19	Intent to Compete	Form Due for ILC

New Mexico HOSA is excited to invite your chapter to the Annual **HOSA State Leadership Conference, April 11-13, 2024!**

General Guidelines

Attendance Eligibility

All HOSA members (State and National **dues paid**) are eligible to attend the State Leadership Conference. Each student attending shall be an active member of HOSA and have the approval of the school administration, chapter advisor, and a parent or guardian unless the student is of legal age.

Forms are to be completed before the State Conference

All participants:

[Medical/Delegate Form](#)

Advisors/Chaperones:

[Advisor Rules & Responsibility](#)

[Abuse Prevention & Reporting Form](#)

Activities Verification Form – NMAA

This form, attached to a roster of participating students, should be signed by a school administrator and **submitted to the NMAA (505-923-3114 FAX) or email Chris Kedge (chris@nmact.org) prior to the state competition.**

Awards and Recognition

For all Divisions, winners shall be recognized at the State Leadership Conference. The top 3 placements in each event will be eligible to compete at the ILC. Students who qualify in more than one event will need to pick which event they will compete in and will need to complete the Intent to Compete form by **April 19**.

State and National Officer Candidates

Any member planning to run for state or national office needs to complete the application and all necessary forms by **March 1**. Visit **[Officer Candidate Information](#)** on our website.

Advisors

All chapter advisors will be required to assist with competitive events for **both days** of the conference. You will be assigned a job before the conference. A notification on your time and place to report will be sent at a later date. In addition, advisors will have the opportunity to receive professional development

through networking, workshops, and observing competitive event processes. Thank you for your help.

Publicity

Your chapter and career technical education in general can use good publicity. Use participation in the State Conference to generate some positive publicity. Who's going? Where? When? Why? Chapter advisors figure prominently in the publicity of the conference. We look to you to provide advanced stories to your local newspapers, television stations, or social media. Alert the contact persons that you will phone information back from the conference about your students.

Insurance

An Insurance policy is carried which covers each person registered for the conference. If you have an illness or injury—contact the HOSA Staff before you leave the conference.

Name Badges

Name badges should be worn at all times during the conference by contestants, advisors, and chaperones. Please adhere to this policy for security reasons. It is permissible for contestants to introduce themselves to the judges.

Dress Code

Please adhere to the conference [HOSA dress code](#) a copy of the description and dress code poster can be found on our website.

Voting Delegates

Each chapter is allowed two (2) voting delegates. Select 2 outstanding individuals to represent your chapter. Select **Voting Delegate** under **Options** on the registration site.

Conference Locations

Marriott Albuquerque

2101 Louisiana Boulevard NE, Albuquerque, NM 87110. The Marriott will serve as the conference site for the Opening Session, HOSA Fun Event, and the leadership events held on Thursday, April 11, and Friday, April 12.

UNM Main Campus

UNM Main Campus, Domenici Center Auditorium, 1001 Stanford NE, Building 200. This site will serve as the main facility for the competitive events on Saturday, April 13, 2024. The Awards Session will be held at UNM Student Union Building. Chapters are responsible for their own transportation to/from UNM.

Health Symposium

We are excited to be invited to the UNM Health Symposium that will be held in conjunction with our state conference and our events on Saturday. Any student not competing on Saturday or that has finished their event, can participate in the symposium. This event requires you to register your students **by March 31**. See attached flyer for Registration information. This will be a packed day full of workshops and presentations all related to Health. Lunch will be provided FREE to all REGISTERED participants. **You are responsible for Transportation to and from the event.**

Registration Information

Each local advisor is responsible for completing the **online** registration and submitting it with the necessary fees to the address indicated on the invoice. **March 8, 2024**, is the registration deadline. Questions regarding HOSA SLC registration should be directed to Christine.Phipps@enmu.edu . Please send a copy of your Purchase Order for the registration to Sarah Kinlund at sarah.kinlund@enmu.edu by March 15, 2023.

The Purchase Order should be made out to NM HOSA for conference registration:

New Mexico HOSA
1500 S. Ave K
Portales, NM 88130

The registration fee includes competitive events, facilities rental, audiovisual, conference materials, supplies for events, judge needs, printing, t-shirts, awards, and other needs related to the conference. **NO REFUNDS after the March 8 deadline. Cancellations made in writing by the close of registration will have a 100% refund. Cancellations after this time (through completion of registration) will be non-refundable.**

Registration Fees

- **SS – Secondary Member.** \$50.00. This is for all secondary students participating in an event or attending the conference.
- **MS– Middle School Member.** \$50.00. This is for middle-level students participating in an event or attending the conference.
- **AV – Adviser.** \$50.00 is for all chapter advisers.
- **CG – Chaperone/Guest.** \$25.00. This includes a t-shirt.
- **GF – Guest/Family.** Free. This is for guests and families that will be attending the Awards Session.
- **SO – State Officers.** Free. This is for current state officers only.
- **SP-State Conference Staff.** – this is for state staff use only.

Other Options

The following options will be available to add to your registration. Click on the **Options** button on the registration site.

HOSA Fun Event

- Join us for a fun night with FOOD, silent Disco, cornhole, giant Jenga, and MORE! **Marriott Albuquerque, Friday, April 12, (6:00-9:00 pm) Tickets will be \$40.00 each including dinner.** Fun, food, and networking!

T-Shirts

- Conference T-shirts will be provided to each paid registered person for the conference. Additional shirts may be purchased at \$10.00 each. Sizes XXL – XXXXL will have an upcharge of \$4.00 each.

Trading Pins

- Each student will receive a trading pin in the registration packet. Additional pins are available for purchase for \$1.00 each. Purchase early for trading with other states during the upcoming ILC.

Substitutions

Late registrations are not accepted. Although substitutions are discouraged, they may be made with existing members and should happen as early as possible prior to March 8th, 2024. **NO ON-SITE SUBSTITUTIONS WILL BE MADE.**

Payment

Conference Fees	HOTEL
<p>NM HOSA 1500 S. Ave K ENMU Station 61 Portales, NM 88130 (575) 762-2176</p> <p>Please include a copy of your invoice with your payment.</p>	<p>Marriot Albuquerque 2101 Louisiana Boulevard NE, Albuquerque, NM 87110</p> <p style="color: blue; text-decoration: underline;">Link to W9</p>

Event Information

Competition Useful Tools - <https://hosa.org/ceusefultools/>

Online testing

All students will be automatically registered for events that will require an online test prior to the state conference. You will need to add a proctor for testing. Chapter advisors cannot be the proctor for the test. Go to your chapter site - <https://apps.hosa.org/>, scroll down to **Online Testing**, click on the **+**, add your proctor information. Click **SAVE**.

The following events will require online testing. **Testing window March 11-22.**

Behavioral Health
 Biomedical Debate State
 Biotechnology
 CERT Skills
 Clinical Laboratory Science State
 Clinical Nursing State
 CPR/First Aid
 Creative Problem Solving
 Cultural Diversities & Disparities in
 Healthcare
 Dental Science
 Dental Terminology
 Dynamic Decisions- MS
 Emergency Medical Technician
 Epidemiology
 Forensic Science
 Foundations of Medical Reading (MS)
 Foundations of Medical Terminology - MS
 Foundations of Nutrition - MS
 Health Career Exploration - MS
 Health Informatics
 Healthcare Issues Exam

Healthy Living
 Healthy Living - Middle School
 Home Health Aide
 HOSA Bowl
 Foundations of HOSA Bowl - MS
 Human Growth & Development
 Life Threatening Situations - MS
 Math for Health Careers - MS
 Medical Assisting
 Medical Law and Ethics
 Medical Math
 Medical Reading
 Medical Spelling
 Medical Terminology
 Nursing Assisting
 Nutrition
 Pathophysiology
 Pharmacology
 Pharmacy Science
 Physical Therapy
 Sports Medicine
 Veterinary Science

Digital upload

Students will be required to upload the required documents prior to the state conference. The deadline is **March 15**. Please check the event guidelines for requirements. For more information - <https://hosa.org/ceusefultools/>

Refer to the attached CE Worksheet for the events with uploads.

Registration Information

Housing

The conference hotel for the NM BPA State Leadership Conference is the Marriott Albuquerque, 2101 Louisiana Boulevard NE, Albuquerque, NM 87110. You will need to complete the **housing form** located on the NM HOSA website. Housing registrations are due by **March 8**. **Email your housing form to Jasmin** jasmin@marriottsales.com . **ALL conference attendees are required to stay at the conference hotel.** ALL conference participants are required to stay at the conference hotel. **There will be a \$200.00 charge to any school not staying at the conference hotel.** This will show on your invoice once you have completed your online registration.

Payment for your hotel rooms **MUST** be received **before** checking in. Payment options:

Credit Card /Check- for anything under 10 rooms. You will need to supply the credit card information in order to hold the room or a check for payment prior to checking in.

Purchase Order- The hotel will accept purchase orders for 10 rooms or more; however, a check must be received by the hotel **3 business days before the event**. A copy of your Purchase Order **MUST** be sent to the hotel once you submit your registration. Please email a copy to Jasmin to hold your room reservation. Contact Jasmin Noorullah-Wright at jasmin@marriottsales.com if you need an estimate sent to you before the conference to get a PO in place.

A final invoice will not be printed until the time of checkout. **ALL** rooms will have the following rate: \$129.00 + 15.625% tax = \$149.16 per room

*Taxes are subject to change! Please check with the hotel before sending the payment.

REGISTRATION INSTRUCTIONS

Registration for both membership and for the state conference is through the National HOSA site: <https://apps.hosa.org/>

1. Log in with your charter number and password and scroll to the conference area in the HOSA online system.
2. Register a proctor. All events that have a test will be tested online prior to the conference.
3. Click on "NM HOSA 2024 SLC"
4. Click on the **RED +** on the right of **Registrations**. This will give you a list of all your student members.

NOTE: Register your TEAMS first.

5. Click on **REGISTER** to the left of the student name. You will need to do each student one at a time. (Register your first team member)
6. Select **Registration Type** on the top left of the screen (Advisor, HOSA State Officer (current only), Middle School, Postsecondary/Collegiate, Secondary, State Staff (state use only).
7. Scroll down the page to **Options/Activities**, click on the **Add Options/Activities** Add button. This will give you a list of options.
 - Courtesy Corps - for any student not competing and would like to serve as a volunteer, patient, victim, etc. (no fee)
 - HOSA Activity - this is the fun event that will include dinner at the hotel on Friday Night. (\$40.00)
 - Off-site hotel fee. If you are **not** staying at the Marriott property you will be charged a \$200.00 per school fee. This is for schools over a 100-mile radius.
 - Pins - HOSA Trading Pins. Each student will receive one in the registration packet. This is for any extra that you would like to purchase for ILC. (\$1.00)
 - T-shirt (S, M, L, XL) included with registration fee
 - T-shirt upcharge 2X - 4X - \$4.00 each
 - Voting Delegate - Each chapter gets 2 voting delegates.
 - Additional T-Shirt - \$10.00 each and you need to also select the size.

8. Scroll down to next section **COMPETITIVE EVENTS**. Click on the **RED +**.
Select events from the Drop-Down menu.

Each member may participate in a TOTAL of 3 events. See [NM Event Eligibility Chart](#) for more information.

They may select:

- **3 Health Science Events**
- **2 Health Science events**
 - **1 other event from one of the following.**
 - Health Profession, Emergency Procedures, Leadership, or Teamwork
- **1 Health Science event** and
 - **1 event from one of the following.**
 - Health Profession or Emergency Procedures
 - **1 event from one of the following.**
 - Leadership or Teamwork.

Click **SAVE**

9. Continue adding your student members. If you have teams, add your second team member. Following instructions 3 – 7 above. To connect them to the 1st team member you will type the name of the 1st team member in the box. If you have students that are on a team you must assign them to the same team. You will continue this process adding the 1st team member to the box until all members of the team have been added.

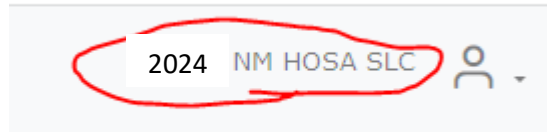
Click **SAVE** after each student.

10. Add your remaining students.

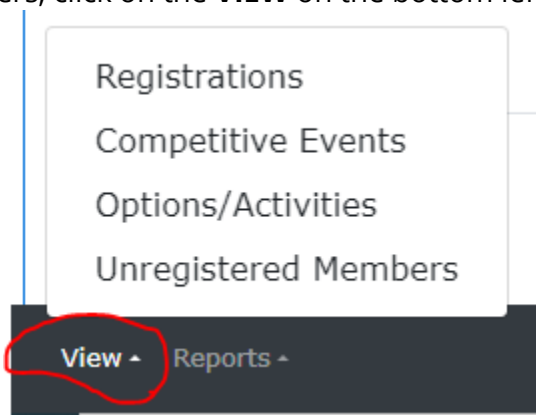
11. Add Family/Guest/Other. Click on the **Register/Family/Guest/Other** on the bottom right of the screen. Be sure to add a t-shirt size for Chaperones (included with registration) If you would like to purchase additional shirts, please click Additional T-shirt and then click the size.

TIPS and TRICKS

- To go back to the home page of your registration click on the **2024 NM HOSA SLC** at the top right of the screen.



To view your registration, competitive events, options/activities, and any unregistered members, click on the **VIEW** on the bottom left of the screen.



- To generate a Summary for your Requisition for your school. Click on **Reports** on the bottom left of the screen and select **Registration Summary**. Print to turn in to your Business Office.
- **Please review and double-check your registration.** If it is complete click on **Reports** at the bottom left of the screen and **Generate Invoice for Recent Registrations**.

TENTATIVE CONFERENCE AGENDA

Tentative and subject to change

NM HOSA State Leadership Conference April 11-13, 2024	
Thursday, April 11, 2024 Marriott Albuquerque	
1:00 pm	Judge Orientation
2:00 pm – 6:00 pm	Conference Registration/Headquarters
2:00 pm	Extemporaneous Writing
	Extemporaneous Poster
	Medical Spelling
	Healthy Lifestyle MS/HS turn in Portfolio. Judge Portfolios Presentations
	Research Poster Set-up Judge Posters Presentations
	Life-Threatening Situations MS
2:30 pm	Officer Candidate Testing
2:30 pm	Officer Candidate Interviews
3:30 pm	Mandatory Advisor Meeting
4:30 pm	Voting Delegate Orientation/Meet and Greet Candidates
7:30 pm	Opening Session Business Session
Friday, April 12, 2024 Marriott Albuquerque	
7:00 am – 8:00 pm	Conference Headquarters
7:30 am – 8:30 am	Judge/Administrators Orientation Breakfast
Events start at 9:00 am	Creative Problem Solving Prep Present
	Exploring Medical Innovation MS Medical Innovation Set-Up Judging Presentations
	Health Career Display (MS/HS) Set-Up Judging Presentations (will also continue after lunch)
	Health Education (MS/HS)
	Prepared Speaking (MS/HS)

	Job Seeking Skills (will also continue after lunch)
	Healthcare Photography Set-Up Judge Presentations (will also continue after lunch)
	Extemporaneous Writing (Judging only)
	Extemporaneous Health Poster (Judging only)
	Forensic Science
	Parliamentary Procedure Prep
	Parliamentary Procedure Present
	Public Service Announcement
	Family Medical Physician
	Research Persuasive Writing/Speaking
12:00 pm	Judges/Administrator Luncheon
Events start at 1:00 pm	HOSA Bowl
	Health Career Display, continued
	Healthcare Photography, continued
	Job Seeking Skills, continued
	Health Career Preparation (MS)
	Biomedical Debate
	Public Health
	Clinical Specialty
	Community Awareness
	Mental Health
	Awards Session – Middle Level
	HOSA Board Meeting
	HOSA Fun Night (by pre-purchased ticket only)

Saturday, April 13, 2024 UNM Domenici Center		
7:30 am	Conference Headquarters	B 102
7:30 am – 8:30 am	Judges/Administrators Breakfast	B 102
	Holding/Hangout – Auditorium	1220
8:00 am – 4:45 pm	Health Symposium – See attached schedule of events	UNM
9:00 am – 11:00 am	Biotechnology	DCNW 1741
9:00 am – 9:30 am	CERT Skills	DCNW 1745
9:00 am – 2:00 pm	Clinical Nursing	DCNW 1742
9:00 am – 12:00 pm	Dental Science	DCNW 1746
9:00 am – 12:00 pm	Emergency Medical Technician	DCNW 1748
9:00 am – 9:30 am	Life Support	DCNW 1744
9:00 am – 11:00 am	Medical Assisting	DCNW 1751
9:00 am – 12:00 pm	Nursing Assisting	DCNW 1758
9:00 am – 12:00 pm	Pharmacy Science	DCNW 1752
9:00 am – 12:00 pm	Physical Therapy	DCNW 1749
9:00 am – 12:00 pm	Sports Medicine	DCNW 1756
9:00 am – 12:00 pm	Veterinary Science	DCNW 1754
9:30 am – 11:00 am	Home Health Aide	DCNW 1745
9:30 am – 3:00 pm	CPR/First Aid	DCNW 1744
11:00 am – 11:30 am	Clinical Laboratory Science	DCNW 1741
12:00 pm – 1:00 pm	Judge/Administrator Break/Lunch	B 102
1:00 pm – 2:30 pm	Personal Care	DCNW 1745
5:30 pm	Grand Awards Session Advisor meeting immediately following awards	UNM SUB Ballroom B & C