



2025

# HOSA State Leadership Conference Guide

April 3-5, 2025

### 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 DATE/EVENT SUMMARY

DATE	ACTIVITY	NOTES
February 1	Registration OPEN	<a href="#">Register</a>
March 1	State Officer Application Deadline by 5:00 pm	State Officer Information and application: <a href="#">State Officer Application</a>
March 3	Registration CLOSED	Forms to be submitted: <a href="#">Advisor Rules and Responsibilities</a> <a href="#">Activities Verification Form</a> <a href="#">Abuse Prevention and Reporting Form</a> <a href="#">Accommodations Form</a> <a href="#">Delegate permission, release, code of conduct and medical</a> In possession of the advisor
March 3	Hotel Deadline	<a href="#">Housing Form</a> – Submit to the hotel
March 15	Digital Upload Deadline	Please follow the information at this link to upload. This is for Secondary and PS students and Exploring Medical Innovation MS.  <a href="#">Uploads</a>
March 15	Deadline for Recognition event hours – Barbara James, American Red Cross, Blood Drive, HOSA Happenings etc	Refer to guidelines for specific instructions <a href="#">Member Instructions</a> <a href="#">Chapter Advisor Instructions</a>
March 10-28	Online Testing Window	<a href="#">HOTS-Testing Login</a> Advisors may not proctor
April 15	Intent to Compete	<a href="#">Form</a> Due for ILC

# STATE LEADERSHIP CONFERENCE

New Mexico HOSA is excited to invite your chapter to the Annual **HOSA State Leadership Conference, April 3-5, 2025!**

All conference information can also be found on the [conference page](#).

## Educational Objectives:

### 1. Leadership Development

- a. Enhance leadership skills through workshops, networking, and participation in events.
- b. Learn how to effectively lead and collaborate within teams.

### 2. Career Exploration

- a. Gain insights into health science careers through guest speakers, competitive events, and hands-on activities.
- b. Connect with industry professionals and explore pathways in healthcare.

### 3. Skill Advancement

- a. Develop technical and interpersonal skills through competitive events aligned with health science standards.
- b. Practice problem-solving, communication, and critical thinking in real-world scenarios.

### 4. Professionalism

- a. Learn and adhere to professional dress codes, conduct, and etiquette.
- b. Build confidence in presenting oneself in professional and academic settings.

### 5. Networking Opportunities

- a. Interact with peers, advisors, and healthcare professionals from across the state or nation.
- b. Foster connections that can lead to mentorship, internships, and future collaborations.

### 6. Civic Engagement

- a. Understand the importance of giving back to the community through HOSA's service initiatives.
- b. Promote advocacy for health-related causes.

### 7. Recognition and Motivation

- a. Celebrate achievements and gain recognition for individual and chapter accomplishments.
- b. Inspire continued growth and engagement in health sciences.

### 8. Global and Cultural Awareness

- a. Appreciate diverse perspectives in healthcare and leadership.
- b. Understand the impact of healthcare globally and the importance of cultural competence.

## General Guidelines

### A. 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.

## **B. Awards and Recognition**

For all Divisions, winners shall be recognized at the State Leadership Conference. Members or representatives must be present to receive a medal. Medals will not be mailed after the conference to schools. 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 15**.

## **C. 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 the NM HOSA Website

## **D. 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 later. In addition, advisors will have the opportunity to receive professional development through networking, workshops, and observing competitive event processes. Thank you for your help.

## **E. 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 people that you will phone information back from the conference about your students.

## **F. Insurance**

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

## **G. Name Badges**

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

## **H. Dress Code**

It is expected that students will always wear school appropriate clothing. All members must wear [official dress](#) to the opening and closing ceremonies. In addition, students will need to be prepared to wear attire specified by their competitive event guidelines.

## **I. 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.

## LOCATION:

### Albuquerque, NM

- Marriott Pyramid North Albuquerque  
5151 San Francisco Rd NE, Albuquerque, NM 87109
- UNM Main Campus, Domenici Center  
1001 Stanford NE, Building 200, Albuquerque, NM 87901

## DATES:

12:30 pm **Thursday, April 3, 2025**- 8:00 pm **Saturday, April 5, 2025** (Times are approximate)

## FINANCES:

### 1. Registration **Deadline March 3rd**

- a. The Purchase Order for **REGISTRATION ONLY** should be made out to: New Mexico HOSA ,1500 S. Ave K, Portales, NM 88130. [NM HOSA W9.](#)
- b. 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.
- c. NO REFUNDS after the March 3rd 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.
- d. Registration Fees
  - i. **\$50.00** – Includes all Secondary (SS) and Middle School (MS) students attending the conference or competing
  - ii. **\$50.00**-Advisors (AV) attending the conference
  - iii. **\$25.00**-Chaperone/Guest (CG) attending conference. Includes a T-shirt.
  - iv. **Free**- Guest/Family (GF) for guests and families that will be attending the Awards Session.
  - v. **Free**- State Officers (SO) This is for current state officers only.
  - vi. **Free**- State Conference Staff.
- e. Other Options
  - i. HOSA Fun Event at the **Main Event** located at 4040 Pan American Fwy, NE, Albuquerque, NM 87107. Join us for 4 hours of HOSA fun and networking with friends. Friday, April 4, (6:00-10:00 pm) Bowling, Gravity Ropes, Laser Tag, Billiard, Shuffleboard, and a 1-hour Arcade Fun card. Food is available, but not included. **Tickets will be \$17.00 each.**
  - ii. T-Shirts
    1. Conference T-shirts will be provided to each paid registered person for the conference.
    2. Additional shirts may be purchased at **\$10.00** each
    3. Sizes XXL – XXXXL will have an upcharge of **\$4.00** each.
  - iii. Trading Pins
    1. Each student will receive one trading pin in the registration packet

2. Additional pins are available for purchase for \$1.00 each. Purchase early for trading with other states during the upcoming ILC!

## 2. Hotel **Deadline March 3rd**

- a. PO or P-Card to for Hotel Reservation: Marriott Pyramid North, 5151 San Francisco Rd NE, Albuquerque, NM 87109 [W9](#).
- b. Each chapter must reserve your own rooms by submitting a **HOUSING FORM** and copy of PO or CC form with the reservation. All reservations should be sent directly to Heather at [Heather.Kingsbury@marriott.com](mailto:Heather.Kingsbury@marriott.com).
- c. Payment for your hotel rooms **MUST** be received **before** checking in. Payment options:
  - i. **Credit Card** – you will need to supply the credit card information to hold the room and when you check in for payment.
  - ii. **Purchase Order**- The hotel will accept purchase orders; 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 Heather at [Heather.Kingsbury@marriott.com](mailto:Heather.Kingsbury@marriott.com), to hold your room reservation. Please print a copy of your housing form to use to get a PO in place.
- d. The Marriott will serve as the conference site for the Opening Session and the leadership events held on Thursday, April 3rd and Friday, April 4th, 2025. Chapters are **REQUIRED** to stay at the conference hotel to be eligible to participate.
- e. The conference rate per room is \$131 plus taxes and fees.
  - i. **\$131.00 + 15.625% = \$151.47 per room, this includes breakfast**
- f. **\*Taxes are subject to change!** Please check with the hotel **before** sending the payment.

## 3. Transportation

- a. All transportation to and from the conference is the responsibility of individual chapters
- b. Chapters are responsible for their own transportation to the Main Event on April 4, 2025.
- c. Chapters are responsible for their own transportation to events at the UNM Domenici Center Student Union Building on Saturday, April 5, 2025.

## PROCEDURES

### 1. **REQUIRED FORMS**

- All participants:
  - Delegate Conduct, Release and Medical Form
- Advisors/Chaperones:
  - Advisor Rules and Responsibilities
  - Abuse and Prevention Form
- Activities Verification Form – NMAA
 

Attach this form to a roster of participating students, signed by a school administrator and submitted to the NMAA *prior* to the state competition (FAX 505-923-3114 or email Julie Sanchez at [julie@nmact.org](mailto:julie@nmact.org)).
- Special Requests- This form must be filled out by **March 3, 2025**, to be eligible to compete in **Interviewing Skills, Personal Care, Life Support Skills, and Speaking Skills**. You need only to complete the form one time for SLC and ILC. [Accommodation Form](#)

## 2.REGISTRATION

- 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 3, 2025**, is the registration deadline.
- Questions regarding HOSA SLC registration should be directed to [nmhosa.jdeberry@gmail.com](mailto:nmhosa.jdeberry@gmail.com).
- Please send a copy of your Purchase Order for the registration to Sarah Kinlund at [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) by **March 10, 2025**.
- **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.
- **INSTRUCTIONS: Registering for Conferences**
  - [Video Tutorial Link](#)
  - [Quick Glance Handout](#)
- **\*\*PLEASE ASSURE YOU FOLLOW THE REGISTRATION RULES**
  - **HIGH SCHOOL RULES**
  - **MIDDLE SCHOOL RULES**
- **\*\*MAKE SURE ALL TEAMS ARE COMPLETE**

### 3. COMPETITIVE EVENTS (3 Components)

#### [Summary of Event Requirements](#)

#### [Preparing for Competitive Events](#)

#### 1. Online Tests

- Administered at schools **March 10-28** All students will be automatically registered for events that will require an online test prior to the state conference. Chapter advisors **cannot** be the proctor for the test. A proctor **MUST** be assigned for each testing session and run the test in an ethical and equitable manner. [Testing Suggestions](#) (most of this doc applicable to online tests)
- [Testing Login \(HOTS\)](#)

#### CEs with online test requirements:

Behavioral Health	Home Health Aide
Biomedical Debate State	HOSA Bowl
Biotechnology	Foundations of HOSA Bowl – MS
CERT Skills	Human Growth & Development Life
Clinical Laboratory Science	Threatening Situations – MS
Clinical Nursing	Math for Health Careers - MS
CPR/First Aid	Medical Assisting
Creative Problem Solving	Medical Law and Ethics
Cultural Diversities & Disparities in Healthcare	Medical Math
Dental Science	Medical Reading
Dental Terminology	Medical Spelling
Dynamic Decisions- MS	Medical Terminology
Emergency Medical Technician	Nursing Assisting
Epidemiology	Nutrition
Forensic Science	Occupational Therapy
Foundations of Medical Reading (MS)	Parliamentary Procedure
Foundations of Medical Terminology MS	Patient Care Technician
Foundations of Nutrition - MS	Pathophysiology
Foundations of Vet Science MS	Pharmacology
Health Informatics	Pharmacy Science
Healthcare Issues Exam	Phlebotomy
Health Career Exploration	Physical Therapy
Healthy Living	Sports Medicine
Healthy Living - Middle School	Veterinary Science
	World and Health Disparities



## 2. Digital Uploads

- Individual students will be required to upload the required documents by **March 15th**. Make sure every student has a working email (not the advisor's email) listed in their CMS profile. Please check the event guidelines for requirements. IT IS THE SOLE RESPONSIBILITY OF THE STUDENTS TO READ THEIR GUIDELINES.
  - [Member Instructions](#)
  - [Chapter Advisor Instructions](#)

### CEs With Upload Requirements

American Red Cross Volunteer (HATS)	HOSA Service Project (HATS)
Barbara James Service Award (HATS)	Interviewing Skills
Clinical Specialty	Job Seeking Skills
Community Awareness	Life Support Skills Medical Innovation
Emotional Well-Being Challenge	Mental Health Promotion
Exploring Medical Innovation	MRC Partnership
Family Medicine Physician	Personal Care
Extemporaneous Writing-Health Policy (opt)	Public Health
Forensic Science (opt)	PSA
Health Career Display	Researched Persuasive Writing and Speaking
Health Career Photography	Research Poster
Health Education	Speaking Skills
Health Literacy Ambassador (HATS)	

## 3. Onsite Competition

- All competitors should arrive with all materials (including proper dress) required in the event [guidelines](#)

### Dress Code

Bonus points will be awarded for [proper dress](#).

Round 1: Proper business attire, official HOSA uniform, or attire appropriate to the occupational area

Round 2: Attire appropriate to the occupational area

### Competitors Must Provide:

- [Photo ID](#) for both rounds
- Two #2 lead pencils (not mechanical) with eraser for the test.
- Ink pen
- Shoe covers
- Face mask
- Hair cover
- Beard cover (if appropriate)
- Hair Tie to pull back long hair (if appropriate)
- Sterile non-shedding gown with snug-fitting cuffs
- Eye shields or goggles
- Sterile, powder-free, latex free gloves

- IT IS THE SOLE RESPONSIBILITY OF THE STUDENTS TO READ THEIR GUIDELINES.

## TENTATIVE AGENDA

<b>NM HOSA</b> <b>State Leadership Conference</b> <b>April 3-5, 2025</b>		
<b>Thursday, April 11, 2025   Marriott Pyramid North</b>		
8:00 am – 11:00 am	Conference Registration/Headquarters	
<b>11:15 am</b>	<b>Mandatory Advisor Meeting</b>	
<b>11:45 – 12:45</b>	<b>Judge and Event Manager Orientation/Lunch</b>	
The following events have a set-up time OR drop-off time:		
12:45 pm – 1:00 PM	Research Poster set-up Health Career Display set-up	
Event Times – Please check individual schedules		
12:45 pm -2:00 pm 1:00 pm – 2:00 pm	Dynamic Decisions Prep Present	
1:00 pm – 2:30 pm	Health Career Preparation	
1:00 pm – 2:30 pm	Health Research Poster Presentation/Judging	
1:00 pm – 3:00 pm  3:00 – 3:30 pm 3:30 pm – 4:30 pm	Health Career Display – Judging Section 1 Section 2 MS Presentations <b><i>Finals for Secondary will be posted at 3 pm – at HQ. *Have students check the list for presentation times</i></b>	
1:00 pm – 2:00 pm	Extemporaneous Writing	
1:00 pm – 4:00 pm	Extemporaneous Poster	
1:00 pm – done	Medical Spelling	
1:00 pm – 3:00 pm	Healthy Living (MS, HS)	
1:00 pm -4:45 pm	Life-Threatening Situations MS	
1:00 pm – 3:00 pm	Foundations of Vet Science	
1:00 pm	Officer Candidate Testing	
2:00 pm	<b>HOSA Officer Candidate Interviews</b>	
3:30 pm	Voting Delegate Orientation/Meet and Greet Candidates	
7:30 pm	<b>Opening Session   Business Session</b>	Grand Ballroom
<b>Workshops</b>		
2:30 pm		

<b>Friday, April 4, 2025   Marriott Pyramid North</b>		
7:00 am – 8:00 pm	Conference Headquarters	
7:30 am – 8:15 am	<b>Judge/Event Manager Orientation &amp; Breakfast</b>	
8:00 am – 8:15 am 8:30 am – 10:00 am 10:00 am – 10:30 am 10:30 am - noon	Exploring Medical Innovation MS Medical Innovation Set-Up Judging Presentation – Exploring Medical Innovation Presentation – Top 10 Medical Innovation <b><i>Finals for Secondary will be posted at 10 am – at HQ. *Have students check the list for presentation times</i></b>	
8:30 am – 12 noon	Creative Problem Solving Prep Present	
8:30 am – 10:30 am	Public Health	
8:30 am – 9:30 am	Prepared Speaking (MS)	
8:30 am – 8:45 am	Interviewing Skills	
8:45 am - noon	Job Seeking Skills	
8:30 am – 10:30 am	Health Career Photography	
8:30 am – 10:30 am	Prepared Speaking (HS)	
8:30 am - noon	Extemporaneous Health Poster (Judging only)	
8:30 am – 12:00 pm	Forensic Science	
8:30 am – 10:00 am	Research Persuasive Writing/Speaking	
10:00 am - noon	Extemporaneous Writing (Judging only)	
10:00 am – 11:30 am	Speaking Skills	
10:00 am - noon	Foundations of HOSA Bowl Holding Present	
<b>11:45 am – 1:00 pm</b>	<b>Judge/Event Manager Orientation/Lunch</b>	
1:00 pm – 2:00 pm	Parliamentary Procedure Prep Present	
1:00 pm – 4:00 pm	HOSA Bowl Holding Present	
1:00 pm – 5:00 pm	Biomedical Debate Hold Debate	
1:00 pm – 2:15 pm	Health Education	
1:00 pm – 2:30 pm	Clinical Specialty	
1:00 pm – 3:45 pm	Family Medical Physician	
2:30 pm – 3:30 pm	Community Awareness	
2:30 pm – 4:00 pm	Public Service Announcement	

3:45 pm – 4:30 pm	Mental Health Promotion	
4:00 pm	<b>HOSA Board Meeting</b>	
5:00 pm	<b>Awards Session – Middle Level</b>	<b>Grand Ballroom</b>
6:00 pm – 10:00 pm	<b>HOSA Fun Night (by pre-purchased ticket only)</b>	<b>Main Event</b> 4040 Pan American Fwy, NE, Albuquerque, NM
<b>Workshops</b>		
<b>9:00 am – 10:00 am</b> <b>10:00 am – 11:00 am</b> <b>11:00 am – 12:00 pm</b>  <b>1:30 pm – 2:30 pm</b>  <b>2:30 – 3:30 pm</b> <b>3:30 – 4:30 pm</b>		
<b>Saturday, April 5, 2025   UNM Domenici Center</b>		
7:30 am	Conference Headquarters	2720
7:30 am – 8:30 am	<b>Judges/Event Manager Orientation/Breakfast</b>	2720
	Holding Room for Events - students participating in events will need to report to this room at 8:45 am	1731 and 1735
	<b>School hangout rooms</b> These rooms can be utilized by chapters to hang out during the day. You are responsible for cleaning up and resetting the rooms.	
9:00 am – 12:30 pm	Biotechnology	DCNW 1742
9:00 am – 10:00 am	CERT Skills	DCNW 1748
9:00 am – 10:00 am	Clinical Laboratory Science	DCNW 1741
9:00 am – 12:00 pm	Clinical Nursing	DCNW 1744
9:00 am – 11:00 pm	Dental Science	DCNW 1749
9:00 am – 12:00 pm	Emergency Medical Technician (EMT)	DCNW 1751
9:00 am – 12:15 pm	Home Health Aide	DCNW 1756
9:00 am – 9:15 am	Life Support	DCNW 1745
9:00 am – 12:00 am	Medical Assisting	DCNW 1754
9:00 am – 12:30 pm	Nursing Assisting Section 1 Section 2	DCNW 1766 DCNW 1769
10:00 am – 10:15 am	Personal Care	DCNW 1748
10:30 am – 11:30 am	Pharmacy Science	DCNW 1748
9:00 am – 1:00 pm	Physical Therapy	DCNW 1752
9:00 am – 1:15 pm	Sports Medicine Section 1 Section 2	DCNW 1764 DCNW 1765

9:00 am – 12:30 pm	Veterinary Science Section 1 Section 2	DCNW 1759 DCNW 1761
9:00 am – 3:00 pm	CPR/First Aid Section 1 Section 2	DCNW 1745 DCNW 1746
12:00 pm – 1:00 pm	<b>Judge/Administrator Break/Lunch</b>	B 102
5:30 pm	<b>Grand Awards Session</b> <b>Advisor meeting immediately following awards</b>	UNM SUB Ballroom B & C