

TO: SC HOSA ADVISORS
FROM: ANGEL CLARK, SOUTH CAROLINA HOSA STATE ADVISOR
DATE: MARCH 23, 2023
SUBJECT: 2023 HOSA INTERNATIONAL LEADERSHIP CONFERENCE (ILC)
JUNE 21-24, 2023 -DALLAS, TX

In February, the 2023 International Leadership Conference (ILC) Guide was posted to the National HOSA Website at this link, [International Leadership Conference – HOSA](#) .

 **ILC is being held at the Kay Bailey Hutchison Convention Center
Conference Hotel is the Omni Dallas Hotel**

This memo will define the SOUTH CAROLINA procedures for conference registration, hotel reservations, and required paperwork.

Thank you for your contributions at our SC HOSA State Leadership Conference. We had a very successful conference. Congratulations to all the competitive events winners, scholarship and award recipients, and new state officers. First, second, and third place winners are eligible to advance to the national competitive events program. Fourth and fifth place winners would be allowed to represent SC HOSA, if any of the top three winners cannot attend the ILC.

If any of your first, second, or third place winners ARE UNABLE TO ATTEND the ILC, you should email the chapter advisor of the 4th place winner and copy Angel Clark, as soon as possible but, to give the 4th place winners time to get registered, please make your deadline to contact the next in line before you go out on spring break or absolutely no later than April 15th.

If the 4th place winner is unable to attend, this advisor should contact the 5th place winner's advisor. The winners list and advisor emails are posted at www.schosa.org on the International Leadership conference link and the state leadership page. Please follow this request ASAP so that eligible competitors can begin making plans.

ILC ONLINE CONFERENCE REGISTRATION INFORMATION

- **Registration must be completed online; registration instructions are located on page 10, at this link [2022-23-HOSA-ILC-Guide](#) Please complete registration by 11:00 PM on May 15^h. Each chapter's registration we will be validated on May 16^h. There will be no refunds or changes once your chapter's registration is validated.**

- Complete the online registration form. Save a copy for your records. Email all required medical and code of conduct forms, and a copy of the hotel rooming list to: schosa@outlook.com to be received by May 16th.
- NOTE: All registrations must be paid by May 16th. After May 16th, there will be no refunds for registrations in the HOSA Conference Management System.
- **Your check should be made payable to SC HOSA** and mailed to SC HOSA, PO Box 866, Lexington, SC 29071 along with a copy of the Registration Summary. **DO NOT MAIL YOUR CHECK TO NATIONAL HOSA.**
- **NEW STATE OFFICERS:** Please register your new state officers for the ILC conference. Also register them for HOSA 301 State Officer Training. SC HOSA will pay conference registration fees and HOSA 301 for all **newly elected** state officers. You will receive an invoice for the adjusted total. This year, SC HOSA will also cover the officer's hotel room for Monday through Saturday nights (6/19-23 - 6/25/23) Officers will be chaperoned by the state officer coaches, Katrina Haynes and Amy Donaldson for activities during the week. **Schools will be responsible for their officer transportation to the ILC. Please plan their travel to arrive on Monday, June 19th. The Officer Coaches will be in touch with a memo to you, the officer, and the parent with requirements and instructions.**
- If any school needs an invoice for registration, you can print it directly from the HOSA registration website. If you need assistance with invoicing contact Amanda at schosa@outlook.com

HOTEL RESERVATION and TRAVEL INFORMATION

[2022-23-HOSA-ILC-Guide](#) PAGE 22

- **PLEASE NOTE: All delegates must be housed in approved conference housing to be eligible for competition.**
- Please read these pages in FULL to have all the information that you need about hotel reservations, we cannot assist you with any of this at the state level.
- Please read carefully the credit card information and ADDITIONAL HOTEL COSTS commonly referred to as incidental charges on page. They may charge a night's stay as a deposit on your credit card when you make your reservation. Please pay attention to the cancellation rules of the hotel.
- Other hotels may be found at [Travel – HOSA](#)
- DEADLINE FOR HOTEL RESERVATIONS IS MAY 15TH.

MEDICAL LIABILITY RELEASE AND CODE OF CONDUCT FORMS

[Medical Liability Release](#) and [Conduct Code](#) forms are required for each student, advisor and guest. All can be downloaded from the SC HOSA website, choose “Conferences” and “ILC” tab. The standards in the Code of Conduct are expected of all advisors, students, and guests attending the ILC. **These forms should be [alphabetized and scanned to SC HOSA at schosa@outlook.com](mailto:schosa@outlook.com) to be received by, May 16th – required by National HOSA. You will also need to bring two copies of each of the forms with you to the conference. One for me, and one for you, in case you have an emergency.**

HOSA LEADERSHIP UNIVERSITY INFORMATION

SC HOSA will pay the registration fee for NEW state officers to attend HOSA 301, Tuesday, June 21st. Other leadership sessions are available and are described in the conference guide. Please make sure to register your new state officer for this activity in your registration.

NATIONAL SERVICE PROJECT

You may continue adding your donations for BE THE MATCH until May 15th. If you have errors in your online entries, please go ahead and correct them now. If there are still pending amounts in the system advisors should go in and approve or deny these pending amounts. SC recognitions do not have anything to do with recognitions at the ILC. If your online account is wrong, please correct it as we cannot help you out. We will NOT be contacting you to approve or correct anything. All corrections and approvals must be completed by May 15th.

BARBARA JAMES SERVICE AWARD

We don't calculate anything at the state level for national recognition. They go strictly by what your student enters and what you, as an advisor, approve online for your students. We will NOT be checking behind you or notifying you of entries that have not been approved. Please make any corrections if there were errors in your verifications. Advisors, please go into the system and either approve or deny any pending hours. If your online account is wrong, we cannot do anything at the state level to correct it. You may continue to add hours through May 15th.

HOSA Happenings

HOSA Happenings **does not** need to be resubmitted. Schools who received scores of **80 or higher at state** will be recognized at the ILC. **You do need to make sure that you register for this online if you were recognized at State for HOSA Happenings and you will be attending the ILC.** You should bring a printed copy of your newsletter to ILC to share during project share time. (See guidelines) You do not have to be present to be recognized.

REFUND POLICY

- **No refunds will be paid after May 16, 2023** for any registrations in the CMS
- **Substitutions within teams are allowable until Monday, June 20th by 6:00PM** for a \$25.00 charge.
- **NO ADDITIONS** are accepted after May 16th.
- **Deletions** are accepted through registration on Wednesday June 21st but please notify us sooner if you have any.
- All substitutions must be made through the state registration to Amanda Wilson (schosa@outlook.com) and Angel Clark (aclark@ed.sc.gov). Please copy us both on the request.

REMINDERS IN PLANNING FOR THE ILC

- A **team** event **must include at least 25%** of the original team members from the winning team at the state level. Other "qualified" student **members** may be substituted or added in remaining team positions so that the minimum number of team members will be present to compete and is consistent with the rules for that event.
- A student may NOT compete in more than one competitive event.
- Although, a student may compete in only one competitive event, they **are allowed** to compete in any of the recognition events.
- Review **Competitive Events Topics, Updates and Reminders** in the ILC Guide

Review Official HOSA Uniform Policy and other dress requirements with your students. They are very strict at the ILC. PAGE 17-18 of the Guide:

[2022-23-HOSA-ILC-Guide](#)

Check the HOSA Web site, www.hosa.org frequently for conference updates.

- All competitors **must provide a photo ID when checking in for their event.**
- If you have questions, contact Angel Clark, aclark@ed.sc.gov

IMPORTANT INFORMATION ONCE YOU ARRIVE AT ILC

- **ILC packets:** Packet distribution will occur from 8:30 AM–1:00 PM on Wednesday, June 21st.
- **If arriving after 1:00 on Wednesday, June 21st, contact Amanda Wilson **prior to the conference** to make arrangements for packet pick up.** (schosa@outlook.com, 803-917-0930)
- You should know your travel plans ahead of time.
 - All late registration packet pickups must be pre-arranged, and a copy of your travel itinerary may be requested. Emergencies arise and we understand. We will attempt to get you your registration packet on Wednesday, within reasonable hours if possible.
- There will be no state meeting after opening session scheduled at this point.

- SC HOSA will sponsor several competitive events. Please plan to sign up for a competitive event as an event assistant. We generally need anywhere from 35 to 60 people to assist with our SC sponsored events. Also, we will need four advisors to volunteer for one of the social events. We are assigned (either Friday or Saturday night- like the dance or hypnotist from 10PM- midnight. We will need a school with 4 students to volunteer to take up tickets one evening at the door too. We will need a volunteer to judge Outstanding HOSA Chapter as well. You can sign up online for these assignments on the SC HOSA Website- ILC page. [International Leadership Conference – SC HOSA Future Health Professionals](#)

SUMMARY

**SCAN TO SCHOSA@OUTLOOK.COM - THE FOLLOWING INFORMATION
to be received by **TUESDAY, MAY 16th****

- ⇒ Copy of your online registration form
- ⇒ Copy of your hotel confirmation and rooming list
- ⇒ Credit Card Payment or Check for registration **payable to SC HOSA (due no later than May 16th)** for the total amount due
- ⇒ Alphabetized, Medical Liability Release form for each student, advisor and guest.
- ⇒ Alphabetized, National HOSA Conduct Code form for each student, and guest.
- ⇒ Advisors' Code of Conduct form for each advisor and chaperone
- ⇒ (www.schosa.org – International Leadership Conference Tab)