

# REGISTRATION INFORMATION

Please review all registration information carefully to avoid any difficulty when registering your delegation for the ILC. All registration policies are set forth and approved by the HOSA, Inc. Board of Directors.

## Registration Fees

Student Members. . . . . \$90

Professional Members (Advisors, Alumni) . . . . \$90

Nonmembers (Chaperones, Guests, Family) . . . \$90

### The registration fee includes:

- Registration Materials
- Conference Program & App
- General Sessions Operations
- Entertainment & Speakers
- Exhibition and Educational Symposium
- Industry Tours & Leadership Training
- Transportation Shuttles (as needed)
- Recognition and Awards
- Media Productions
- Convention Space Rental
- General Conference Operating Expenses

### Registration Deadline: May 15

## Registration Process

1. Members qualify to attend the HOSA ILC based on their chartered association's eligibility guidelines.
2. Chapter advisors register for the conference for their chapter attendees (including guests, chaperones, and family members) via HOSA's Conference Management System (CMS) at [hosa.org](http://hosa.org). The conference registration deadline is May 15, unless a different date is specified by the chartered association advisor.
3. Chapters should submit payment to the chartered association. The chartered association advisor reviews and verifies the registration information from each chapter advisor and submits the final registration for the chartered association.
4. Any changes in registration are made by the chartered association advisor to HOSA Headquarters.
5. State advisors will distribute conference registration materials on the first day of the conference, Wednesday, June 26 from 8:00 AM – 12:00 PM.

## Cancellation, Substitution and Refund Policy

- Chapter advisors may edit their conference registration information in HOSA's CMS until the conference registration deadline on May 15 or the registration deadline specified by the State Advisor.
- After May 15, no cancellations will be accepted, and no refunds will be issued.
- After May 15, chapter advisors must submit any changes to names, spelling, competitive events, leadership workshops, etc. through the State Advisor. Only the State Advisor can make any additions or substitutions to registrations after the deadline.
- Substitutions are made by the State Advisor to HOSA Headquarters until the ILC registration officially closes on Tuesday, June 25 at 5:00 PM.

## Payment Information

Chapters will be billed for all delegates in HOSA's CMS at midnight on May 15. Chapters should submit payment to their chartered association.

For technical support with registration, call 800.321.4672 or email [hosa@hosa.org](mailto:hosa@hosa.org) and HOSA will be happy to assist you.