

# Advisor SLC CHECK LIST

- \*\*\*\*\***Read the CONFERENCE GUIDE**\*\*\*\*\*
- **Register** your students, advisors, and chaperones. All students should have a **personal email** associated with their HOSA membership. A school email should NOT be listed for students.
  - Within the registration, make sure you have all t-shirt sizes selected (every person registered for the conference receives a conference t-shirt)
  - Designate an Outstanding HOSA member (OHM) if you choose to do so
  - Designate your student Voting Delegates
  - Designate your Courtesy Corp members
  - If you have team events, you have the correct number of team members registered for that event
  - It's advisable to print out your registration and ask each student to verify their information by signing it. This is an effective method of ensuring that all information is accurate. If you're unsure how to print your registration, refer to slide 21 in section #2 of the conference guide for guidance.
- **Hotels open on January 6<sup>th</sup> at 8AM**
  - You must be registered for the conference before requesting a hotel. All hotels, descriptions and pricing can be found on #6 of the Conference Guide.
  - To request a hotel, you must complete our Conference Verification Form
    - Once completed, you will receive a rooming list within 3 business days of your submission. Note: Hotel rooms are not guaranteed until you have submitted your rooming list to the hotel and you receive confirmation from the hotel. We do our best to accommodate all requests for your first choice hotel, however, if the hotel does not have your required rooms, you will have to select another hotel.
- **Pay close attention to all deadlines** found on # 7 for the conference guide
- **All Photos:** Chapter and OHMs should be emailed to schosa@outlook.com by February 17<sup>th</sup> to appear in the conference presentations. Information is found on #4 of the conference guide.
- **Payment deadline** is February 25<sup>th</sup>. You may pay with a credit card or mail your check to: SCHOSA, PO Box 866, Lexington, SC 29071
- **All Forms:** Student, Advisor/Chaperone Code of Conducts and all Medical forms should be completed and assembled correctly to turn in at conference registration. All forms and information can be found on #4 of the conference guide
- **"Digital Uploads"** deadline is February 17<sup>th</sup>, NO EXCEPTIONS. This information can be found on #5 in the conference guide.
  - Tell your students not to wait until February 17<sup>th</sup> to upload their required documents. There are always students who have issues with uploading. The deadline will not be extended because a student has problems uploading.