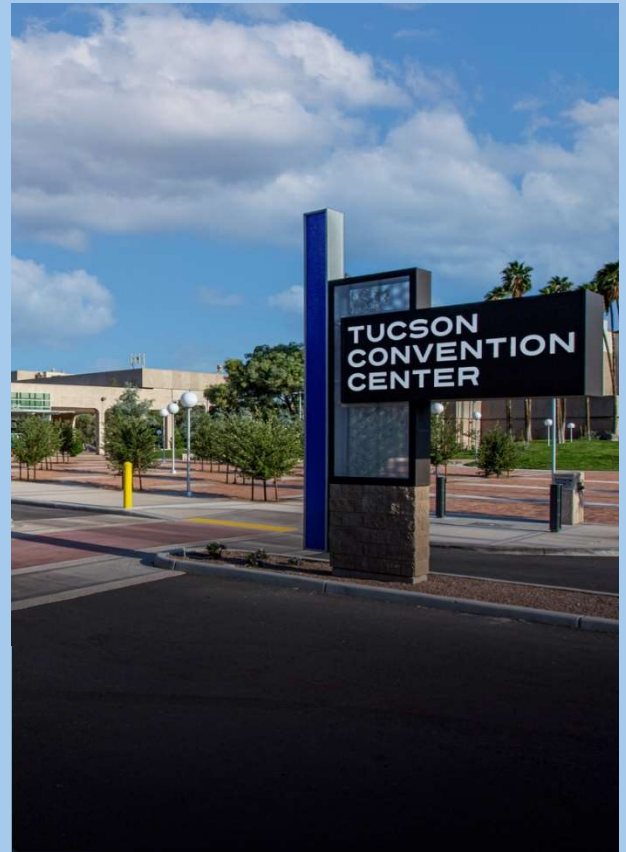




STATE LEADERSHIP CONFERENCE GUIDE



TUCSON, AZ
MARCH 17-19, 2025

2025 STATE LEADERSHIP CONFERENCE

The 2024-2025 State Executive Council welcomes you to the 2025 State Leadership Conference!

This Spring, Arizona HOSA members from across the state will gather at a brand-new venue in Tucson, AZ, to network with fellow members and take part in workshops, activities, and our Competitive Events program, in the pursuit of qualifying for the International Leadership Conference in Nashville, TN.

This year we are building a Legacy of Leadership and SLC will be a time for you to develop your career dreams, forge friendships for a lifetime, explore educational and career opportunities, and show off your skills as we take on Tucson together!

2025 SLC VENUE: Tucson Convention Center
260 S Church Ave
Tucson, AZ 85701

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PREPARING TO ATTEND



Step 1. Get School & District Approvals

Before registration opens on January 27, 2025, be sure to secure all permissions necessary from your school and/or district. This conference is an overnight trip and, therefore, likely requires governing board approvals, so submit all required paperwork as soon as possible. Once you have secured all required approvals, you are ready to register for SLC!



Step 2. Register for SLC

All registrations occur through the Arizona HOSA Conference Management System, or CMS. Before you register, the items listed below must be completed:

- All past invoices with a balance must be paid.
- All students and advisors attending the conference must be affiliated (submitted and paid) in the chapter's CMS account.

Be sure to also select the chosen and qualifying competitive and recognition event(s) for all members planning to compete. Refer to the event guidelines for the team sizes allowed for team events and ensure that members are correctly teamed up in the registration system prior to the deadline.



Step 3. Reserve Hotel Rooms

Arizona HOSA contracts with hotels for the State Leadership Conference. Room rates and cost of meeting space are based on the anticipated room pick-up. It is required that attending chapters stay within the contracted conference room blocks.

All hotel reservation requests will be made through a Wufoo request form at the time of registering. Rooms are booked on a first-come first-served basis and are only available based on those individuals registered for the conference. Reservation requests should be made with the groups' transportation plans in mind (i.e. If you will have a bus on site at all times, please do not take rooms at hotels with provided shuttles and leave those for chapters being "dropped-off") Reservations and cancellations will not be honored after the reservation deadline.



QUALIFYING PROCESS

In order for a member to be eligible to compete at the State Leadership Conference, they must follow the qualifying process. This process includes three different "pathways" for members to follow:

Pathway 1 - Regional Conferences

Pathway 2 - Online Testing

Pathway 3 - Direct-To-State

Pathway 1 - Regional Conferences

Approximately 13 of our Competitive Events are included in our Regional Conferences. If the event that the student/member is pursuing is one of these events, they **MUST** attend the appropriate Regional Conference and finish in the top 5-7 in their region in order to advance to the State Leadership Conference.

Pathway 2 - Online Testing

Approximately 27 of our Competitive Events require members to qualify for SLC by first taking an online test. These tests are administered on your school's campus by a proctor, other than the local advisor. The top-ranking members in each event are notified after the testing window closes and results processed, that they have qualified to compete in that event at the State Leadership Conference. Typically, the round of competition at the SLC in these events include either a presentation or skill demonstration for judges.

Pathway 3 -Direct-To-State

Approximately 10 of our Competitive Events allow members to go directly to the State Leadership Conference without a specific qualifier needed. However, there are limits on how many entries each chapter can have for these (and all) events at the SLC, based on the size of the chapter. The majority of these events involve the members taking a paper/pencil test at the SLC in the attempt to qualify for the International Leadership Conference.

More information regarding the qualifying process, including which pathway each event falls into, can be found on the Competitions tab of the Arizona HOSA website.

DRESS CODE POLICY

Arizona HOSA follows the same mandatory dress code policy for the State Leadership Conference that is in place with the National organization for the ILC. Please review the policy prior to attending to ensure you and your students do not miss out on any sessions.

The official dress code is worn for Arizona HOSA activities per the dress code as outlined. Members may select the attire that best fits the gender with which they identify. This is a personal choice as long as the HOSA guidelines are followed.

MANDATORY ATTIRE:

General Session Dress (REQUIRED):

HOSA's Official Uniform Policy

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue or black shoes (hose optional)
- Belt (blue or black)
- Head covers required for religious purposes or to honor cultural traditions are allowed.

OR,

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (can be member's choice)
 - Accent: maroon HOSA scarf (optional)
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)

Competitive Events Dress:

Delegates must adhere to the policy specified in the individual competitive event guidelines for the orientation and event in which they compete.

Business Attire: For Business Attire, competitors can EITHER wear the official HOSA uniform described above OR any of the following acceptable business dress (shoes and clothing can be of ANY color):

- Suit
- Shirts
- Jackets
- Pants
- Dresses
- Sports Jackets
- Skirts
- Shoes (closed-toe; open-toe; heeled sandals are permitted)

Clinical Uniform or Attire Appropriate to the Occupational Area: This dress code is required for skill events during the skill demonstration portion (not for testing). The following dress is acceptable (can be of any color/design, with or without the HOSA emblem)

- Scrubs, EMS attire, CERT attire
- Khaki-style pants with Polo-style top
- Clinical shoes or tennis shoes (must be closed toe, no open toe shoes allowed as part of the clinical uniform)
- Lab coat, worn over scrubs or over appropriate business attire (optional)

REGISTRATION RATES

Registration is required to participate in all sessions and special events at the State Leadership Conference and to reserve hotels in the official conference room block. Name badges will be checked for admission into the Tucson Convention Center and all other conference activities.

2025 State Leadership Conference Registration Rates

	Registration Only	All-Inclusive Registration
Members <i>Students who are affiliated and paid members of Arizona HOSA</i>	\$90	\$202
Advisors <i>Teachers who are affiliated as a primary or secondary advisor with Arizona HOSA</i>	\$45	\$157
Guests <i>All other individuals attending the conference, including chaperones.</i>	\$25	\$137

Registration Descriptions

Registration Only: Includes admission for one (1) attendee for the full duration of the conference, participation in one (1) competitive event for members only, and a conference t-shirt

All-Inclusive Registration: Includes registration, two (2) breakfasts, one (1) lunch, and two (2) dinners.

Add Ons:

Monday Dinner	\$25
Tuesday Breakfast	\$20
Tuesday Lunch	\$22
Tuesday Dinner	\$25
Wednesday Breakfast	\$20
National Geographic/Cengage Learning Academic Testing Center Exam	\$5/ea

HOTEL INFORMATION & POLICIES

Many of the official conference hotels are within walking distance of the Tucson Convention Center or are near one of the stops of the Sun Link Streetcar. A small number of hotels are not within walking distance and are not along the route of the Sun Link Streetcar. We will be providing limited shuttle services to some of the hotels for your convenience.

AC Hotel Tucson Downtown

151 E Broadway Blvd, Tucson, AZ 85701

Check In 3:00 PM; Check Out 12:00 PM

Rate: \$235.00 per room per night (*rates include all taxes, fees, and parking*)

Total Rooms Available: 25

Room Types: Standard Double/Double

Distance to Tucson Convention Center: 0.5 miles (11 minute walk)

No shuttle provided

Graduate Tucson

930 E 2nd St, Tucson, AZ 85719

Check In 4:00 PM; Check Out 12:00 PM

Rate: \$268.00 per room per night

Total Rooms Available: 45

Room Type: King; Double/Double

Directions to Tucson Convention Center:

- Walk to University Blvd & Tyndall Ave Stop (3 minute walk)
- Board the Sun Link Streetcar Westbound to Convento & Congress St (13 minute ride)
- Exit Sun Link Streetcar at Congress St & Church Ave
- Walk to Tucson Convention Center (8 minute walk)

Shuttle will be provided/available

Hampton Inn Tucson Downtown

141 S Stone Ave, Tucson, AZ 85701

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$235.00 per room per night (*rates include all taxes, fees, and parking*) *Includes free breakfast

Total Rooms Available: 30

Room Type: 1 King; 2 Queens

Distance to Tucson Convention Center: 900 feet (5 minute walk)

No shuttle provided

DoubleTree by Hilton Tucson Downtown Convention Center

280 S. Church Ave, Tucson, AZ 85701

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$279.00 per room per night

Total Rooms Available: 45

Room Type: King; Double/Double

Distance to Tucson Convention Center: Adjacent/connected to TCC.

No shuttle provided

Home2 Suites by Hilton Tucson Downtown

141 S Stone Ave, Tucson, AZ 85701

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$235.00 per room per night (rates include all taxes, fees, and parking) *Includes free breakfast

Total Rooms Available: 30

Room Type: 1 King Bed Studio; 1 Queen Bed Studio; 2 Queen Beds Studio

Distance to Tucson Convention Center: 900 feet (5 minute walk)

No shuttle provided

Aloft Tucson University

1900 E Speedway Blvd, Tucson, AZ 85719

Check In 3:00 PM; Check Out 12:00 PM

Rate: \$190.00 per room per night

Total Rooms Available: 50

Room Type: King; Double/Double

Directions to Tucson Convention Center:

- Walk to Warren Ave & Helen St Stop (8 minute walk)
- Board the Sun Link Streetcar Westbound to Convento & Congress St (22 minute ride)
- Exit Sun Link Streetcar at Congress St & Church Ave
- Walk to Tucson Convention Center (8 minute walk)

No shuttle provided

The Leo Kent Hotel

1 S Church Ave, Tucson, AZ 85701

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$230.00 per room per night

Total Rooms Available: 60

Room Type: King; Double/Double

Distance to Tucson Convention Center: 0.2 miles (6 minute walk)

No shuttle provided

Ramada by Wyndham Tucson

777 W Cushing St, Tucson, AZ 85745

Check In 3:00 PM; Check Out 12:00 PM

Rate: \$156.00 per room per night (rates include all taxes, fees, and parking) *Includes free breakfast

Total Rooms Available: 50

Room Type: QQ; K+S

Directions to Tucson Convention Center:

- Walk to Cushing St & Frontage Rd Stop (2 minutes)
- Board the Sun Link Streetcar Eastbound to Warren Ave & Helen St (5 minute ride)
- Exit Sun Link Streetcar at Broadway Blvd & Church Ave
- Walk to Tucson Convention Center (6 minute walk)

No shuttle provided

Sheraton Tucson Hotel & Suites

5151 E Grant Rd, Tucson, AZ 85712

Check In 3:00 PM; Check Out 12:00 PM

Rate: \$196.00 per room per night (rates include all taxes, fees, and parking)

Total Rooms Available: 50

First Arrival Allowed: March 3, 2025

Room Type: Run of House Traditional Doubles and Double Suites

Parking: \$0 self-parking

Distance to Tucson Convention Center: 8.1 miles (21 minute drive)

No shuttle provided

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### Tucson Marriott University Park

880 E 2nd St, Tucson, AZ 85719

Check In 3:00 PM; Check Out 12:00 PM

**Rate: \$212 per room per night**

Total Rooms Available: 175

Room Type: Double Queen; One Bedroom Suite

Directions to Tucson Convention Center:

- Walk to University Blvd & Tyndall Ave Stop (3 minute walk)
- Board the Sun Link Streetcar Westbound to Convento & Congress St (13 minute ride)
- Exit Sun Link Streetcar at Congress St & Church Ave
- Walk to Tucson Convention Center (8 minute walk)

Shuttle will be provided/available

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Wyndham Westward Look Grand Resort & Spa

245 E Ina Rd, Tucson, AZ 85704

Check In 4:00 PM; Check Out 11:00 AM

Rate: \$202.00 per room per night

Total Rooms Available: 200

Room Type: Double-Double; King

Distance to Tucson Convention Center: 9.7 miles (26 minute drive)

Shuttle will be provided/available

Reservations

- All hotel reservations must be made by 11:59 PM on February 15th, 2025. Requests made after 11:59 PM on February 15th, 2025, cannot be guaranteed the conference rate or within the official conference hotel block.
- Hotel reservations must be made through the Arizona HOSA office at the time of registration. Telephone reservations will not be accepted, and reservations not made through the Arizona HOSA office will not be included in the 2025 SLC hotel block.

- Only registered conference attendees are eligible to take advantage of the Arizona HOSA negotiated conference room rates within the housing block. It is the responsibility of the adviser/chaperone to provide supervision to their student(s) throughout the entire conference.

Deadlines

- All reservations must be made by 11:59 PM on February 15th, 2025.
- All requests for cancellations must be made by 11:59 PM on February 20th, 2025.

Payments

- All payments – for registration and for housing – should be sent to Arizona HOSA at PO Box 1440, Owasso, OK 74055 and must be received on or prior to March 17th, 2025.
- Payments not mailed by February 10, 2025, should not be sent and instead should be in the possession of the advisor to make payment when they pick up their registration materials on March 17th, 2025, at the start of the conference. Arizona HOSA will be able to accept checks or credit card for the full cost of the hotel stay when advisors pick up registration materials.
- Hotels will require a credit card for each reservation at the time of check in to place on hold for incidentals.

Room Types

- Arizona HOSA works to secure as many rooms as possible that will ensure all attendees have a place to stay. The number of available rooms and types varies by location. We do ask that you try your best to fill rooms to max capacity wherever possible to ensure enough rooms for all attendees.
- Rollaway beds may be requested for single-bed rooms with two occupants for an additional charge and is based on the hotel's available inventory.

Hotel Room Occupancy

King Room: 1 King Bed; 1-2 guests

Double/Double: 2 Queen Beds; 3-4 guests

King Suite: 3-4 guests

Hotel Check-In

- Rooms will be pre-blocked by the hotels to keep groups together. The hotels will make an attempt to place students and chaperones on the same floor.
- Prior to going to check-in at the hotel, all chapters should first visit the conference registration desk at the Tucson Convention Center to check-in and ensure all balances have been paid with Arizona HOSA. The conference registration desk will be open starting at 2:00 PM on Monday, March 17, 2025.
- Check-in times for each hotel are listed, however, not all rooms may be immediately available. As your group's rooms become available the hotel will contact you. It is important that you allow the hotel to keep the rooms pre-blocked to keep your group together.

Hotel Check-Out

All attendees will need to check-out of their hotel room prior to the check-out time. To maintain organization, chapters should not bring their personal belongings to the Tucson Convention Center after checking out of their hotel. Instead, all luggage and personal belongings should be left on the bus, or at the bell desk with the hotel for attendees to pick up at the conclusion of the Closing General Session on Wednesday, March 19, 2025.

ADVISOR ASSIGNMENTS & RESPONSIBILITIES

Competitive Events

Chapter advisors should review their chapter's registration prior to the registration deadline to ensure participants are entered into the correct event, placed on the correct team, if appropriate, and that the members are aware of all required digital uploads. Accommodations may not be made for students who are registered in the wrong event, or who miss their competition time for a reason within the control of the chapter advisor, member, etc. Mistakes made by the State Office will be rectified to the furthest extent possible.

Advisor Assignments

We could not possibly run our comprehensive competitive events program without the support of our local advisors, and we appreciate you so much. All chapter advisors are required to aid in the execution of the State Leadership Conference by serving as event personnel for competitive events. Because we are holding over 90 different events in such a short time, it is imperative that chapter advisors report to their assignments on time and remain for the full duration of their assignment. The State Office makes best efforts when assigning these roles based on the advisor's experiences, hotel location, time commitment, etc.

Roles for Event Personnel may include:

- Event Manager
- Section Leader
- Event Assistant
- Timer

Voting Delegate Selection

Chapter advisors will be required to designate their chapter's two (2) Voting Delegates at the time of conference registration. Voting Delegates at the SLC are allowed to compete in their qualified event but are also required to attend the business session on Wednesday morning, March 19th to vote on the next year's State Executive Council, the state Pin Design, and any Bylaw changes pending approval.

Voting Delegates will be provided with information prior to SLC including the slated candidates for SEC, Pin Design finalists, and any proposed bylaw changes. They are encouraged to discuss these items with their chapter prior to SLC, as their vote should represent the voice of their chapter above their personal beliefs.

Advisor Responsibilities

It is the responsibility of the advisor to provide adequate supervision of their students at all times throughout the conference. The Arizona HOSA staff, as well as any Arizona Department of Education staff at the conference are not able to provide any supervisory responsibilities. If Arizona HOSA or ADE staff do find any members breaking any rules of the chapter or the conference, that will be immediately reported to the local advisor, who must be responsible for any disciplinary action that might need to be taken.

Advisors are expected to have possession of either physical or digital copies of EVERY attendee's Medical Liability and Code of Conduct forms for the duration of the conference. At check-in, advisors will sign an acknowledgement that they do possess these documents for every attendee in the event of an emergency.

FREQUENTLY ASKED QUESTIONS

Registration Questions

Why is the registration period so early?

The 2025 State Leadership Conference is the earliest it has ever been, but the timeline for registration is consistent with previous years in order to give advisors as much time as possible to complete registration, while also providing the Arizona HOSA office enough time to prepare materials once registration has closed.

A member's name is spelled incorrectly, how do I update their spelling?

The Arizona HOSA State Leadership Conference Registration system pulls advisor and member data directly from the chapter's CMS account. If the name is spelled incorrectly, it is because the advisor submitted incorrectly when they affiliated their members. To update this spelling, the advisor must make a request to Allison Ashford (allison.ashford@azed.gov) within 1 week of the close of registration in order for the correction to appear on the competitor list as well as the attendee's name badge at the conference.

Why do I have to provide unique emergency contact information upon check-in?

With such a large event, Arizona HOSA takes necessary precautions in the event of an emergency – including the collection of emergency contact information for each advisor. This will only be used in the event of an emergency and are not stored by the HOSA office at the conclusion of the conference.

Why can I not cancel a registration after the deadline?

Arizona HOSA signs multiple contracts and commits to meeting attendance minimums based on the number of registered attendees as of the registration deadline. When a chapter commits to attending, as of the deadline, Arizona HOSA in turn commits to its vendors on the chapter's behalf, orders supplies and materials for the conference, and therefore Arizona HOSA becomes financially responsible for those registered attendees. If chapters cancel after the deadline, Arizona HOSA has likely already paid for various aspects of their attendance and will therefore hold the chapter responsible for payment.

In the event of an emergency (once deemed an emergency by the Arizona HOSA office) a substitution MIGHT be possible after the close of registration, up to 10 days prior to the conference. Those requests must be made only in an emergency situation and made directly to the Arizona HOSA State Advisor to determine if the substitution request can be honored. These requests are not guaranteed.

Hotel Questions

How do I make reservations at the same hotel as another chapter at my school or in my district?

While Arizona HOSA understands the want to stay at the same hotel, a guarantee cannot be made as all hotel reservations are handled on a first-come first-served basis. To increase the likelihood of staying at the same hotel it is strongly encouraged that chapters secure purchase orders as soon as possible, prior to the opening of registration, registering for the conference as early as possible, and completing the hotel request form at approximately the same time as the chapter/school hoping to stay at the same hotel.

Why can I not book hotel rooms directly with the hotel and assign them later?

To maintain the fairness in booking the hotel rooms, and to prevent a chapter from overbooking and then releasing hotel rooms, only those hotel rooms who have attendees assigned can be booked. This ensures that a chapter does not book more rooms than they need, and then release them back, thereby preventing another chapter from being able to stay in that hotel. We understand that this is a new process this year and will do the best we can to ensure that it runs as smoothly as possible.

Who should payment be made to for hotel reservations?

All payments – including for hotels – should be directed to Arizona HOSA at PO Box 1440, Owasso, OK 74055. YES, this is different than in years past. Please begin now to prepare your district finance department for this change. Again, payments should NOT be made to the hotel directly, but to Arizona HOSA, who will then pay the bill for the entire hotel block.

Finance Questions

Where should all payments for State Leadership Conference be sent?

Payments for registration and hotels should be directed to Arizona HOSA at PO Box 1440, Owasso, OK 74055. Invoices for registration and hotels will be emailed to the advisor directly. Hotel invoices will be sent immediately upon Arizona HOSA booking the rooms on behalf of the chapter and payment should be ready to remit as soon as possible. Invoices for registration will go out to all chapter advisors at the same time, AFTER the close of registration. Please do not pay to the invoice that is generated by CMS at the time of registration, as that invoice number will not match our QuickBooks invoice.

Why is hotel payment required before arriving at the State Leadership Conference?

With Arizona HOSA securing hotel rooms on behalf of all attendees, Arizona HOSA becomes financially responsible for over half-a-million dollars. It is not financially feasible for the organization to be able to front this money until chapters pay back. Instead, reservations are made using the established credit of the organization on behalf of the chapters, while the chapters send payments to Arizona HOSA. Arizona HOSA will be required to issue payments directly to all hotels according to the contracted deadlines to secure the hotel reservations for chapters. All chapters are expected to send payments to Arizona HOSA immediately upon receipt of the hotel invoice to ensure the organization has the financial resources to secure the hotel reservations for chapters.

Do I have to pay for parking at the Tucson Convention Center or at the hotel?

No, chapters that are parking on site will not need to pay for parking. Arizona HOSA is coordinating with the Tucson Convention Center and contracted hotels to ensure parking is available.

Additional Questions

If your question is not answered here, please either post it to the Q&A Padlet, or email the Arizona HOSA State Advisor at Sandra.Oligny@azed.gov



ARIZONA DEPARTMENT OF EDUCATION

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