

# Extemporaneous Writing - Health Policy

## Arizona HOSA EVENT GUIDELINES

### Individual Event

**THIS EVENT REQUIRES ELECTRONIC DEVICE ON BATTERY POWER ONLY WITH INTERNET ACCESS FOR EACH CONFERENCE**  
 Submission will be by online form, or USB as determined by Event Staff

Conference	Available	Required Upload Deadline	Details at a Glance
<b>Regional Leadership Conference</b>	NO	N/A	N/A
<b>Online Test</b>	NO	NONE	N/A
<b>State Leadership Conference</b>	YES	NONE	Competitors will compete following the <b><u>ROUND 2</u></b> Guidelines. Top scores will advance to ILC.
<b>International Leadership Conference</b>	YES	NONE	Competitors will compete in Round 1 - top scores will advance and compete in Round 2.

**Dress Code:** Competitors must be in official HOSA uniform or in proper business attire. For full details see the [HOSA Dress Code Appendix D](#).

**Competitors MUST bring to STATE, and INTERNATIONAL Leadership Conference:**

1. Photo ID
2. Electronic device on battery power containing a typing program of the competitor's choosing AND internet accessibility (NO PHONES)
3. Two #2 pencils (not mechanical)

**Regional Leadership Conference Event Flow (see official guidelines for rubric and more information):**

1. This event is NOT held at the Regional Leadership Conferences

**State Leadership Conference Event Flow (see official guidelines for rubric and more information):**

1. Competitors will arrive at the State Leadership Conference and Check - In at the event room with the Event Manager.
2. Each Competitor will provide a photo ID to the Event Manager during check-in
3. Event staff will seat the competitor and give them a moment to prepare their electronic device/computer
  - a. **Event staff will not supply electricity to any competitor.** Competitor is responsible for battery powered devices with a typing program (Microsoft Word, Text, Google Doc), internet accessibility, and USB port.
4. Event Staff will distribute the secrete topic to all competitors

5. Competitors will write a letter to an assigned health policy maker in support or opposition of a given secret topic. ALL competitors shall write on the same topic. Please see the Official Event Guidelines for detailed instruction on letter content.
  - a. Time Limit: 60 Minutes
6. At the end of the 60 minutes the Event Staff will give competitors five (5) additional minutes to submit their letter.
7. Event Staff will collect letters by digital online forms, USB drive or other processes determined by the event staff. Be prepared for any of the options.
  - a. If Arizona uses the HOSA CMS System - the link will be sent shortly before the State Leadership Conference and students should save this email link for easy access on the day of the event.
  - b. If Arizona uses a Wufoo Form or Google Form - students should know how to properly upload an attachment to these forms
  - c. If Arizona uses a USB drive - the USB drive will be provided on the day of the event
  - d. Arizona HOSA reserves the right to modify the submission method up to the day of the event.

**International Leadership Conference Event Flow - SEE OFFICIAL GUIDELINES FOR ALL INFORMATION**

**Frequently Asked Questions**

1. Can I bring notes to remind me what to include in the letter development? No, Competitors must memorize these key points to include in their letter. (see Official Event Guidelines for details)
2. I arrived a few minutes late. Can I still start? Yes. Check in for the event will start promptly at the posted time and competitors will start the letter once they are seated. Those arriving late will not be given any more time than is left on the clock at time of arrival.
3. If I have access to the internet can I research the topic given in order to write the letter? NO, the internet will NOT be used to research data to support the letter development.
4. How will I know how much time I have left? There will be an announcement when 30 minutes, 5 minutes, and 1 minute remains of the 60 minute letter-writing portion of the event.