

# HOSA Area 5

## Spring Leadership Conference Information

TO: Area 5  
FROM: Helen Hayes and Cheryl Lane  
DATE: November 18, 2009  
SUBJECT: HOSA Spring Leadership Conference, January 15–16, 2010

The HOSA Area 5 Spring Leadership Conference will be held at Billy Ryan High School, 5101 East McKinney in Denton, Texas. Officer candidate interviews will begin at 8 am Friday, January 15, 2010 at the Denton Holiday Inn and Suites. Opening ceremony will be held at the Margo Jones Performance Hall in Pioneer Circle on the TWU campus. The awards ceremony will also be held at the Margo Jones Performance Hall on Saturday, January 16, 2010 at 3:00 p.m.

### REGISTRATION

All participants (students, advisors, and chaperones) must be registered. Advisors **MUST** be registered as advisors.

Only HOSA members whose membership was entered using the online affiliation program may be registered as conference participants. Use the online conference registration program to register your Participants. Be sure to print 2 copies of your completed registration: one to keep for your records, one to send with your registration fees. Please direct your business department to include a copy of your registration with the payment for your fees. Complete your registration using the following link:

<http://www.registermychapter.com/hosa/tx/ac/>

Fees for this conference are:

Advisor \$25.00  
Secondary Student \$25.00  
Chaperone \$0

Registration deadline is **December 18, 2009**

Registration Fees Due by **January 6, 2010**

Make all registration fees checks payable to HOSA, TA.  
No PO's will be accepted. Send registration fees to  
Wanda Senning, CPA  
P. O. Box 65364  
Lubbock Texas 79464

**You are required to pay a registration fee for every student and advisor on your online registration. No deletions or refunds will be made after the conference registration deadline.**

### **ONSITE CHECK-IN**

Onsite check-in will be from 1:45 p.m. to 2:45 p.m. on Friday, January 15, 2010 at Margo Jones Performance Hall on the TWU campus. Each advisor will be issued their conference registration printout, nametags, programs, maps, etc. Team substitutions may be made **only** during onsite check-in. During onsite check-in the following items will be collected:

- Career Health Posters
- Student Eligibility forms
- Medical Liability and Codes of Conduct

(Place copies of medical liability and Codes of conduct forms in an envelope and write the name of your school and chapter number on the front. Advisor must be in possession of the original forms while at the conference)

### **PARKING**

School buses may drop students off in the Pioneer Woman Circle of the Margo Jones Performance Hall and then park in the library parking lot.

### **HOTEL RESERVATIONS**

Holiday Inn Hotel & Suites Denton  
1434 Centre Place Dr., Denton, TX 76205  
940.383.4100 (p) 940.383.4110 (f)

Hampton Inn and Suites  
1513 Centre Place Dr., Denton, TX 76205  
940.891.4900 (p)

Single room rate is \$85.00 plus 7% city tax.

Double Room Rate for 2 to 4 person is \$99.00 plus 7% city tax.

State tax is an additional 6%, unless you present a state tax exempt form at the time of check-in.

Each advisor is to make his/her own room reservation with the Hotel.

**Please be reminded that all Delegates must be housed in approved conference housing to be eligible for competition. If you encounter problems with your rooming please contact Janet Villarreal at 1-877-728-0150.**

When making hotel reservations please identify your group as being part of Health Occupations Students of America and the name of your school and city. Check in time is 3 p.m.

Reservations must be made by **December 21, 2009** to get the conference rate. After the deadline date, any uncommitted rooms on the HOSA block will be released and additional reservations will be honored on a rate and space available basis, as would be for the case of early arrivals and late departures.

Each school will pay for their own block of rooms and any incidental charges upon check-in if paying in cash or upon departure if secured with a credit card.

Miscellaneous Room Information: Reservations are held until 6:00PM on the day of arrival, unless accompanied by a deposit or an individual's credit card. Check-in time is 3 p.m. and check-out time is 12:00 p.m. Upon request, the hotel will be happy to arrange for baggage storage for luggage until actual departure from the hotel.

Do not unload luggage until you have obtained room keys. This will avoid overcrowding in the lobby. Please remind your students of the following:

1. No phone calls from the rooms.
2. No room service/meals charged to the room.
3. No movies unless an advisor prepays at the front desk.
4. There will be other guests in the hotel - be courteous.

**No students are to be left at the hotel without a designated advisor/chaperone.**

**FOOD:** Some of the near-by restaurants are: Along 35E between Mayhill Road and Ft. Worth Drive you will find many restaurants including Chili's, Johnny Carino's Country Italian, Olive Garden, Texas Road House, Luby's, Red Pepper's Chinese, Red Lobster, Taco Bueno, What A Burger, Frillies Bayou Café. On Loop 288 between 35 E and McKinney Ave. you will find a Golden Corral, Fudruckers, Panera, McAlisters and a variety of fast food restaurants. If you have the time, downtown Denton has a wonderful square with lots of unique shops and food.

## **SOCIAL**

The Area V Officers have planned a fun-filled evening for Friday night.

## **NAME TAGS**

Conference nametags must be worn at all times during all HOSA activities.

## **VOTING DELEGATES**

Each chapter may register two voting delegates for the area conference. It is best to select students that will not be competing. Voting delegates must wear their ribbon and sit in the reserved section during the business session.

## **COMPETITIVE EVENTS**

Read carefully the HOSA, TA Advisor Handbook regarding competitive events. Please prepare students to have a positive attitude. They should understand that the true benefit of competition is in the preparation, participation, and networking - and not only winning.

## **COURTESY CORPS**

Each advisor may but is not required to register two students to serve as courtesy corps. These students will be given an assignment. Courtesy Corp students will receive their assignment 2 weeks prior to the conference date via their advisor. Courtesy Corp students should not be involved in competitive events.

## **ADVISOR RESPONSIBILITY**

All Advisors must participate in conference management by sharing in conference duties.

## **CODE OF CONDUCT AND MEDICAL LIABILITY RELEASE FORMS**

Advisors are responsible for having their students complete the HOSA Code of Conduct form and Medical Liability Release form. A parent or guardian's signature is required on both forms. Advisors should sign the Advisor's Code of Ethics form. Please have all of these forms in your possession during the conference.

## **SPECIAL NEEDS STUDENT EVENTS**

Student Eligibility Forms for students participating in First Aid/Rescue Breathing, Personal Skills, Speaking Skills and Interviewing Skills must be turned in during onsite packet pickup. **If special accommodations need to be made for your special needs student, please email these needs to Janet Villarreal at [texashosa@stx.rr.com](mailto:texashosa@stx.rr.com) .**

## **SCHOLARSHIPS**

All scholarship applications must be **mailed** to the State Advisor Belinda Mahone, 155 Hunter's Glen, Waxahachie, Texas 75167. Applications **MUST** be post marked on or before the Conference Deadline

## AV EQUIPMENT

If an event calls for AV equipment, it is the responsibility of the contestant to provide their own equipment. Competitors will bring their own laptop or DVD player and if needed, extension cords to competition. The competitor should be familiar with the equipment

## OFFICER PACKETS

All officer applications and forms **MUST** be mailed State Advisor Belinda Mahone, 155 Hunter's Glen, Waxahachie, Texas 75167. All applications **MUST** be posted marked on or before the Conference Deadline. All officer candidates must be registered for the conference.

## AWARD PRESENTATION

All participants should plan to attend the closing ceremony. If a competitor is unable to attend the awards ceremony to receive his/her medal, the advisor should designate someone to receive the medal for the student.

## CHAPERONES

The **required** ratio for adult supervision of students is **1 adult sponsor** (who is not a HOSA Board of Directors member) **per 10 students** for all HOSA activities.

## LOST & FOUND

Any items (notebooks, purses, money, etc.) found should be taken to the Tabulation Room. Individuals having lost an item may claim said item from the Tabulation Room. Any items not claimed prior to the start of the closing ceremony will be discarded.

## POSTER & NOTEBOOK PICK-UP

All Health Careers Posters, Extemporaneous Health Posters, Outstanding HOSA Chapter scrapbooks, must be picked up from the Tabulation Room **at least one hour prior** to the start of the closing ceremony. Any unclaimed posters or notebooks will be discarded.

### CONTACT NUMBERS:

Conference Chairs: Helen Hayes [hhayes@dentonisd.org](mailto:hhayes@dentonisd.org) or  
Cheryl Lane [clane@dentonisd.org](mailto:clane@dentonisd.org)

School Phone Number 940.369.3139 or 940.369.4879

Executive Director Janet Villarreal  
[texashosa@stx.rr.com](mailto:texashosa@stx.rr.com)  
956-728-0150  
1-877-728-0150 (toll free)

Area V  
Tentative CONFERENCE SCHEDULE  
Friday, January 15, 2010

7:00-8:00 AM	Area Officer Breakfast (Holiday Inn Hotel And Suites Denton)
8:00 AM	Area Officer Credentialing (Holiday Inn Hotel and Suites Denton)
10:00 AM	Officer Practice (Margo Jones Performance Hall – TWU Campus)
1:45-2:45 PM	On-site Check-In (Margo Jones Performance Hall – TWU Campus)
2:45 PM	Doors Open for First general Assembly) (Margo Jones Performance Hall –TWU Campus)
3:00 PM	First General Assembly
3:45 PM	Voting Delegate Meeting (Margo Jones Performance Hall –TWU Campus)
3:45 PM	Advisor Orientation: TWU Room TBA
4:30 PM	All Advisors who are event managers and event assistants for 5:30 pm Events report to tabulations at Billy Ryan High School. Allow at least 20 minutes drive time
5:15 PM	Event Managers and Event Assistants have rooms ready for event, Judges in place
5:30 PM	The following events will be held at Billy Ryan High School (allow at least 20 minutes drive time) Biomedical Debate Career Health Display Community Awareness Creative Problem Solving Epidemiology HOSA Bowl Extemporaneous Health Poster Medical Photography Parliamentary Procedure Public Service announcement

5:30 PM All Advisors who are event managers and event assistants for 6:30 PM events report to tabulations at Billy Ryan High School.

6:15 PM Event Managers and Event Assistants have rooms ready for event, Judges in place

6:30 PM The following events will be held at Billy Ryan High School:  
Biotechnology  
CERT  
Clinical Nursing  
CPR/First Aid  
Dental Assisting  
EMT  
First Aid Rescue Breathing  
Forensic Medicine  
Home Health Aide  
Medical Assisting  
Medical Laboratory Assisting  
Medical Reading Testing  
Nursing Assisting  
Personal Care,  
Public Health  
Emergency Preparedness  
Physical Therapy  
Veterinary Assisting,  
Sports Medicine

# Tentative Agenda

## Saturday, January 16, 2010

7:00 AM School	Tabulation Room Opens at Billy Ryan High
7:30 AM	All Advisors who are event managers and event assistants for 8:30 AM events report to tabulations at Billy Ryan High School.
8:15 AM	Event Managers and Event Assistants have rooms ready for event, Judges in place.
8:30 AM	The following events will be held at Billy Ryan High School: Clinical Specialty Career Health Poster(Judging) Dental Spelling Extemporaneous Health Poster(Judging) Extemporaneous Speaking Extemporaneous Writing Health Education Interviewing Skills Job Seeking Skills Medical Reading Round Two Medical Spelling MRC Partnership Public Health Emergency Preparedness Outstanding HOSA Chapter Prepared Speaking Researched Persuasive Speaking Speaking Skills
12:00 -1:30 PM	Lunch on own
3:00	Second General Assembly at Margo Jones Performance Hall

# AREA 5 SPRING LEADERSHIP CONFERENCE DIRECTIONS

Directions to the Hotels from the East: Arrive in Denton on HWY 380, continue on 380 until you come to I35, go under I35, turn left and go South on I35. Take exit 465A, U turn and go back North on Frontage Road, turn right on Centre Place Dr.

Directions to Margo Jones Performance Hall from the East: Arrive in Denton on HWY 380, continue straight under Loop 288. Turn left at Bell Avenue - third stop light (corner with large dormitory towers). Continue straight on Bell Avenue through the TWU campus. Turn right onto Texas Street. Turn right on Oakland Avenue. Turn right into the Pioneer Woman Circle to drop students off. As you go around the circle counter clockwise, the auditorium is the last building – it is labeled Speech and Music.

Directions to Hotels from South I35: Take exit 465A, stay straight on Frontage road through Teasley Lane, turn right on Centre Place Dr.

Directions to Margo Jones Performance Hall from South I 35: Stay on I 35 past the merger of I35 W and I 35E Exit # 469 Hwy 380- University Drive. Go East on University Drive for 2.5 miles. Turn right at Bell Avenue (corner with large dormitory towers). Continue straight on Bell Avenue through the TWU campus. Turn right onto Texas Street. Turn right on Oakland Avenue. Turn right into the Pioneer Woman Circle to drop students off. As you go around the circle counter clockwise, the auditorium is the last building – it is labeled Speech and Music

Directions from Margo Jones Performance Hall to Billy Ryan High School: Turn left out of the Pioneer Woman Circle on to Oakland Avenue. Turn Left onto Texas Street. Turn right on Bell Avenue. At the fork in the road go right. The next stoplight will be McKinney Avenue, turn left. Follow McKinney Avenue straight for about 3 miles past Loop 288 and Mayhill Road. Billy Ryan will be on the Left.

## *Area Spring Conference Registration Check List*

	<p><b>1.</b> Completed the online registration process by <b>December 18, 2009</b></p> <ul style="list-style-type: none"> <li>a. choose correct events for each participant</li> <li>b. Emailed any accommodations your special needs event competitor will need.</li> <li>c. <b>Confirmed 1 adult chaperone for every 10 students</b></li> </ul>
	<p><b>2.</b> Made two Printouts of your online registration</p>
	<p><b>3.</b> Mail printout of your online registration to Wanda Senning, CPA with a check made payable to HOSA TA by <b>January 6, 2010.</b>  Wanda Senning, CPA  P. O. Box 65364  :Lubbock, Texas 79464</p>
	<p><b>4.</b> Make Hotel Reservations by: <b>December 21, 2009</b>  Make a copy of rooming list and tax exempt form for Hotel to help expedite Hotel check in</p>
	<p><b>5.</b> Sign Advisor and Chaperone Code of Ethics and Medical Liability form</p>
	<p><b>6.</b> Have students sign Code of Conduct, and Medical Liability make sure that forms are completely filled out (make sure to have a copy of these forms to turn in at registration table, Advisor must be in possession of the original forms while at the conference) <b>Place forms in an envelope and write the name of your school and chapter number on the front.</b></p>
	<p><b>8.</b> Mail <b>Scholarship</b> Applications to the State Advisor Belinda Mahone 155 Hunter's Glen Waxahachie, Texas 75167, on or before conference registration deadline. (<b>December 18, 2009</b>) Make sure that applicants are registered for conference.</p>
	<p><b>9.</b> Mail <b>officer applications</b> to the State Advisor Belinda Mahone 155 Hunter's Glen Waxahachie, Texas 75167, on or before conference registration deadline. <b>December 18, 2009</b> Make sure that applicants are registered for conference.</p>

**ON-SITE CHECK IN**

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To expedite On-Site Check in please make sure that you have the following ready to turn in

	Student and Advisor's Code of Conduct and Medical Liability Forms (Place copies inside an envelope with your school name and chapter number on the front of envelope)
	Student Eligibility forms for Special Needs students
	Health Career Poster
	List of "No Shows"
	List of Substitutes

# HOSA CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

## HOSA Conference participants are AWARE THAT:

1. HOSA follows the UIL rules and regulations established for secondary high schools.
2. STUDENTS, your behavior should at all times be a positive reflection of your school, state and HOSA, Texas.
3. Student conduct is the responsibility of the student in the local chapter and their advisor.
4. STUDENTS will abide by the HOSA Conference Attire Policy at all business sessions, general sessions, competitive events, and other conference activities. HOSA conference name badges shall be worn at all times.
5. STUDENTS are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
6. STUDENTS shall keep their advisors informed of their activities and whereabouts at all times.
7. STUDENTS who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified. The Board of Directors will determine the disciplinary action to be taken according to the disregarded rules.
8. STUDENTS may not purchase, consume, or be under the influence of alcohol or drugs; smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property is prohibited at any time.
9. STUDENTS are to report any incidents, injuries or illness to their local or state advisor immediately.
10. STUDENTS are expected to observe the designated curfew. (Curfew is defined as being quietly in your own assigned room by the designated hour.)
11. The student and his/her parents will be expected to pay for any and all damage relating to student behavior that results in loss or damage to property.
12. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and/or their parents.
13. **I have read the above Code of Conduct for HOSA Conferences and agree to abide by the rules.**

I, \_\_\_\_\_, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

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Printed Name of Parent / Guardian Parent / Guardian Signature Date

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Printed Name of Student Student's Signature Date

# HOSA, TA

## Advisor's and Chaperone's CODE OF ETHICS

**HOSA ADVISORS ARE EXPECTED TO:**

1. Project a positive and professional image of Texas HOSA to all those with whom they interact.
2. Promote HOSA as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Be accountable to and for their students in all HOSA-related activities.
4. Understand and follow established processes within the HOSA organization that protect the rights of all members.
5. PERFORM all assigned duties. Failure of an advisor to perform their duties may result in their chapter being disqualified from conference activities by the Board of Directors.

HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA function implies acceptance and practice of these standards.

*I have read the above Code of Ethics for HOSA Advisors and agree to accept and practice these standards.*

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Advisor Signature

Chapter number

Date

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Plan of Action: For failure to follow the Advisor's Code of Ethics.

- Conference with the Board of Directors.
- Consequences to be determined by the Board of Directors, up to notification sent to the appropriate administrators.

I, \_\_\_\_\_, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recording, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and /or sound recordings for educational and promotional purposes on any delivery system

\_\_\_\_\_

Advisor signature/date

# MEDICAL LIABILITY RELEASE FORM

**DIRECTIONS:** Due to legal restrictions, it is necessary that all delegates, Chaperons, guest and HOSA advisors complete this form as a prerequisite for eligibility to attend any HOSA Leadership Conference. The HOSA chapter advisor should keep the original copy for Area and State Conferences. For National Conference, the original forms are sent to the State Advisor who forwards them to National HOSA.

## PLEASE TYPE OR PRINT ALL INFORMATION

Delegate's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Delegate's Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Local Advisor: \_\_\_\_\_

School Name: \_\_\_\_\_

Student is covered by group or medical insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, complete the following information:

Name of insured: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Group #: \_\_\_\_\_ Policy#: \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergy: \_\_\_\_\_

b. Physical Handicap: \_\_\_\_\_

c. Convulsions: \_\_\_\_\_

d. Medicine Reactions: \_\_\_\_\_

e. Blackouts: \_\_\_\_\_

f. Disease of any kind: \_\_\_\_\_

g. Heart or lung problems: \_\_\_\_\_

h. Other (Be Specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

\* Name of medication: \_\_\_\_\_

\* Prescribing Physician and Phone Number: \_\_\_\_\_

**LIABILITY RELEASE:** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

\_\_\_\_\_ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

\_\_\_\_\_ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(the above line is applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)*

Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Hotel Registration per Room

*(Make copies of form if necessary.)*

*(Please bring copy of form with any changes upon check-in)*

Hotel \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Contact Person \_\_\_\_\_

Number of Rooms Reserved \_\_\_\_\_  
Confirmation Number (s) \_\_\_\_\_

**PERSON RESPONSIBLE FOR GROUP** \_\_\_\_\_ **ESTIMATED TIME OF ARRIVAL:** \_\_\_\_\_

Persons in Room # \_\_\_\_\_  
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## HOSA Online 2008 Spring Conference Registration and Instructions

<http://www.registermychapter.com/hosa/tx/ac/>

1. Click on the link above for registration.
2. Please read all directions carefully



3. Click the **CONFERENCE REGISTRATION** button to begin registration. You will be brought to the log in screen, but if you have never registered before, you'll notice text that says, "If you have never registered **this chapter** before, please click [here](#) to add your school". Click the **here** link to add your school to our database. *If you have registered before, please log in with your previous User Name and Password.* If you add a duplicate school record to the database it could cause additional work for yourself and possibly your state advisor. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your user name and password will be e-mailed to you.
4. Click the **ADD NEW NAME** button to add a new name to the list. Provide the participant's last name, first name, and select their status from the drop down list. Click the Submit button (either of them), and the name will be added for you.
5. Continue adding names until you have entered all of your participants. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered.
6. When you are finished, press the **SUBMIT TO HOSA** button at the bottom. You may be presented with a red error message. For instance, if you forgot to enter an Advisor, a message will appear letting you know that. Click the **Back to Registration** link to go back and add an advisor to the invoice. Once you have done that, click the **SUBMIT TO HOSA** button again.
7. Be sure to **Print** a copy of this invoice to send in with your payment. Next, press the **CONFIRM** button at the bottom to confirm that the invoice is correct. A copy of the invoice

will be e-mailed to you, and to the administrator.

8. If you need to edit your registration, you may come back to this web site as you did above and make changes up until the registration deadline. In order to make changes, click on the **CONFERENCE REGISTRATION** link at the left, and log in using your user name and password. The list of registered individuals will appear. Simply click the **Edit** link, and make any changes you need. When you do this, remember to press the **SUBMIT TO HOSA** button to check for problems, and to resubmit the invoice.
9. Once you are finished with your registration, be sure to either click the **LOG OUT** button to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.