

PROCESS REVIEW: Event Scheduling at the ILC

The following steps and processes are used when scheduling events for the ILC. States may wish to model these processes as appropriate to state event management.

Before scheduling, review the event registration for accuracy. Are the number of competitors per team correct? Are all competitors members of HOSA-Future Health Professionals and their affiliated chapter? Are only event-eligible competitors registered?

Determine the number of sections. This varies by event. For most judged events with appointment times and when there are multiple sections, our goal is a minimum of 10 competitors (teams) per section, and a judging duration of 2-3 hours. (see the note about Judges and Event Scheduling)

Determine the event interval. The event intervals used at the ILC are listed on the “ILC Event Scheduling Intervals” chart. The intervals are designed to keep the event running at a brisk and steady pace without any “down” time.



Schedule the rooms and judges. At the ILC, we make every effort to put the rooms together AND to schedule adequate judges per section.

Judges and Event Scheduling – The ideal judging time for HOSA events is approximately 3 – 4 hours. Anything under 2 hours is not a good use of the judge’s time. After 4 hours of judging, the judge becomes tired, making it difficult to focus on the task at hand.

When we add orientation and preparation time (1½ hours) to the judging time, plus the time it takes the judge to get to the site, park, and find the orientation location (another 30 minutes to an hour) we are using 4-6 hours of that professional’s time. FOR THIS REASON, HOSA strives to make the best use of judge time, keeping the “down” time to a minimum.