

**ILC Orientation Process**

The success of HOSA events at the International Leadership Conference is the result of diligent planning by the **Event Manager & Judge Manager** – the people assigned by the sponsoring state to manage the event.

In addition to running the event at the International Leadership Conference and coordinating a team of event personnel to manage the details of the event, there are other orientations:

The ILC schedule is designed to provide maximum support for Event Managers & Judge Managers. The goal is to provide information consistency (so that all Event Managers & Judge Managers have similar information) with respect for their time.

In order to facilitate the process, the following recommendations are made:

* Event Managers & Judge Managers arrive at the ILC location by Wednesday morning, and attend a required Event Manager and Judge Manager Orientation on Wednesday afternoon.
* The Event Personnel Meeting is scheduled before each event round. Times and rooms will be listed on the ILC agenda.
* Event Personnel Orientation times and locations will be published in the ILC Conference Program.