STATE ADVISORS:
ILC SAMPLE ADVISOR MEMO

TO: <State> HOSA Advisors
FROM: <State Advisor Name>
DATE: April <>, 2023
SUBJECT: 2023 International Leadership Conference

The 2023 International Leadership Conference will be held in Dallas, Texas on June 21-24, 2023. Registration deadline for all <State> Delegates is May 15th, 2023.

REGISTRATION INSTRUCTIONS

All International Conference Registration fees must be sent to <State> HOSA. Please make checks payable to <State> HOSA.

<Insert Address>
<Where to mail ILC payment>

Do Not send your registration fees to HOSA-Future Health Professionals

All registration fees are due by June 1, 2023

$90 for each student, advisor, guest, or family member.

For step by step instructions for online registration refer to ILC Guide, <insert correct hyperlink from 2023 ILC guide>

REMEMBERS:

- Ensure that all team members have the same team number. PLEASE use the place (1st, 2nd, 3rd, etc.) the team finished in state competition.

- Once a chapter advisor registers online and the State Advisor verifies the information, OR, after midnight on May 15, a chapter will be charged for everyone that is registered. Cancellations after May 15 will not be refunded.

- Any changes to names, spelling, events, etc. after May 15 MUST go through the State Advisor. Chapters should NOT e-mail HOSA-Future Health Professionals directly. Any additions or substitutions must be made by the State Advisor.
ILC Packet Distribution and Delegation Meeting

Wednesday, June 21 from TBA in room TBA <Insert appropriate meeting time & location>

<State> HOSA has planned a <State> Delegation Meeting during packet distribution. Trading pins will be distributed at this time, all students and advisors must be present in order to receive their trading pins.

Note: The deadline to make any final changes to event registration is 10:00 PM on Tuesday, June 20. After the 10pm deadline, event lists will be finalized and changes will not be accepted.

T-Shirt
Show your <State> Pride by wearing your Area and State conference t-shirts.

Wednesday June 21st wear the <color> area conference t-shirt
Thursday June 22nd wear the <color> state conference t-shirt

Recognition Events
Make sure you have APPROVED hours in the HOSA Activity Tracking System by May 15th. ONLY APPROVED hours will be counted toward the total in the following events:

- HOSA Service Project
- Barbara James Service Award
- MRC Recognition

Code of Conduct & Medical Liability Release Forms
Please complete Code of Conduct and Medical Liability forms for each of your registered participants. Forms can be found on <insert page> of the 2023 ILC Guide. Please verify that all forms have the appropriate signatures. Make three copies of these forms. One for your records and two copies to be mailed to the <State> State Advisor by May 15, 2023, to <insert mailing address>.

Competitive Event Orientation for Personnel
<State> HOSA Event Managers and personnel for <insert name of event state is responsible for> are expected to attend an orientation from <insert time and date of the event orientation>.

Local and State Advisor Orientation
All State and Local Advisors are encouraged to attend this orientation <insert time and date of the local and state advisor orientation>.

<State> Advisor Assignments
This year <State> HOSA is in charge of:

- Dental Science
- <insert name of event state is responsible for>

All advisors will be emailed their assignments!

Hotel Information
<insert conference hotel name and address>

Updated September 2022
Cutoff date to make hotel reservations is **May 15, 2023.**

Further hotel information can be found on <insert page> in the ILC Guide <insert hyperlink to page>.

**ADDITIONAL HOTEL COSTS**
Do not forget to tell your delegates about the additional costs incurred by making local telephone calls from a hotel. They should also be informed about movie costs, room service, tipping, and other incidental costs. The hotel will allow delegates to apply incidental charges, e.g., meals, calls, movie channel, room service, etc., to their rooms unless directed otherwise.

**HOSA LEADERSHIP UNIVERSITY**
HOSA Leadership University is designed to support members, at all levels, to grow as HOSA Leaders. Encourage your students to register for these sessions. Further information can be found on <insert page> in the ILC Guide <insert hyperlink to page>.

**ADVISOR LEADERSHIP DEVELOPMENT**
Information for Advisor leadership development session can be found on <insert page> in the ILC Guide <insert hyperlink to page>.

**CHECK LIST:**

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<td><strong>&lt;State&gt; Registration Deadline:</strong></td>
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<tr>
<td><strong>Hotel Reservation Cutoff</strong></td>
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<td><strong>Mail Code of Conduct &amp; Medical Liability</strong></td>
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<td>&lt;Insert Address&gt;</td>
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<td><strong>Registration Fees</strong></td>
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