DISPLAY ROOM
DESCRIPTION FOR STATE CE TEAMS

BACKGROUND
One Display room was used at ILC to:
- maximize space potential: we don’t always have multiple rooms to use for each event at a
time. But in larger convention centers and hotel spaces, we typically have access to large
ballrooms. This concept uses one large ballroom for multiple events spaced out throughout the
day, with one shared Display Time for conference goers.
- maximize the use of event personnel: in one large ballroom, many of the staff can be shared
and help each other more than if they are in individual rooms.

ORGANIZATION FOR THE DISPLAY ROOM
At ILC 2022:
- Select events to be housed in ballroom based on space for registration numbers (HCD, MI,
HCP, RP, HOSA Happenings)
- Events can use same ‘set-up’ time in am; use judges for Round 1 judging without competitors;
schedule Display Time for competitors to return; then post Round 2 appointment times for
those moving on to presentation judging.
- Events with only 1 round may be scheduled in the am or pm based on organization (i.e., RP
can have presentations going while HCD Round 1 judging is occurring without competitors)

Event personnel stationed inside room can help competitors navigate where to set up; remind
competitors to have photo ID, event materials, etc…. for section leaders.
- This monitor will need a schedule so they know which events are set for which time – and
clipboards – and Event Specs to show event sections are, and ‘quiet please’ signs

STAFF NEEDED TO RUN EVENTS IN TESTING ROOM
ILC 2022 used the following personnel for CE:
- Event Manager (1 per event in room)
- Judge Manager (1 per event in room)
- Section Leaders/timekeeper (1 per section)
- Floaters (2)
- Event assistants (2 optional)

STAFF PRE-PLANNING
Details prior to the event included:
- Flow of competitors.
  o Visualizing where events set up, where they present (not right next to each other if
    possible), and how/when to return to pick up materials.
- Volunteer Event Personnel Orientation was first held near the front of the room; keep it short &
simple; use job description handouts to answer questions
- Supplies /Setup
  o Clipboards for judges
  o Setup as outlined in the HOSA Room Set Diagram, and noted below (from ILC 2022)
  o Two (2) large room maps with competitor/team designations on them (see below):
o Large competitor list with assigned numbers on it correlating to room map (so competitors can find their spot in room; see below)
o Easels with room maps inside should direct people to their event spot
o Competitor lists sorted by event round and section, with extra columns for Photo ID, Dress Code, and additional notes.
o Evaluation QR codes or forms

Check-in for Event Set Up at ILC 2022:
- Section Leaders check in teams assigned to their section; measure displays as appropriate adding post-it to displays NOT meeting guidelines (so judges can address in rating sheet)
- Timekeepers assigned to each judge so event stays on time (no matter which round)
- If pre-judging online, skip Round 1 going straight into Display Time before presentations
- Competitor List in excel will have added columns for:
  o Photo ID checked on Comp list
  o Dress code marked on Comp list – must write SPECIFICS about the potential issue…
  o No shows marked out on competitor list but do NOT X out scantrons (in case they show up late)

Display Time at ILC 2022:
- Event personnel needed to roam room and ensure security of event materials
- Section leaders will take attendance for TABS
- Event Manager will have master Summary forms and IF NEEDED will attach a summary form to the stack of check-in lists that go over to the checkout side – noting any issues that Tabs would need to be aware of – otherwise Tabs will use the notes on the check-in lists to determine any point deductions for photo ID or dress code.
- Event Manager paying special attention to the events that flip (to Rd 2) to ensure they are over to TABS promptly so they can be ready to go for Round 2.
- The room was not flipped or reset between rounds; competitors were instructed to return to pick up materials at the end of the day, or between rounds of other events.

Presentations at ILC 2022:
- Exit signs placed outside of the exit doors that say “exit only” so people aren’t trying to go into those doors as the entrance
- Section Leaders or timekeepers can escort competitors/teams to and from the judges
- After presentations, competitors can use their phones to scan the QR code to complete the evaluation form (need these QR codes posted around room; or paper evaluations as applicable)
DISPLAY ROOM SET USED ILC 2022

COMPETITOR SPOT MAP USED ILC 2022 (SEPARATE LIST POSTED ASSIGNING HOSA HIGH= Q6, ETC.)