Room Set Diagrams

Guide for Conference planning to help avoid resetting event rooms.

<table>
<thead>
<tr>
<th>Set</th>
<th>Guidelines Notes</th>
<th>Events</th>
<th>Additional Notes</th>
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</thead>
<tbody>
<tr>
<td>TESTING SET</td>
<td>1) 6’ or 8’ tables with 2-3 chairs per table (check hotel availability).</td>
<td>All Testing Rounds/Events</td>
<td>a) Use the “schoolroom” or “classroom” max capacity sets from conference facility. Reduce that capacity by 10-15% to adjust for head tables, AV set up, entrance tables, etc.</td>
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<td></td>
<td>2) At least one head table with 3 chairs in the front of the room opposite entrance (for check-in). More head tables (2-6) may be needed for larger tests.</td>
<td>Possible additions: Extemp Health Poster (EH)</td>
<td>b) Need center aisle and aisles between tables &amp; wall, if possible, for best proctor monitoring.</td>
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<td>3) Podium between head tables.</td>
<td>Forensic Science (FS) Rd Two-written conclusion</td>
<td>c) Prefer no tablecloths, but if cloths on tables, instruct competitors to place Scantron on testing booklet for bubbling to avoid puncturing Scantron.</td>
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<td>4) Two tables with 2 chairs at the door (Event Personnel/ check-out)</td>
<td>Creative Problem Solving (CS) Rd2-prep</td>
<td>d) This set may also be used for Event Personnel meeting rooms, holding rooms, and report &amp; evaluation rooms.</td>
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<td></td>
<td>5) Water station</td>
<td>Dynamic Decisions (DD) Rd2-prep</td>
<td>e) For CS Rd2, add flip chart &amp; easel to each prep station.</td>
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<td>Parliamentary Procedure (PP) Rd2- Prep</td>
<td>f) Note: HD, HP, EH, and MI can use this setup with options for table size/shape. If using 6’ tables, only one competitor/team can fit per table. If using 8’ tables, set 2 competitors per table.</td>
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TESTING Set

- Fill room with as many tables/chairs as needed for # of competitors, allowing adequate space for proctors to monitor. Check w/facility regarding table size. Check-in should take place inside room at Head Table(s) per fire code.
- Be sure aisles allow for proctors to monitor testing space.

**Event Personnel**

- Water Station
- Entrance
- Chairs

**Table**
- Table 1
- Table 2
- Table 3
- Table 4
- Table 5
- Table 6
- Table 7
- Table 8, etc...
- Table 9, etc...

**Standing Lectern**

**Head Table(s) for check-in**
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| **BASIC EVENT SET** | See diagram #2 below | 1) 6’ judges table with 3 chairs in the center of the room, facing entrance.  
2) 6 chairs in the front of the room along the wall.  
3) Small table with one chair to the right of the center table (timekeeper).  
4) Small table with 2 chairs at the door (Event Personnel)  
5) 6’ table in back of room (supply table)  
6) 4-8 chairs for waiting competitors and a small table outside the room.  
7) Water station | **Presentation events:**  
Community Awareness(CA)  
Creative Prob Solving(CS) Rd2  
Dynamic Decisions (DD) Rd2  
Forensic Science(FS) Rd2  
Health Education(HE)  
Public Health(PH) both Rds  
Health Career Photo(HP) Rd2  
Public Service Announce(PA) both Rds  
Prepared Speaking(PS)  
Researched Speaking (RS)  
Speaking Skills(SS)  
**Interview events:**  
Healthy Lifestyle(HL)  
Interview Skills(IS)  
Job Seek Skills(JS)  
Health Career Prep (HCPrep)  
Clinical Specialty(CL)  
MRC Partnership(MC)  
**Skill Events:**  
Biomed Lab Science(BT)  
CERT Skills(CT)  
CPR(CP)  
Clinical Nursing(CN)  
Dental Science(DS)  
EMT(EM)  
Home Health Aide(HH)  
Life Support Skills(LS)  
Medical Assisting(MA)  
Nurse Assisting(NA)  
Personal Care(PC)  
Pharmacy Science(RX)  
Physical Therapy(PT)  
Sports Medicine(SM)  
Vet Science(VS)  
Life Threat Situations (LTS) | a. The chairs in the front of the room will not be used for some events.  
b. The timekeeper table should be in direct eyesight of the competitors.  
c. For PH (both rounds), add an additional table to the front of the room for props.  
d. For CPS & DD Rd2, add a flip chart & easel to all presentation and prep rooms.  
e. For PS, SS, & RPS add lectern (podium) in front of the room, centered, in front of the judges. (no microphone)  
f. For interview events (JS, IS, HCPrep, HL Rd2, CL, & MRC) where competitors are sitting with judges, move chairs from wall to opposite side of judges table.  
g. For Skill events: rearrange furniture as needed (typically pushing to edges of room) and add skill equip such as victims, manikins, wheelchair, etc... as required by scenario. |
BASIC EVENT Set

#2

Timekeeper table must be in full view of competitors.

Small check-in table and chairs for next team waiting...

Judges Table

Supplies Table

Event Personnel

Entrance

Water Station

chairs
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| SPECIAL SETS        | See diagrams #3-8 below                                                          | Round 2 for: \(\) Biomed Debate (BD) HOSA Bowl (HB) Med Spelling (MS) Parliamentary Pro (PP) Forensic Science (FS) | **Start with Basic Event Set and add:**  
  a) BD needs one additional 6’ table w/2 chairs and podium/lectern  
  b) HB Rd2-6 needs one additional 6’ table w/2 chairs, one additional table w/1 chair, and one podium/lectern each. Need easel outside room for seeding chart & one inside for scoring. Need 8 chairs outside for next teams waiting. Need electricity.  
  c) HB semi-final & final Rd rooms also need additional theater seating for spectators in back of room.  
  d) MS needs one additional small table and seating for competitors in half circle.  
  e) MS needs one standing podium/lectern, one tabletop lectern, and additional seating for spellers in semi-circular rows.  
  f) PP Rd2 needs 2 additional 6’ tables w/2 chairs.  
  g) If the room is set for greater than 100, add a lectern and microphone.  
  h) For FS case study: rearrange furniture as needed (typically pushing to edges of room) and add crime scene props such as victims, manikins, evidence, etc...  
  i) HD, HP, EH, and MI: These three events can use the Display Time or Testing setup with options for table size/shape. If using 6’ tables, only one competitor/team can fit per table. If using 72’’ rounds, or 8’ x 2’ tables, set 2 competitors per table. |
| 1) These are modified basic event sets (furniture may need to be repositioned).   |                                                                                  |                                                                                           |                                                                                                                                                 |
| 2) Water station                                                          |                                                                                  |                                                                                           |                                                                                                                                                 |
| **Display Time Events:**                                                  |                                                                                  |                                                                                           |                                                                                                                                                 |
| Health Career Photo (HP)                                                  |                                                                                  |                                                                                           |                                                                                                                                                 |
| Health Career Display (HD)                                                 |                                                                                  |                                                                                           |                                                                                                                                                 |
| Medical Innovation (MI)                                                    |                                                                                  |                                                                                           |                                                                                                                                                 |
| Exploring Medical Innovation (EMI)                                        |                                                                                  |                                                                                           |                                                                                                                                                 |
| HOSA Happenings (NL)                                                      |                                                                                  |                                                                                           |                                                                                                                                                 |
| Possible additions:                                                       |                                                                                  |                                                                                           |                                                                                                                                                 |
| Extemp Health Poster (EH)                                                 |                                                                                  |                                                                                           |                                                                                                                                                 |
Special Set: MEDICAL SPELLING (Rd 2)    #3

- Pronouncer Table w/ lectern
- Judges Table
- Standing Lectern
- Small table for fishbowl
- Rows of chairs for eliminated competitors, with aisles between
- Event Personnel
- Entrance
- Water Station

HOSA – Master Room Set Diagram September 2019
Special Set – BIOMEDICAL DEBATE (Rd 2) #4

- Affirmative
- Negative
- Standing Lectern
- Judges Table
- Water Station
- Entrance
- Event Personnel
- Chairs
- Timekeeper table must be in full view of competitors.

Small check-in table and chairs for next teams waiting...
Special Set – HOSA BOWL (Rds 2-6)

- Judges Table
- Green Team w/microphone
- Red Team w/microphone
- Moderator Podium
- Small scoreboard table w/chair & electricity for timer
- Easel for scoreboard
- Water Station
- Entrance
- Event Personnel

**Add as many rows of chairs as possible behind moderator for spectators in semi-final & final rounds only.**
Special Set – PARLIAMENTARY PROCEDURE (Rd 2)  #6

Timekeeper table must be in full view of competitors.

Small check-in table and chairs for next team waiting…
Special Set – Display Time Events

Fill room with as many rows/tables as needed for # of competitors (2 per 8’ table), allowing adequate space for spectators. Check w/facility regarding table size. Check-in should take place inside room using Head Table(s) per fire code.
Special Set – Display Time Events (Rounds)  #7B

Fill room with as many rows/rounds as needed for # of competitors (2 per 10’round), allowing adequate space for spectators. Check w/facility regarding table size. Check-in should take place inside room using Head Table(s) per fire code.
Special Set – FORENSIC SCIENCE (Rd 2) #8

Case Study Analysis Room

Written Conclusion Room*

Table A
Table B
Table C

Table D
Table E
Table F

Section Leaders & Timekeepers

*Written Conclusion Room (Example shows one large room with 6 stations. Another option would be to use multiple small rooms for the written conclusion. A separate room may be used for judging.)

Aka: Crime Scene