



# Room Set Diagrams

Guide for Conference planning to help avoid resetting event rooms.

4/08/2018

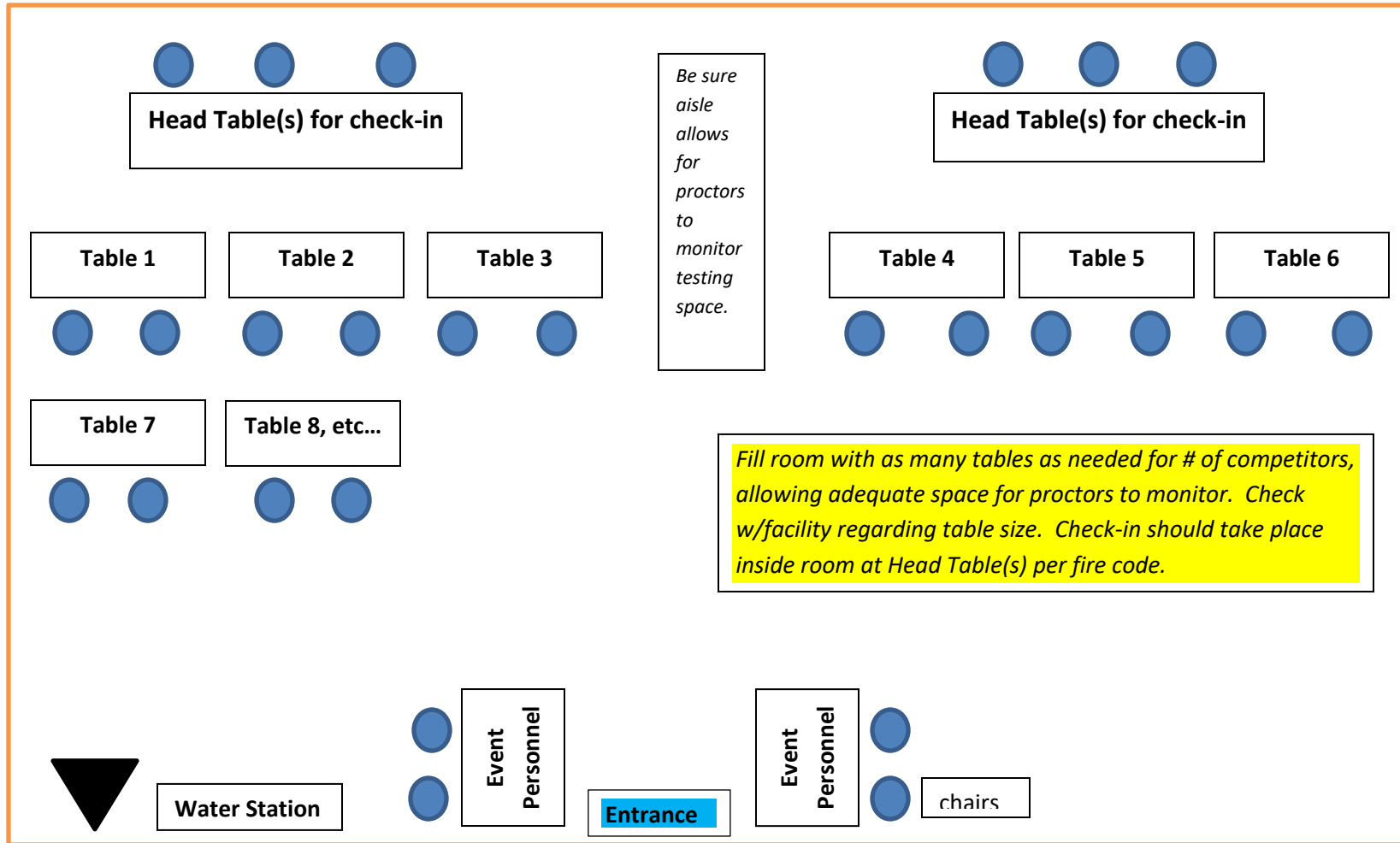
Set	Guidelines Notes	Events	Additional Notes
<b>TESTING SET</b> ➤ See diagram #1 below	1) 6' or 8' tables with 2-3 chairs per table (check hotel availability). 2) At least one head table with 3 chairs in the front of the room opposite entrance (for check-in). More head tables (2-6) may be needed for larger tests. 3) Two tables with 2 chairs at the door (Event Personnel/ check-out) 4) Water station	All Testing Rounds/Events  <u>Possible additions:</u> Extemp Health Poster (EH)  Forensic Medicine (FM) Rd Two-written conclusion  Creative Problem Solving (CS) Rd2- prep  Parliamentary Procedure (PP) Rd2- Prep	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. b) Prefer no tablecloths, but if cloths on tables, instruct competitors to place Scantron on testing booklet for bubbling to avoid puncturing Scantron. c) This set may also be used for Event Personnel meeting rooms, holding rooms, and report & evaluation rooms. d) For CS Rd2, add flip chart & easel to each prep station. e) EH can use this 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.

<b>BASIC EVENT SET</b>	<b>Guidelines Notes</b>	<b>Events</b>	<b>Additional Notes</b>
<p>➤ See diagram #2 below</p>	<ol style="list-style-type: none"> <li>1) 6' judges table with 3 chairs in the center of the room, facing entrance.</li> <li>2) 6 chairs in the front of the room along the wall.</li> <li>3) Small table with one chair to the right of the center table (timekeeper).</li> <li>4) Small table with 2 chairs at the door (Event Personnel)</li> <li>5) 6' table in back of room (materials storage)</li> <li>6) 4 -8 chairs for waiting competitors and a small table outside the room.</li> <li>7) Water station</li> </ol>	<p>Community Awareness(CA)  Creative Prob Solving(CS) R2  Forensic Med(FM) Rd2  Health Education(HE)  Public Health(PH) both Rds  Health Career Photo(HP) Rd2  Public Service Announce(PA)  Prepared Speaking(PS)  Researched Speaking (RS)  Speaking Skills(RS)</p> <p><b><u>Interview events:</u></b>  Healthy Lifestyle(HL)  Interview Skills(IS)  Job Seek Skills(JS)  Clinical Specialty(CL)  MRC Partnership(MC)</p> <p><b><u>Skill Events:</u></b>  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)  Med Assisting(MA)  Nurse Assisting(NA)  Personal Care(PC)  Physical Therapy(PT)  Sports Medicine(SM)  Vet Science(VS)  Pharm Science(RX)</p>	<ol style="list-style-type: none"> <li>a) The chairs in the front of the room will not be used for some events.</li> <li>b) The timekeeper table should be in direct eyesight of the competitors.</li> <li>c) For PH (both rounds), add an additional table to the front of the room for props.</li> <li>d) For CPS Rd2, add a flip chart &amp; easel to the presentation and prep rooms.</li> <li>e) For PS, SS, &amp; RPS add lectern (podium) in front of the room, centered, in front of the judges. (no microphone)</li> <li>f) For interview events (JS, IS, HL Rd2, CL, &amp; MRC) where competitors are sitting with judges, move chairs from wall to opposite side of judges table.</li> <li>g) For Skill events &amp; FM Rd2 Case Study: rearrange furniture as needed (typically pushing to edges of room) and add skill equip such as victims, manikins, wheelchair, etc...</li> </ol>

<b>Set</b>	<b>Guidelines Notes</b>	<b>Events</b>	<b>Additional Notes</b>
<p><b>SPECIAL SETS</b></p> <p>➤ See diagrams #3-7 below</p>	<p>1) These are modified basic event sets (furniture may need to be repositioned).</p> <p>2) Water station</p>	<p><b>Round 2 for:</b></p> <p>Biomed Debate (BD)  HOSA Bowl (HB)  Med Spelling (MS)  Parliamentary Pro (PP)</p> <p><b>Display Time Events:</b></p> <p>Health Career Photo (HP)-Rd Two  Health Career Display (HD)-Rd Two  Medical Innovation (MI)  Outstanding HOSA Chapter (OC)  HOSA Happenings (NL)</p> <p><i>Possible additions:</i></p> <p>Extemp Health Poster (EH)</p>	<p><i>Start with Basic Event Set and add:</i></p> <p>a) BD needs one additional 6' table w/2 chairs and podium/lectern</p> <p>b) HB Rds 2-6 needs one additional 6' table w/2 chairs, one additional small table w/1 chair, and one podium/lectern each.</p> <p>c) HB semi-final &amp; final Rd rooms also need additional theater seating for spectators behind teams.</p> <p>d) MS needs one additional small table and seating for competitors in half circle.</p> <p>e) MS needs one standing podium/lectern, one tabletop lectern, and additional seating for spellers in semi-circular rows.</p> <p>f) PP Rd2 needs 2 additional 6' tables w/2 chairs.</p> <p>g) If the room is set for greater than 100, add a lectern and microphone.</p> <p>h) HD, HP, EH, and MI: These three events can use this 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.</p>

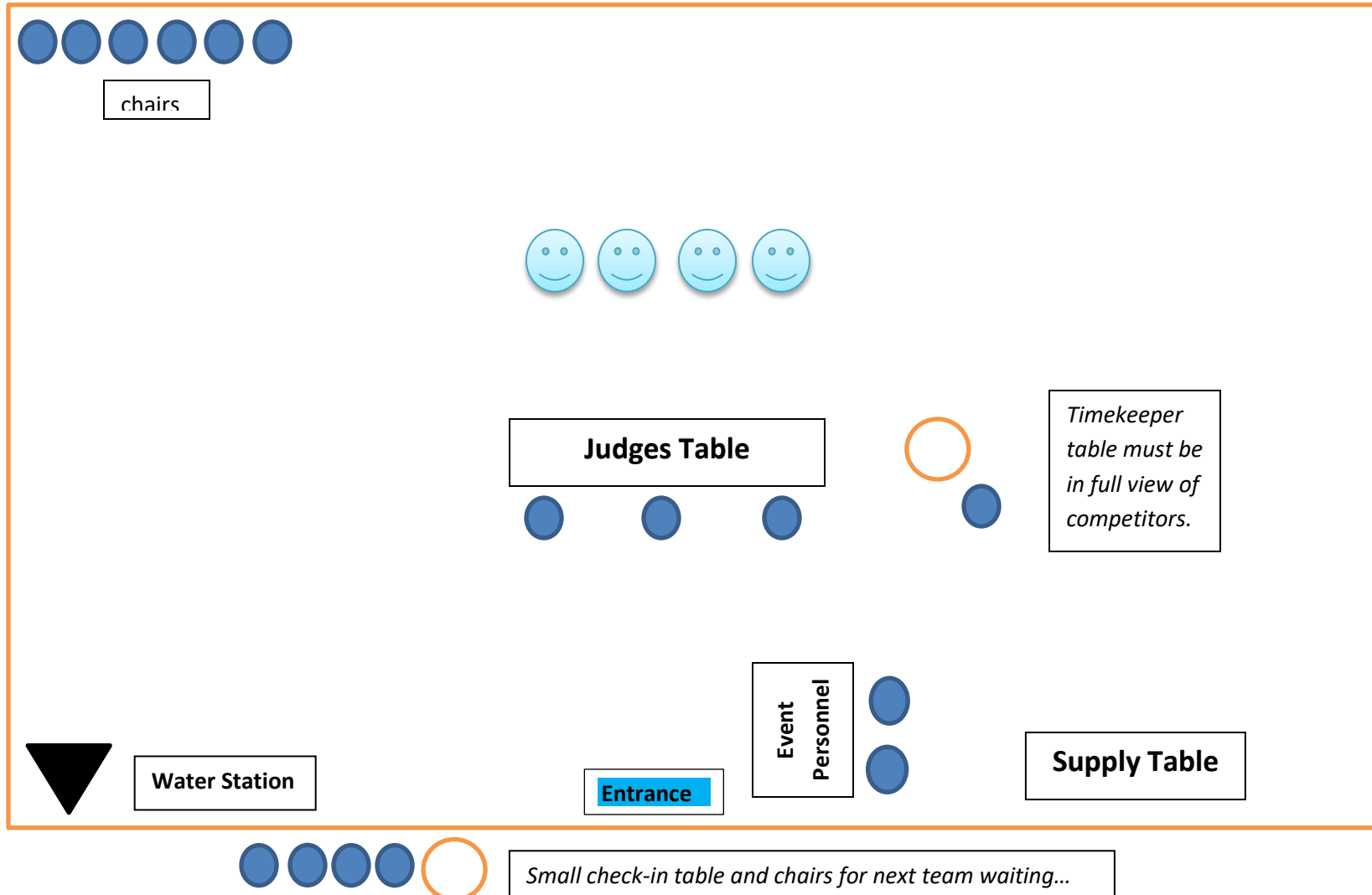
# TESTING Set

# #1



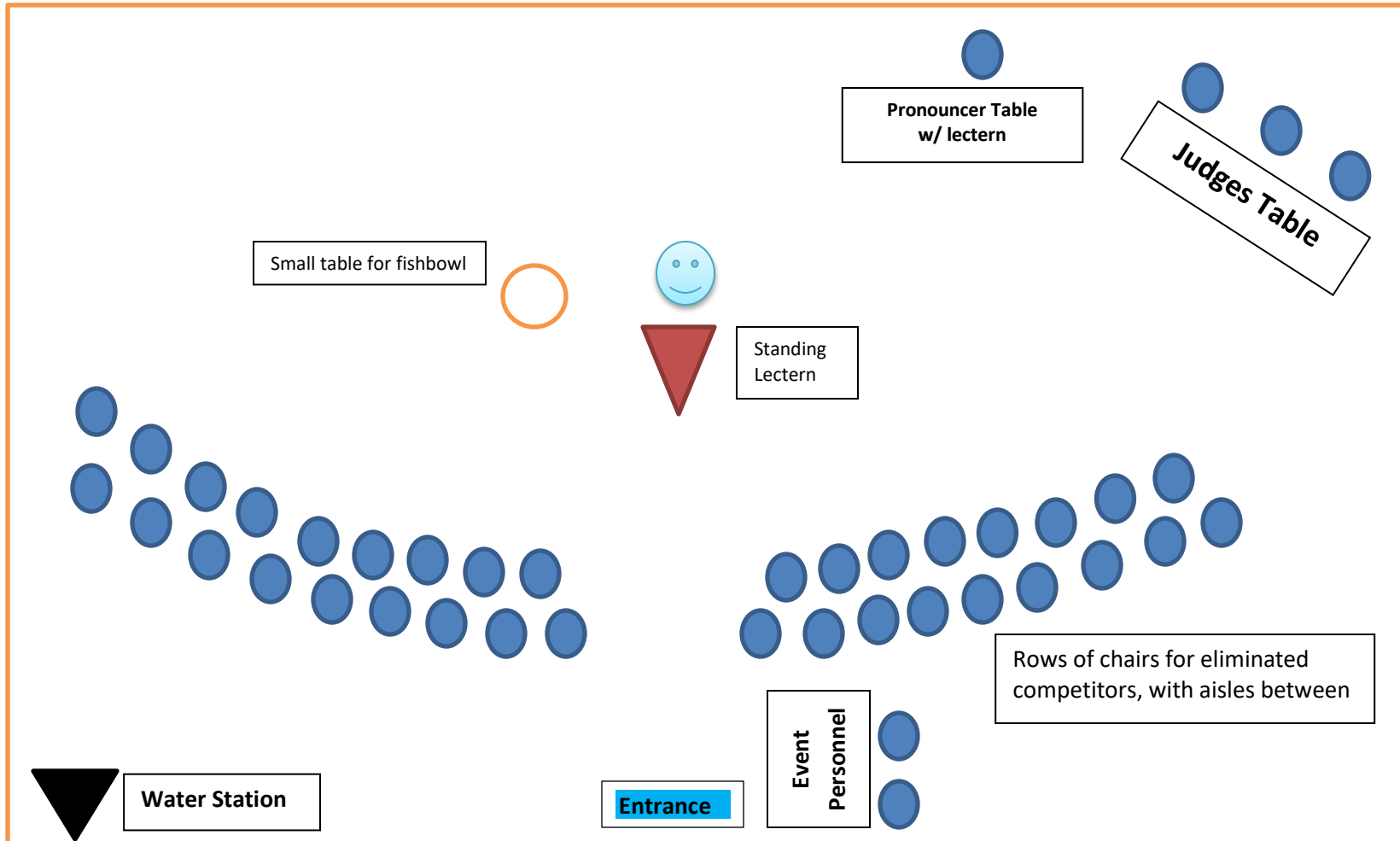
# BASIC EVENT Set

#2



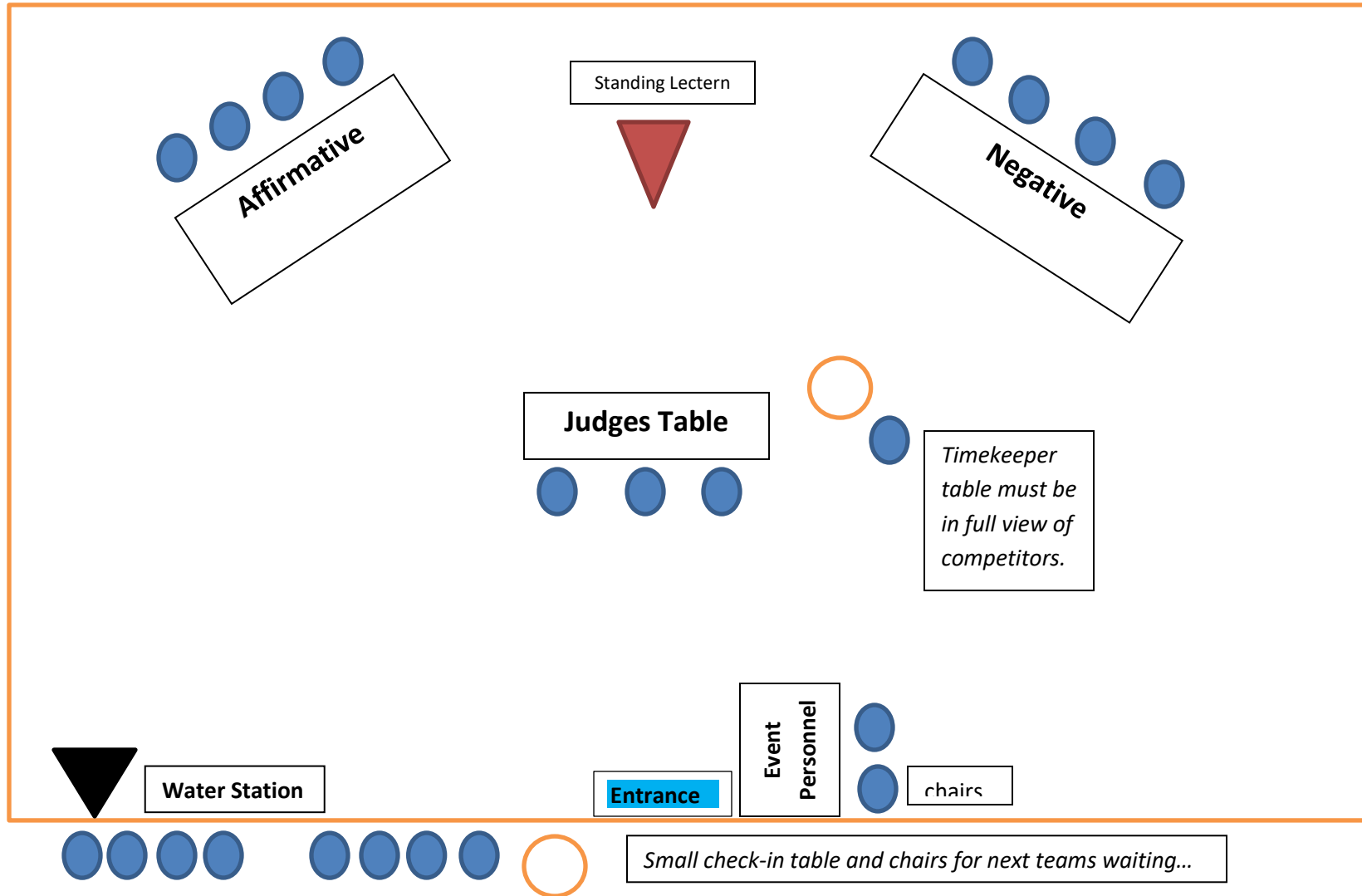
# Special Set: MEDICAL SPELLING (Rd 2)

#3



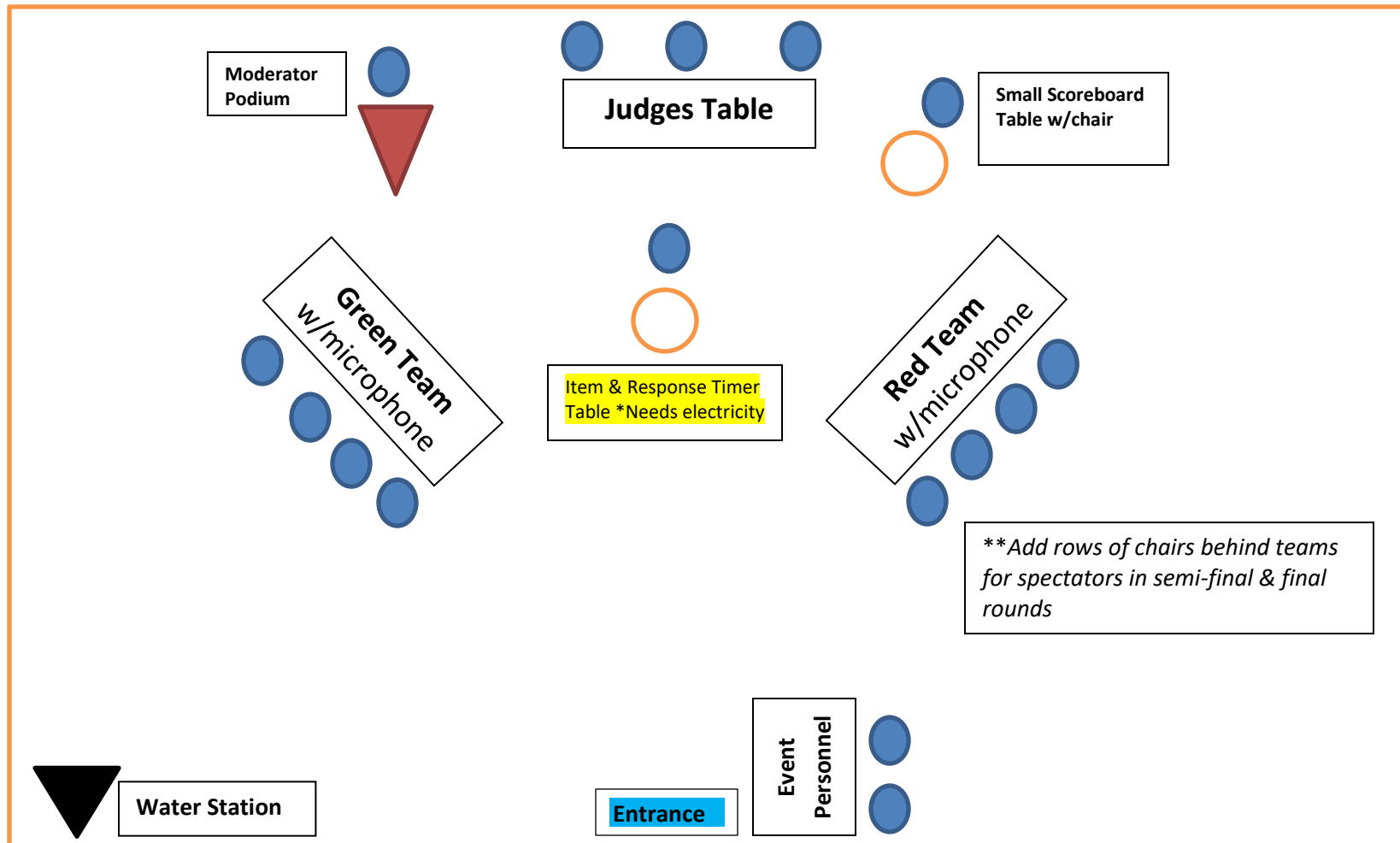
# Special Set – BIOMEDICAL DEBATE (Rd 2)

#4



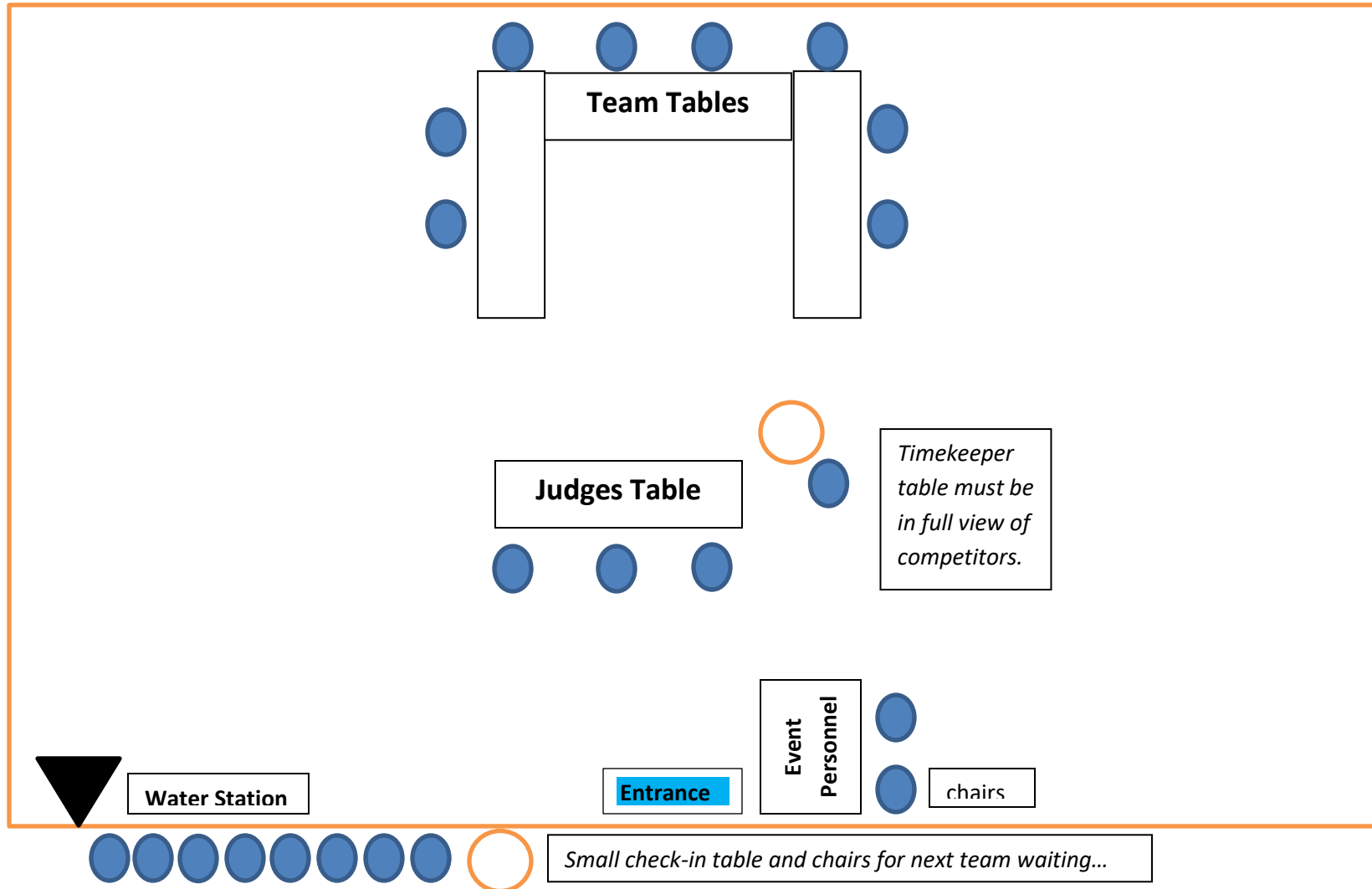
# Special Set – HOSA BOWL (Rds 2-6)

#5



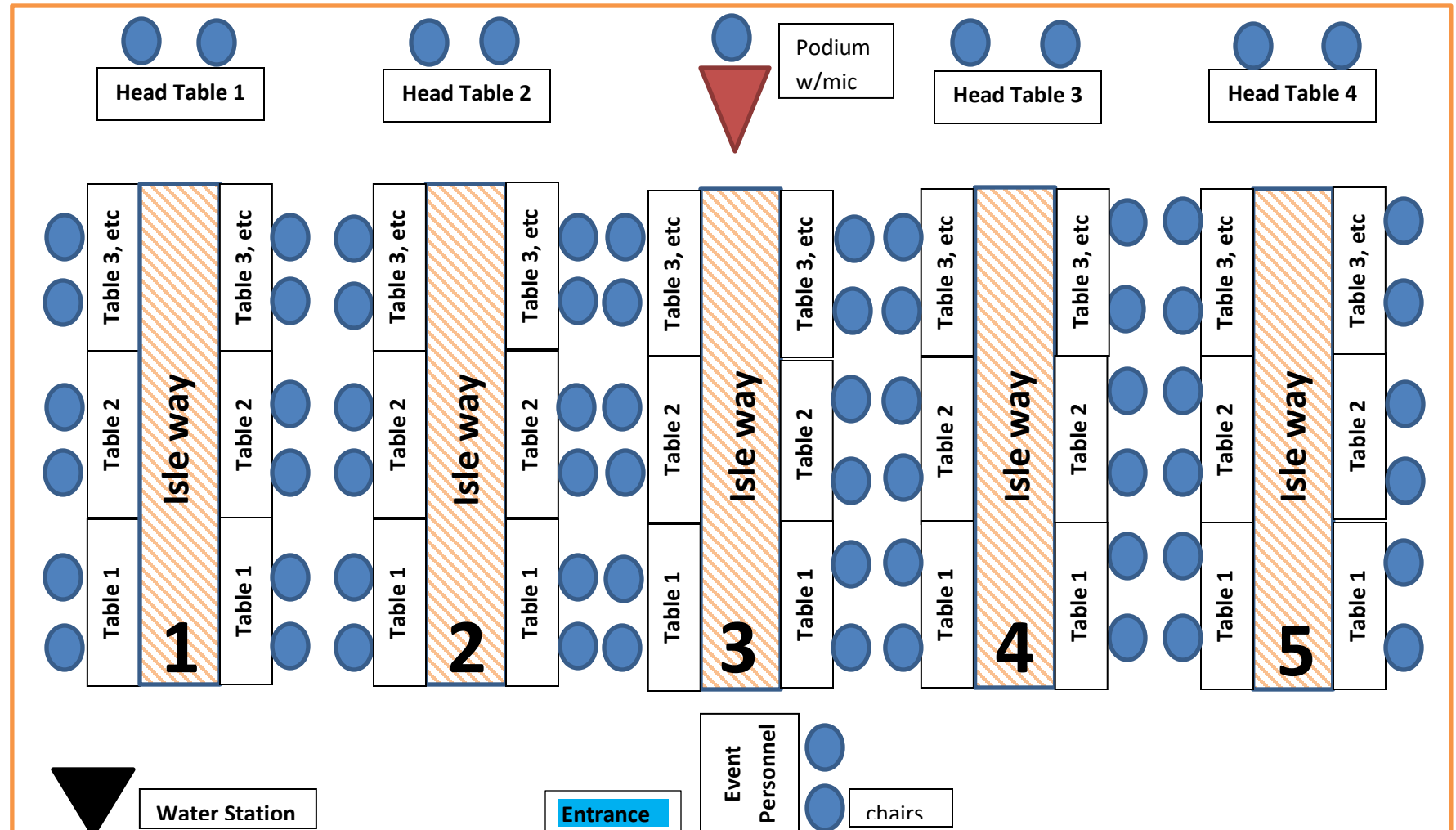


# Special Set – PARLIAMENTARY PROCEDURE (Rd 2) #6



# Special Set – Display Time Events

# #7



Fill room with as many rows/tables as needed for # of competitors, allowing adequate space for spectators. Check w/facility regarding table size. Check-in should take place inside room at Head Table(s) per fire code.