# CONFERENCE HOTEL & VERIFICATION FORM

FAILURE TO STAY IN AN APPROVED SC HOSA HOTEL WITHIN THE SC HOSA BLOCK WILL DISQUALIFY YOUR STUDENT(S) FROM COMPETITION

Process of securing your hotel:

1. Complete the "Conference Verification form" (see below).

2. You will receive a rooming list to complete and submit within 3 business days. You are not guaranteed these rooms until y.ou haveconfirmation from the hotel.

3. Your completed rooming list should be emailed (copy schosa@outlook.com on the email) to the hotel and the contact highlighted on the first page of the rooming list form.

4. You MUST secure your hotel rooms with a credit card, however, your card will not be charged, it is only to hold the room(s). Upon receiving your rooming list, most hotels will send you an electronic credit card authorization form from "Sertifi" within 3 business days. After receiving the electonic form, you should complete and return within 3 business days.

5. Three of our hotels (Hampton Inn, Homewood Suites and Springhill Suites) have paper credit card authorization forms that will be on the last page of your rooming list. This will need to be completed and emailed at thesame time you email in your rooming list.

Within the Conference Verification Form, you will be asked for your first and second choice hotel, do **NOT** list the same hotel for both choices.

- Click here for <u>HOTEL DESCRIPTION & PRICING</u>
- Click here for <u>MAP of HOTELS</u>

### FORM OPENS JANUARY 6TH AT8AM

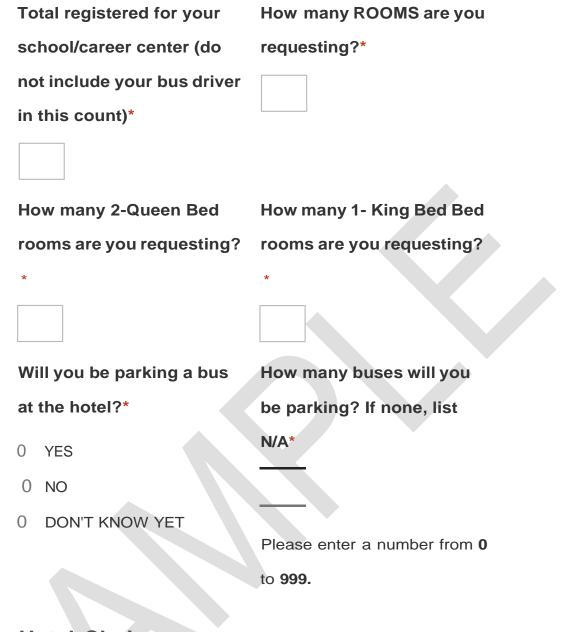
## 2025 SLC-Conference Verification Form

Completion of this form is required to

**REQUEST** hotel rooms

<sup>11</sup> * <sup>11</sup> indicates required fie	elds
Advisor Name* Advisor I	Email* Advisor's Contact Phone Number*
School/Career Center*	
How many STUDENTS do	How many ADVISORS do
you have registered?*	you have registered?*
Please enter a number less	Please enter a number from <b>O</b>
than or equal to <b>999.</b>	to <b>999.</b>
How many	Will a Bus DRIVER be
GUESTS/CHAPERONES do	included in your hotel
you have registered?*	room count?*
	0 YES
	0 NO
Please enter a number from <b>0</b> to <b>999.</b>	0 DON'T KNOW YET

Private: Conference Hotels- SLC - SC HOSA



#### **Hotel Choices**

Once form is completed, hotel rooms will be assigned based on choice and the AVALABILITY to accommodate your group, and the room needs of your group. PLEASE NOTE: You are NOT guaranteed rooms because you are issued a rooming list. You MUST make your reservations within 72 hours of receiving your rooming list form. Otherwise those rooms may be issued to another school.

### Select your first hotel

Select your second choice\*

#### choice\*

- 0 Embassy Suites
- O DoubleTree
- O HiltonGarden Inn
- 0 Residence Inn

Do NOT list the same hotel for your second choice.

- 0 Embassy Suites
- O DoubleTree
- O HiltonGarden Inn
- 0 Residence Inn

Comments