

# 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 you have confirmation from the hotel.**
3. Your completed rooming list should be emailed (copy [schosa@outlook.com](mailto: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 electronic 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 the same 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 [HOTEL DESCRIPTION & PRICING](#)
- Click here for [MAP of HOTELS](#)

**FORM OPENS JANUARY 6TH  
AT 8AM**

# 2025 SLC-Conference Verification Form

Completion of this form is required to REQUEST hotel rooms

<sup>11\*</sup> indicates required fields

**Advisor Name\***

**Advisor Email\***

**Advisor's Contact**

**Phone Number\***

**School/Career Center\***

**How many STUDENTS do you have registered?\***

**How many ADVISORS do you have registered?\***

Please enter a number less than or equal to **999**.

Please enter a number from **0** to **999**.

**How many GUESTS/CHAPERONES do you have registered?\***

**Will a Bus DRIVER be included in your hotel room count?\***

YES

NO

DON'T KNOW YET

Please enter a number from **0** to **999**.

**Total registered for your school/career center (do not include your bus driver in this count)\***

**How many ROOMS are you requesting?\***

**How many 2-Queen Bed rooms are you requesting?**

\*

**How many 1- King Bed Bed rooms are you requesting?**

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**Will you be parking a bus at the hotel?\***

YES

NO

DON'T KNOW YET

**How many buses will you be parking? If none, list**

**N/A\***

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Please enter a number from **0** to **999**.

## Hotel Choices

Once form is completed, hotel rooms will be assigned based on choice and the AVAILABILITY 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 choice\***

- Embassy Suites
- DoubleTree
- HiltonGarden Inn
- Residence Inn

**Select your second choice\***

Do NOT list the same hotel for your second choice.

- Embassy Suites
- DoubleTree
- HiltonGarden Inn
- Residence Inn

**Comments**