

Directions for completing the Fall Conference registration

Form: [Fall Registration](#) (Form D)

1. On the first page, make sure you fill in all the blanks.
2. The second page starts the hotel reservation portion of the form. See samples shown. Make sure you list room type, adult or student, number of people in the room, and all names (last name and then first name) of people in each room.

SAMPLE ADVISOR ROOM

Room Type	Adult or Student	# of People	Last Name	First Name
King	Adult	1	Advisor	John
Must have at least one person's name listed in each room.				

SAMPLE STUDENT ROOM

Room Type	Adult or Student	# of People	Last Name	First Name
Double	Student	4	Student	First
Must have at least one person's name listed in each room.			Student	Second
			Student	Third
			Student	Fourth

3. The third page continues with the hotel reservation portion, which you may or may not need depending on how many rooms you want to reserve. If you need additional rooms use the extra room form. [Extra Room List](#)
4. On the 4th page after hotel reservation portion, make sure you complete all the information at the bottom including the number of bus passes your school will need and the purchase order number. Bus passes are only for those schools that are staying at the Hyatt Regency Hotel. Hotel room rate includes room rate and all applicable service charges and taxes. Rate does not include any meals, valet parking, private vehicle parking or other incidentals.

Note deadline is October 1st.

Purchase orders and checks are to be payable to SkillsUSA Ohio for registration fees and hotel lodging (if you are staying at the Hyatt).

Refer questions to Tammy Plotts at 614-466-8782 or Tamyra.plotts@ode.state.oh.us.

