

Hotel Registration Procedures

All conference participants (HOSA Student Members, State Officers, Advisors, Chaperones, Guests and any other persons attending the conference) must be pre-registered. Chapters must pre-register with both the State Organization and with the hotel.

Hotel Reservation and Costs:

Hotel reservation forms are online at the New York HOSA Website. Please complete for your participants. NO RESERVATIONS WILL BE TAKEN OVER THE PHONE.

- 1) Advisors must make and be responsible for hotel reservations for your group by 5pm on Friday, **FEBRUARY 17, 2023 using the Hotel Reservation Form.**
- 2) Advisors are responsible to report any **cancellations directly to the hotel in writing no later than 4pm on TUESDAY, MARCH 7, 2023.** After this date, the chapter is responsible for all fees for the reservations made.
- 3) Advisors wishing to room students with students from other schools will make these arrangements independently. NY HOSA or the hotel staff will not do it.
- 4) All Advisors will be placed near their students' rooms.
- 5) For NYS Tax Exempt Organizations, Advisors must submit NYS tax Exempt Certificates from their school in advance. The name on the NYS Tax Exempt Certificate must match the corresponding school check. **Completed Purchase Orders from schools will be accepted if they are submitted to the hotel by MARCH 1, 2023.** Personal credit cards, personal checks, money orders and cash are not tax exempt and will be subject to all taxes.
- 6) Monday evening room only - \$101 per room (state officers, advisors and HOSA members) plus tax if applicable
- 7) The hotel package includes: lodging for 2 nights (March 21 & March 22, 2023) and 6 meals ~ Dinner on Tuesday, Continental Breakfast, Lunch & Dinner on Wednesday and Continental Breakfast & Lunch on Thursday.

Occupancy Type	Tax Exempt Rates		Non-Tax Exempt Rates with taxes	
	Room Total	Per person	Room Total	Per person
Single	\$396.30	\$396.30	\$442.14	\$442.14
Double	\$590.60	\$295.03	\$651.98	\$325.99
Triple	\$784.90	\$261.63	\$861.82	\$287.27
Quad	\$979.20	\$244.80	\$1071.56	\$267.89

- Telephones will be turned off so that no incidental charges may be incurred.