

12/7/2023

## NC HOSA HOTEL INFORMATION SHEET

All reservations need to be submitted using the EXCEL spreadsheet on the SLC page of the NC HOSA website. Advisors will use the link provided on the SLC page of the website to upload their list in Passkey. In addition, they are required to email a copy of that list to [dmarble@sheratongreensboro.com](mailto:dmarble@sheratongreensboro.com). An invoice with the total amount due will be emailed to the advisor once their list is processed. Checks should be made out to Sheraton Greensboro and sent to Denise Marble's attention. If the payment method is by credit card, an authorization form will be sent upon request. Full payment for rooms is requested prior to arrival, but not required. A deposit of half of the total amount due is required after the invoice is received.

Advisors may use the option of reserving and registering all rooms in one name. We ask that a complete list of students traveling with those schools be submitted to the front desk upon arrival for security purposes. We will not change the names on these reservations; they will remain in the advisor's name. Some counties may require their schools to have the names of all students and chaperones on each reservation in which the advisor will submit their rooming list in Passkey with all names. The schools filling in the names will need to indicate the adults on the list. For example, on the spreadsheet the column for the first name should show as **Jane Adult**. Spreadsheets must be filled out completely (every column and every line) no matter if all rooms are in the advisor's name or all names are given. Please keep in mind that we want to utilize rooms with two double beds for occupancy of 3 or more. If you have one person in the room please indicate a KING as the room type. If there are only two people in a room, please indicate a KING as the room type if they are okay with sharing a room. This also helps with keeping schools blocked as close together as possible. Rooms with two double beds are assigned on a first come first serve basis. Once we are sold out of double rooms, I will contact Jennifer to let her know that I will begin given schools an option to take all king rooms or going to an overflow property. Any schools requesting a parlor with the adjoining rooms or a family suite can indicate that in the room type column. The parlor has a king room and double room adjoining. Any special requests can be listed in the notes section on the spreadsheet. Please note that we try our best to accommodate as many special requests as possible, but cannot guarantee all will be met.

Below are the deadline dates

2/12/2024 – Reservations open date.

2/26/2024 – No changes sent in prior to this date

3/12/2024 – Reservations close date.

3/25/2024 – Last date for changes/cancels.