

DATE: June 10, 2011

NUMBER: 11-10

SUBJECT: Sixty-seventh Annual Educational Conference

Dear County Assessor:

The Sixty-seventh Educational Conference for Oklahoma Assessing Officers will be held August 9 – 12, 2011, at the Marriott Southern Hills in Tulsa, Oklahoma. Registration will begin at 11:00 a.m. on Tuesday, August 9. The general session will commence that afternoon at 2:00 p.m. Attendance is required for county assessors unless excused prior to the conference in keeping with 19 O.S., Section 166.

The Marriott is located at 1902 E. 71st Street. Guest rooms may be obtained by calling Jessica Hughes at 918-523-3561 who is handling our room block. The room rate is a flat \$80.00 per room. Do not let the hotel operator transfer you to the national reservation “800” line which is unaware of the local room block. Ask for the Oklahoma Tax Commission’s room block to ensure you receive the conference rate. Reservations must be made immediately as the cut-off date is **July 22**.

Mark your hotel purchase order to indicate whether your account will include meal charges or other incidentals in addition to the room charge.

Your rooming list is to include the names of each person staying in each room. If you want 4 rooms for 8 people, assign which 2 people go together in a room. Any changes such additional names, removal of names, or request for more rooms must be done on by sending an **amended ROOMING LIST**. You cannot make these changes through a purchase order. **Fax your purchase order with your rooming list to (918) 523-3523, attention Jessica Hughes.**

Important Notice: Each county has two designated rooms. Refer to them as Room #1 and Room #2, not as single or double. Additional rooms will be Room #3, etc. Confirmation numbers will be issued when the hotel receives rooming lists showing names of people assigned to each room. Book only the nights you need. Early departures adversely impact the room rates for future conferences.

DEBIT CARDS: If you put up a debit card for personal incidentals, the banking system will withhold \$50 a day automatically and later replace any unused balance. Please be very aware of this. A credit card is a better alternative.

CHECK IN TIME IS 4:00 P.M. The hotel must have time to clean and prepare the rooms as other guests depart. Rooms will be assigned as they become available, and some may be able to check in prior to that.

The conference format will include concurrent breakout sessions customized for (1) the administrator, (2) real property appraisers, (3) computer support personnel, (4) mapping staff, and (5) business personal property specialists. The enclosed daily schedule will help you select sessions and complete your enrollment form. A total of 15 hours of continuing education is available.

A registration form must be completed for each participant. The form is printed on both sides. Please make additional copies to accommodate your staff. One side is for identification of the participant. The reverse side is designed for you to indicate your class selection for each day. *Please return registration forms by **July 22**.* This will be a tremendous help in determining room assignments based on class size. For your convenience, keep a photocopy of your completed registration forms. These can serve as schedule reminders for your staff.

The full registration is \$70.00 per person. One-day registration is \$33.00 for Wednesday or Thursday; one-half day on Friday is \$17.00.

Checks and purchase orders for registrations should be payable to the "**OTC Fund**". (*The County Assessors' Association as well as the Oklahoma Chapter of IAAO may collect a separate fee for other activities.*)

NOTE:

- BRING A **SWEATER OR JACKET**. THE CLASSROOMS ARE OFTEN COLD.
- Bring calculators for appraisal classes.
- Bring laptops for Computer Support class on State System Software

This will be the eleventh year we will take a group photograph of all assessors. Please meet after the Opening Session concludes on Tuesday, August 9, at the central staircase of the hotel. The photographer will take photo orders at that time.

If you have any questions regarding the registration form, please call Teresa Strawther. Direct other questions to Cathy Gibson or Cyndi Heath. All can be reached at (405) 319-8200. We are looking forward to seeing you in Tulsa.

Sincerely,

Jeff Spelman, CAE, Director
Ad Valorem Division

Enclosures: Agenda, Agenda Profile, Registration Form
Map to the Marriott, Rooming List (return to the Marriott with P.O.)