



# OKLAHOMA TAX COMMISSION AD VALOREM DIVISION



# BULLETIN

DATE: June 12, 2009

NUMBER: 09-13

SUBJECT: Sixty-fifth Annual Educational Conference

Dear County Assessor:

The Sixty-fifth Educational Conference for Oklahoma Assessing Officers will be held August 4 – 7, 2009, at the Marriott Southern Hills in Tulsa, Oklahoma. Registration will begin at 11:00 a.m. on Tuesday, August 4. The general session will commence that afternoon at 2:00 p.m.

Attendance is a requirement for county assessors unless excused prior to the conference in keeping with 19 O.S., Section 166.

The conference format will include concurrent breakout sessions customized for (1) the administrator, (2) real property appraisers, (3) computer support personnel, (4) mapping staff, (5) business personal property specialists, and (6) personnel new to the assessor's office or who would appreciate a general overview. The enclosed daily schedule will help you select sessions and complete your enrollment form. A total of 15 continuing education units is available.

The Marriott is located at 1902 E. 71<sup>st</sup> Street. Guest rooms may be obtained by calling **(918) 523-3559 and speak with Vanesa Masucci** who is handling our room block. The room rate is \$79.00 single/double, and \$89.00 triple/quad. 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 insure you receive the conference rate. Reservations must be made immediately.

*Please do not cancel any rooms with the hotel after July 24. Call us if you have rooms to turn back. We will reassign them to another county. Book only the nights you need. Early departures adversely impact the room rates for future conferences.*

Mark your hotel purchase order to indicate whether your account will include meal charges or other incidentals in addition to the room charge. Fax your purchase order with your rooming list to **(918) 523-3523, attention Vanesa Masucci**.

**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 24, 2009**.* 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 registration is \$70.00 per person. One-day registration is \$28.00 for Wednesday or Thursday; one-half day on Friday is \$14.00.

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.
- Minimal transportation is available to the computer lab. The van will be filled on a first come/first served basis.

This will be the tenth year we will take a group photograph of all assessors. Please meet after the Opening Session concludes on Tuesday, August 4, 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, Map to OSU- Tulsa Campus  
Room confirmation numbers  
Rooming List (to be returned to the Marriott with your P.O.)