

## 2025 Cal-HOSA State Leadership Conference Housing/Reservations Procedure

- Hotel reservations will be accepted **AFTER** registration of all attendees to Cal-HOSA Student Leadership Conference 2025. Registration closes on February 14, 2025.
- Reservation requests must be emailed to [calhosahousing2025@gmail.com](mailto:calhosahousing2025@gmail.com) between February 15, 2025 and no later than February 28, 2025. Reservation request must include number of king bedded rooms, double/double bedded rooms, check-in and check-out dates. Must also include suite request, if needed.
- Schools must select in order of preference which hotel:
  - Hyatt Regency
  - Sheraton Grand
  - Holiday Inn Downtown
  - Residence Inn
  - ++More to be added

Hotel assignments will be determined by:

- First received / First served
- Preference of Hotel
- Number of rooms needed / Number of room types available
- Check-in / Check-out dates

After a hotel has been assigned, schools will be sent a Hotel Reservations Template that must be completed. Hotel Reservations Template will include guest names in each room and check-in/check-out dates. Upon receipt of the Hotel Reservation Template, **schools will have 48 hours to complete and return the Hotel Reservation Template to [calhosahousing2025@gmail.com](mailto:calhosahousing2025@gmail.com).**

Hotel Reservation Template will then be sent to their assigned hotel which will then create an **Invoice**. Schools will then have the option of sending in a check or pay via a credit card link. Please note that if payment is via a check, the hotel must receive payment no later than two-weeks prior to arrival.

In addition, upon check-in schools must provide a credit card to guarantee any incidentals for each room within their block or must have hotel block any charges to each room other than room and tax.