



Chris Schroder
Executive Director

429 N.E. 50th Street
Oklahoma City, OK 73105
Local: 405.524.3200
www.okacco.com

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February 6, 2023

To: All County Commissioners, Elected Officials, and County Employees

From: Felicity Johnson, Meeting Planner

RE: ACCO 2023 Spring Conference Registration Information
April 5th & 6th, 2023

Dear Counties,

Please find attached the County Packet for the upcoming ACCO Spring Conference, which will be held April 5th & 6th, 2023, at the Embassy Suites Hotel and Conference Center in Norman.

We have included a tentative agenda, however, be on the lookout for updates in the coming weeks. It is sure to be packed with speakers, meetings, vendor connections, fellowship, and so much more.

You can register online by visiting our webpage at www.okacco.com and clicking on the **purple** button labeled “**County Registration**”. From there you can fill out your information and hit submit! Remember, this is just for the registration portion; you will still need to fax your completed hotel form to the appropriate hotel.

Commissioner: \$95.00
Elected Officials: \$95.00
County Employees: \$35.00
Commissioner Spouses/Guest: No Charge
County Employee Spouse/Guest: \$20.00 (at door)

Please note: All registrations after March 17, 2023, will be at the door where a \$25 late fee will be assessed.

Please make sure to register before the deadline. We hope to see you all there!

Questions? Call Felicity Johnson at (405) 516-5317 or you can email info@okacco.com

Thank You!

HOTEL INFORMATION & RESERVATION FORM

NOTE: FAX BOTH THE HOTEL FORM AND YOUR COUNTY PO TO YOUR HOTEL SELECTION

Make sure to ask for the ACCO Room Blocks

SOLD OUT

Overflow Hotels

Main Conference Hotel

Embassy Suites
Hotel & Conf. Center
 2501 Conference Dr.
 Norman, OK 73069
 405-364-8040 (James Reinbold)
 County Room Rate is
 \$100.00/night
Breakfast Included

Fax # 405-253-3550

Holiday Inn
Express & Suites
 2500 Conference Drive
 Norman, OK 73069
 405-928-5300 (Lori/Jennifer)
 County Room Rate is
 \$100.00/night
Breakfast Included

Fax # 405-928-5311

Hampton Inn & Suites
 2300 Conference Drive
 Norman, OK 73069
 405-310-3014 (Shelly Martin)
 County Room Rate is
 \$100.00/night
Light Breakfast Bar

Fax # 405-310-3074

When making reservations, please fill out this form completely and fax to appropriate hotel.

Name of the Guest:			
Arrival Date :		Departure Date:	
County/Company:			
Billing Address:			
City:		State:	Zip:
Reservations Requested By:			
Email Address:		Phone #	
Please bill for: (please circle all choices to be billed)			
All Charges	Meals	Internet	Room Only
PO's Must Reflect Rooms and Incidentals on the PO Descriptions			

Hotel Policy Informaton:

- Fax Reservation Form and copy of County PO to the correct hotel listed above.
- Reservations are NOT confirmed WITHOUT a copy of the COUNTY PO
- Call and confirm room reservation 24/48 hours after faxing. Retain confirmation # for your records
- NO-SHOWS and/or FAILURE to check in the first night may still be charged a 1-night stay and/or lose their entire reservation.
- Early check-outs or late cancellations may be subject to each of the current hotel policies above.

*****If you are tax exempt, fax this form along with your PO and a Tax-Exempt Letter.*****

If you are paying by credit card, fax your reservation form and call local hotel phone number listed above with credit card information.