



NATIONAL LEADERSHIP & SKILLS CONFERENCE

**Reservation
Process**

Reservation Process

- Select check-in and check-out
- Enter the number of rooms you need
- Enter the average number of guests per room
- Click "Search"
- Click "Select" next to your assigned hotel

Check-in: Mon, Jun 24, 2024

Checkout: Fri, Jun 28, 2024

Rooms: 5

Guests per room: 2


[View all hotels](#)

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Event Dates Selected Dates



Atlanta Marriott Marquis 

6 Block(s) from Georgia World Congress Center

265 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

Registration Process for Advisors

Booking Contact Information

The information provided below will be used to populate all 10 rooms in your reservation. Additional details can be changed for each room on the subsequent screen.

Personal Information

Prefix

*First Name Middle Initial

*Last Name *School Name

Organization *Advisor Name

*Email *Confirm Email

*Phone Number

Personal Address

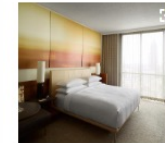
*Country

*Address

Mailing Address 2

*City State Zip

- Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms
- Booking Contact Information – as the lead of the group reservation, this is where you will put your information. Be sure to use your school’s address verses your personal address and include your school’s name.
- The information provided on this page will be used to populate for all rooms in the reservation.



King Bed

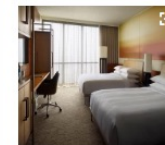
Max Guests: 3

Details

Deluxe Room, 1 King, Mini fridge, 340sqft/31sqm, Wireless internet, free fee, Coffee/tea maker, 27in/64cm flat-screen TV

Jun

Mon 24 USD 0	Tue 25 USD 0	Wed 26 USD 0	Thu 27 USD 0
--------------------	--------------------	--------------------	--------------------



Two Double Beds

Max Guests: 4

Details

Deluxe room with two double beds, 2 Double, Mini fridge, 340sqft/31sqm, Wireless internet, free fee, Coffee/tea maker

Jun

Mon 24 USD 0	Tue 25 USD 0	Wed 26 USD 0	Thu 27 USD 0
--------------------	--------------------	--------------------	--------------------

Reservation Process for Advisors

- Now we are at the section where you will complete your rooming list.
- It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name.
- During this step, please leave your email address next to each student's name. This ensures that all reservation information is only sent to you.
- Clicking on the *** ellipsis icon next to a guest entry will give you the option to:
 - View and edit the guest details such as length of stay, personal information, payment, and billing details
 - Remove the room from the reservation.

King Bed

Show room policies

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/24/24	6/28/24	1	Courtney	Zintz	czintz@hpnglobal.com	***
2.	6/24/24	6/28/24	1	Erin	Dixon	czintz@hpnglobal.com	***


Two Double Beds

Show room policies

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/24/24	6/28/24	2	Michele	Runge	czintz@hpnglobal.com	***
				Casey	Perez	czintz@hpnglobal.com	
2.	6/24/24	6/28/24	2	Rikki	Amedick	czintz@hpnglobal.com	***
				Sydney	Kilburg	czintz@hpnglobal.com	
3.	6/24/24	6/28/24	2	Lisa	Estala	czintz@hpnglobal.com	***
				Stacey	Crivello	czintz@hpnglobal.com	

Reservation Process for Advisors

- Review all the reservation details and make any last-minute changes to them
- Accept the terms and conditions by checking the box next to them
- A master acknowledgement will arrive in your email moments after you complete your reservations.



Atlanta Marriott Marquis
265 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

Booking Contact Information

[Edit booking contact information](#)

PERSONAL INFORMATION

Courtney Zintz, School 1
Courtney Zintz
czintz@hpnglobal.com

PERSONAL ADDRESS


13825 N Northsight Blvd
Scottsdale, AZ, 85260, US

REQUESTS

Accessible: No

Your reservation is complete.

Thank you for booking!



Atlanta Marriott Marquis
265 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

YOUR MASTER ACKNOWLEDGEMENT NUMBER

9BFXZ020

[Edit](#) [Cancel](#)

BOOKING CONTACT INFORMATION

Courtney Zintz
czintz@hpnglobal.com
4809979770
123 Street
Mesa AZ 85212 US



King Bed

[Edit](#)

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Courtney Zintz	Jun 24, 2024	Jun 28, 2024	1	USD 0.00
Erin Dixon	Jun 24, 2024	Jun 28, 2024	1	USD 0.00

SUBTOTAL USD 0.00



Two Double Beds

[Edit](#)

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Michele Runge	Jun 24, 2024	Jun 28, 2024	2	USD 0.00
Rikki Amedick	Jun 24, 2024	Jun 28, 2024	2	USD 0.00
Lisa Estala	Jun 24, 2024	Jun 28, 2024	2	USD 0.00

ROOM POLICY

Tax is not included

Fees for extra guests: 2nd guest = 0.00

TAX POLICY

Rates provided do not include tax. Room rates are subject to state and local taxes, currently 16.9% plus a \$5 state hotel fee. Tax rates are subject to change without notice.

CANCELLATION POLICY

Cancellations received after Tuesday, May 16, 2023, 5pm MST will be charged one night's room and tax.



NATIONAL LEADERSHIP
& SKILLS CONFERENCE

Master Acknowledgement Sample

2024 SkillsUSA National Leadership & Skills Conference

HOTEL RESERVATION MASTER ACKNOWLEDGEMENT **C0VR805T**

Thank you for making your hotel reservation for the 2024 SkillsUSA National Leadership & Skills Conference being held in Atlanta over the dates of June 24-28, 2024.

All reservation changes can be made at the event website by [clicking here](#), calling 480-998-9770 Ext. 2 or emailing us at SkillsUSANLSC@HPNGlobal.com.

HOTEL INFORMATION

Atlanta Marriott Marquis
265 Peachtree Center Avenue
Atlanta, GA 30303

BOOKING CONTACT INFORMATION

Courtney Zintz
8800 e raintree

scottsdale, AZ 85212
US
4809989770
czintz@hpnglobal.com

TWO DOUBLE BEDS

Reservations List

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
RD58RBMP	Michele Runge	24-Jun-2024	28-Jun-2024	2	Confirmed	USD 752.00
W19CG74M	Rikki Amedick	24-Jun-2024	28-Jun-2024	2	Confirmed	USD 752.00
7ZPIQJS4	Lisa Estala	24-Jun-2024	28-Jun-2024	2	Confirmed	USD 752.00
Total Room Cost:						USD 2,256.00

BILLING

You are responsible for setting up payment directly with your hotel. If an invoice is needed, please use invoice template below to enter in your reservation information.

[Invoice Template](#)

If you are paying by credit card, contact your hotel directly at 404-521-0000

If you are paying by check, remit payment to:

ATTN: Accounts Receivable
Atlanta Marriott Marquis
265 Peachtree Center Avenue
AtlantaGA30303

All check payments must be received by hotel no later than 14 days prior to arrival. Hotels may not accept checks on arrival day.

HOTEL W9 FORMS

[Click Here](#) for hotel W9 Forms

TAX EXEMPTION INFORMATION

Tax exemption only applies to Georgia Secondary Schools

Policies

ROOM POLICIES

- Tax is not included
- Fees for extra guests:

TAX POLICY

HOTEL MOTEL TAX FEE: \$5 per night.

Please note that 16.9% will be added to your nightly room rate.

GRAND TOTAL : USD 2,737.27



NATIONAL LEADERSHIP
& SKILLS CONFERENCE

Helpful Hints

- When a reservation is created, through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation (s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize the Passkey via your desktop verses mobile app.
- Have all attendee names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.
- A master acknowledgement will arrive in your email moments after you complete your reservations.