



# NATIONAL LEADERSHIP & SKILLS CONFERENCE

**Reservation  
Process**

# Reservation Process

- Select check-in and check-out dates
- 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 19, 2023

Checkout: Sat, Jun 24, 2023

Rooms: 4

Guests per room: 4

[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, for

Show more

Jun

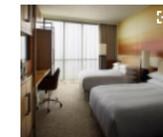
Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
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2 rooms

2 guests

Select

View policies



### Two Double Beds

Max Guests: 4

#### Details

Deluxe room with two double beds, 2 Double, Mini fridge,

Show more

Jun

Mon 20	Tue 21	Wed 22	Thu 23	Fri 24
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3 rooms

2 guests

Select

View policies

# 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.	6/19/23	6/24/23	1	Courtney	Zintz	czintz@hpnglobal.com	...
2.	6/19/23	6/24/23	1	Casey	Perez	czintz@hpnglobal.com	...

Two Double Beds Show room policies

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/19/23	6/24/23	2	Erin	Dixon	czintz@hpnglobal.com	...
				Michele	Runge	czintz@hpnglobal.com	
2.	6/19/23	6/24/23	2	Rikki	Amerdick	czintz@hpnglobal.com	...
				Sydney	Kilburg	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 19, 2023	Jun 24, 2023	1	USD 915.00
Casey Perez	Jun 19, 2023	Jun 24, 2023	1	USD 915.00
<b>SUBTOTAL</b>				<b>USD 1,830.00</b>



Two Double Beds

[Edit](#)

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Erin Dixon	Jun 19, 2023	Jun 24, 2023	2	USD 915.00
Rikki Amerdick	Jun 19, 2023	Jun 24, 2023	2	USD 915.00
<b>SUBTOTAL</b>				<b>USD 1,830.00</b>

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

## 2023 SkillsUSA National Leadership & Skills Conference

### HOTEL RESERVATION MASTER ACKNOWLEDGEMENT 9BFXZ020

Thank you for making your hotel reservation for the 2023 SkillsUSA National Leadership & Skills Conference being held in Atlanta over the dates of June 19-23, 2023.

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](mailto:SkillsUSANLSC@HPNGlobal.com)

### HOTEL INFORMATION

Atlanta Marriott Marquis  
265 Peachtree Center Avenue  
Atlanta, GA 30303

### BOOKING CONTACT INFORMATION

Courtney Zintz  
123 Street  
Mesa, AZ 85212  
US  
4809979770  
[czintz@hpnglobal.com](mailto:czintz@hpnglobal.com)

### KING BED

#### Reservations List

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
6EJAGDJP	Courtney Zintz	19-Jun-2023	24-Jun-2023	1	Confirmed	USD 915.00
PPLD63PP	Casey Perez	19-Jun-2023	24-Jun-2023	1	Confirmed	USD 915.00
<b>Total Room Cost:</b>						<b>USD 1,830.00</b>

#### Policies

##### ROOM POLICIES

- Tax is not included
- Fees for extra guests:

##### 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.

**GRAND TOTAL : USD 4,378.56**

### 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

### TWO DOUBLE BEDS

#### Reservations List

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
MWMVLFV8	Erin Dixon	19-Jun-2023	24-Jun-2023	2	Confirmed	USD 915.00
5Q7JD3Q1	Rikki Amerdick	19-Jun-2023	24-Jun-2023	2	Confirmed	USD 915.00
<b>Total Room Cost:</b>						<b>USD 1,830.00</b>

# 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.



NATIONAL LEADERSHIP  
& SKILLS CONFERENCE

# Who to Contact?

Going forward, please reach out to the SkillsUSA NLSC Housing team with any questions related to your hotel room block. We are here for anything you may need to ensure a smooth and successful NLSC 2023!

**Courtney Zintz**

Senior Housing & Registration  
Manager

(480) 998-9770 Ext: 2

[SkillsUSANLSC@HPNGlobal.com](mailto:SkillsUSANLSC@HPNGlobal.com)

**Erin Dixon**

Housing Manager  
(480) 998-9770 Ext: 2

[SkillsUSANLSC@HPNGlobal.com](mailto:SkillsUSANLSC@HPNGlobal.com)