



CENTER FOR LOCAL GOVERNMENT TECHNOLOGY

College of Engineering, Architecture and Technology

Assessor Training and Accreditation Program

1201 S Innovation Way Dr, Stillwater, OK, 74074

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Ph. 405-744-6049

RE: **Class and Hotel Details**

CLASS: **Board of Equalization Training: February 28th, 2024**

LOCATION: Hilton Garden Inn OKC Midtown
2809 Northwest Expressway, OKC 73112

MAP: [HGI OKC Midtown](#)

CLASS TIME:

There will be one day of instruction. The course will begin at 9:00 a.m. on Wednesday, February 28th, 2024 and will end at 4:00 p.m. Your attendance will be reported to the Oklahoma Tax Commission.

For room reservations, you may call the Oklahoma City Hilton at (405) 607-4000 and ask for the prevailing government rate. The room rate is \$110.00 per night plus tax for single or double occupancy. If Tax- Exempt, you must provide the hotel a copy of your Tax-Exempt letter. If paying with a Purchase Order you must provide it hotel, and you will be required to give a major credit card number to guarantee your reservation. A card will be required to secure the reservation and to cover any incidental charges occurred during your stay, please ask for the Sales Office if you have questions.

[Hotel Website Link](#)

If you plan to enroll in this class, we will see you in OKC!

Sincerely,

Gary Snyder
Director