

# 10TH ANNUAL TENNESSEE SKYWARD USERS GROUP CONFERENCE

## CONFERENCE FAQ'S

### Lodging Information

A special conference rate of \$138 per night is available at the Park Vista, until May 1, 2022, or until the room block is filled. To reserve your room:

- Call 1-800-421-7275 and reference TNSUG Skyward User Conference and group code TNS. A credit card or one night's deposit will be required to secure your room reservation.

**Cancellations must be received 72 hours prior to arrival or one night's room and tax will be assessed. Please note: in the event that a guest checks out prior to the reserved check-out date, an early departure fee of \$50 will be charged. Guests wishing to avoid this fee must advise the hotel at or before check-in.**

### Can my school system pay by check instead of credit card?

Yes. At check out, click pay by check as the payment option. Once you have completed the registration, you will receive a confirmation email. Please print a copy of this page for your records and to submit it to your district for invoice purposes. Checks should be mailed to:

**Ruth Ann Osborne**

**Johnson County Schools**

**211 North Church Street**

**Mountain City, TN 37683**

Please make sure your check is received by **May 18, 2022**, to allow processing time prior to the conference. The mailing address for your check will be printed on your confirmation email.

### Will we receive an invoice for conference registration?

Invoices will not be sent to attendees. Please print a copy of your confirmation email to send to your accounting department for invoice purposes. If you are registering several people for the conference, please alert them to check their email for this confirmation.

## **Can I register multiple attendees for the conference?**

Yes, you can register multiple attendees. Just choose the number of people you want to register from the drop-down box next to the ticket type. The drop-down list shows a maximum of 10. If you have more than 10 attendees, you will need to process them on a separate registration.

## **What is the registration refund policy?**

Refunds will be issued if requested by Wednesday, May 18, 2022. After this date, we regret that we will be unable to honor requests for refunds due to commitments to the event venue. To request a refund, please contact Ruth Ann Osborne at [rosborne@jocoed.net](mailto:rosborne@jocoed.net)

## **Will there be wi-fi available at the conference?**

Yes, we are pleased to announce that wi-fi will be available to all conference participants.

## **Is there a charge for parking?**

No. There is no additional charge for parking.

## **Will there be food/beverages at the conference?**

Yes. Your registration fee includes continental breakfast and lunch on Wednesday and Thursday. Beverage and snack breaks will also be provided.