



**Center for Local Government Technology  
Assessor Training and Accreditation Program**

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**RE: Class and Hotel Details**

**CLASS: Board of Equalization Training: March 12, 2019**

**LOCATION: Western Technology Center - Safety Training Center  
301 Western Drive, Elk City, OK, 73644**

**MAP: [WTC - Elk City](#); [Hampton Inn & Suites](#)**

**CLASS TIME:**

There will one day of instruction and the course **will begin at 9 a.m. on Tuesday, March 12th**. Class will be 9 a.m. to 4 p.m. Your attendance will be reported to the Oklahoma Tax Commission.

**HOTEL INFORMATION:**

For room reservations, you may call our preferred hotel, the Hampton Inn & Suites Elk City at (580) 225-2553. The room rate is \$94.00 per night plus tax, 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 fax it to the hotel at (580) 225-2560, and will be required to give a major credit card number to guarantee your reservation. No charges will be applied to your credit card unless you charge personal items to your room (movies, phone calls, etc.). Please ask for the Director of Sales if you have questions or problems.

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

Sincerely,

*Eric Hayes*

Local Government Specialist