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| **2018 FJCL STATE LATIN FORUM** |
| **ROOMING LIST and HOTEL REGISTRATION FORM** |
| SCHOOL NAME  | TAX-EXEMPT #  |
| ADDRESS  | PHONE |
|   | FAX |
| SPONSOR(S)  |  |
| E-MAIL(S) |  |
| CHAPERONE(S) |  |
| **Send one copy of this form with your reservation, school check, and a copy of** |
| **the school** **official tax-exempt certificate postmarked by the due date, to:** |
| **Wyndham Orlando Resort****8001 International Drive,****Orlando, FL 32819** | **Send first night’s payment by Express mail, Fed Ex, or UPS to be received no later than March 19, 2018.****BALANCE MUST BE PAID UPON ARRIVAL.** |
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**E-mail one copy** of the rooming list to the Facilities Liaison at **silvana.wilbur@htes.org.** Make copies of your reservation, school check, and the school tax-exempt certificate to bring with you in case there is any problem. Please call the hotel prior to arrival in order to confirm that your materials arrived and everything is in order. Bring at least three copies of the rooming list with any changes to Forum. Leave room numbers blank until you receive rooms from the hotel upon check-in. After entering the room numbers, give one copy to the Facilities Liaison, one to the hotel front desk, and keep others for yourself and your chaperone(s). If you sponsor two schools, please submit one combined rooming list rather than one per school.

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| Reservations for:(circle or highlight all applicable days)  | Wed. Thurs. Fri. Sat. Sun. |
| 4/18 4/19 4/20 4/21 4/22 |
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| **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** | **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** |
| \_\_\_\_ M \_\_\_\_F | 1 | \_\_\_\_ M \_\_\_\_F | 1 |
| \_\_\_\_\_ Stud | 2 | \_\_\_\_\_ Stud | 2 |
| \_\_\_\_\_Spon | 3 | \_\_\_\_\_Spon | 3 |
| \_\_\_\_\_Chap | 4 | \_\_\_\_\_Chap | 4 |
| **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** | **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** |
| \_\_\_\_ M \_\_\_\_F | 1 | \_\_\_\_ M \_\_\_\_F | 1 |
| \_\_\_\_\_ Stud | 2 | \_\_\_\_\_ Stud | 2 |
| \_\_\_\_\_Spon | 3 | \_\_\_\_\_Spon | 3 |
| \_\_\_\_\_Chap | 4 | \_\_\_\_\_Chap | 4 |
| **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** | **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** |
| \_\_\_\_ M \_\_\_\_F | 1 | \_\_\_\_ M \_\_\_\_F | 1 |
| \_\_\_\_\_ Stud | 2 | \_\_\_\_\_ Stud | 2 |
| \_\_\_\_\_Spon | 3 | \_\_\_\_\_Spon | 3 |
| \_\_\_\_\_Chap | 4 | \_\_\_\_\_Chap | 4 |
| **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** | **Room No.\_\_\_\_\_\_\_\_\_\_\_** | **Names** |
| \_\_\_\_ M \_\_\_\_F | 1 | \_\_\_\_ M \_\_\_\_F | 1 |
| \_\_\_\_\_ Stud | 2 | \_\_\_\_\_ Stud | 2 |
| \_\_\_\_\_Spon | 3 | \_\_\_\_\_Spon | 3 |
| \_\_\_\_\_Chap | 4 | \_\_\_\_\_Chap | 4 |
| Total number of rooms \_\_\_\_\_\_**X\_**\_\_\_\_\_ (number of nights) = \_\_\_\_\_\_ x **$119**.**00** = $ \_\_\_\_\_\_\_\_\_\_\_ |
| **First night payment must be received by March 19, 2018, and balance is due upon arrival.** |