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| **2020 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 7, 2020.****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. Email any changes to the Facilities Liaison at **silvana.wilbur@htes.org****.**

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| Reservations for:(circle or highlight all applicable days)  | Wed. Thurs. Fri. Sat. Sun. |
| 4/1 4/2 4/3 4/4 4/5 |
|  |
| **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 **$123**.**00** = $ \_\_\_\_\_\_\_\_\_\_\_ |
| **First night payment must be received by March 7, 2020, and balance is due upon arrival.** |