

# Fall 2016 Class Locations and Hotel Accommodations

A limited number of rooms are available on a first come basis at a discounted rate for the hotels listed below. Call the hotel by the date listed and indicate you are with the OSU Tax Schools to check on availability. Contact Ag Conferences (405-744-6489) if you have difficulty making your hotel reservation prior to the reservation deadline date.

## **November 10 & 11 - McAlester**

Southeast Expo Center

4500 W. Hwy 270

AmericInn

918-426-1300

Make reservations by October 21

## **November 14 & 15 - Lawton**

Hilton Garden Inn

135 NW 2nd St.

580-280-2100

Make reservations by October 13

## **November 17 & 18 - Enid**

Springhill Suites

5815 KL Drive

580-540-4256

## **November 28 & 29 - Stillwater**

First Methodist Church Life Center

400 W 7th Ave.

## **December 5 & 6 or December 8 & 9**

Tulsa 1 & 2

Tulsa Renaissance

6808 S. 107th East Ave

800-264-0165

Make reservations by November 13

## **December 12 & 13 or December 15 & 16**

Oklahoma City 1 & 2

Embassy Suites Downtown/Medical Center

741 N. Phillips Ave.

405-239-3900

Make reservations by November 10

## Details you need to know

**Continuing Education Credits:** Sixteen (16) continuing education units (CEU's) are offered for the two-day Fall Tax Institutes. These have been accredited through the boards of Certified Public Accountants, Public Accountants, the Oklahoma Bar Association MCLE Commission, and IRS for Enrolled Agents and Registered Tax Return Preparers. Professionals who require certification should complete the CPE section on the registration form. Attendees must personally sign in at the session for each 4-hour period. We will mail a letter of certification to you. You must retain this certification letter for auditing purposes.

**Registration Fees:** Fees will cover all workshop materials, including the CCH Master Tax Guide and refreshments during breaks. If you request materials only, they will be mailed to you when all books are available, at the conclusion of the seminar. (Due to contractual agreements, materials cannot be sold for less than the registration fee.) Enrollments are handled on a prepaid advance registration basis. Limited at the door registration may be available on a first come first serve basis. We recommend you call ahead to Agricultural Conference Services at 405-744-6489 to check availability.

**Dress:** Consistent meeting room temperatures are difficult to maintain. Dress is casual, so we suggest you dress in layers to ensure comfort.

**Special Accommodations:** Oklahoma State University offers its programs to disabled persons on a nondiscriminatory basis. Disabled persons with special needs who are planning to attend our programs are requested to phone (405-744-6489) or fax (405-744-8491) our office as far in advance of the program as possible so these needs can be addressed.

**Schedule:** Registration starts at 7:30 a.m. Class runs from 8:00 a.m. to 4:45 p.m. There will be two breaks; lunch is on your own.

## Online Registration

OSU Tax Schools provides online registration for your convenience. Simply go to the website at [www.osutaxschools.okstate.edu](http://www.osutaxschools.okstate.edu) and follow the "Tax School Registration" link to register using your VISA, MasterCard, Discover or American Express for payment.

If you prefer, you can still register by mail or fax using the Registration Form in this brochure or the registration form found on the website at: [www.osutaxschools.okstate.edu](http://www.osutaxschools.okstate.edu)