

PROJECT PLANNING AND DEVELOPMENT TRAINING



September 23rd – 25th, 2025

Embassy Suites by Hilton – Oklahoma City Will Rogers Airport

**1815 S. Meridian Avenue
Oklahoma City, OK 73108
(405) 682-6000**

Training Schedule

Registration will start at 8:30 a.m. on Tuesday, September 23rd outside the **Ballroom D** meeting room. Trainings will start at 9:00 a.m. each day and run until 5:00 p.m. Lunch breaks are approximately Noon – 1:00 p.m. and are on your own.

Accommodations

- **Host hotel:** Embassy Suites Oklahoma City is conveniently located off I-40, approximately four miles from the (OKC) airport. The hotel features a free made-to-order breakfast, onsite restaurant and free shuttle service to and from the airport.
 - **For reservations:** **Click here to make your hotel reservation.**
 - **Room rate:** The room rate is \$116.00 per night + tax (17.875%). The **room block cutoff date is September 8th**, after that date we cannot guarantee the group rate will be available.
 - **Reservations must be guaranteed:** All reservations must be accompanied by a first night's deposit or guaranteed with a major credit card. The hotel will not hold any reservation unless secured by one of the above methods.
 - **Reservation cancellation:** If you cancel your reservation, the deposit is refundable if notice is received 24 hours prior to arrival otherwise you will be billed for one night's lodging plus tax.
- **Check In:** 3:00 p.m. **Check Out:** 11:00 a.m.

Transportation

- The nearest airport is Oklahoma City Will Rogers Airport (OKC).
- The hotel offers a free shuttle service that runs 6:00 a.m. – 10:00 p.m. daily. Once you arrive at the airport, please contact the hotel at (405) 682-6000. The driver will pick you up outside baggage claim at the courtesy shuttle area.