It's time for the
2025 CODA Legislative Conference!
REGISTER ONLINE! WWW.OKCODA.COM
FEBRUARY 4th, 5th, AND 6th, 2025
EMBASSY SUITES HOTEL & CONFERENCE CENTER
2501 Conference Drive, Norman, OK, 73069, 405.364.8040

HOTEL INFORMATION:

HOST HOTEL RESERVATIONS (PLEASE READ TO END): EMBASSY SUITES HOTEL

- ROOM RATES ARE $106/NIGHT – SINGLE/DOUBLE OCCUPANCY.
- Reservations can be completed *by calling the hotel at 405.364.8040 or the link on the CODA Website.* Please reference group code: **A75**.
- POs and/or Tax Exempt Certificates must be faxed directly to the group sales office at ***405.253.3550 OR emailed to pam.gentry@atriumhospitality.com*** and must include the reservation confirmation number. **POs MUST BE RECEIVED BY 1/27/2025! If you do not remit your PO by this date your room is not guaranteed.**
- All attendees have until **1/13/2025** to make their reservations at the group rate. Once this date has passed OR the block is full, the discounted rate will not be available, and attendees will receive the best available rate at that time. Due to the extremely high cancellation rate in the past each attendee will only be allowed to book two room reservations in their own name.
- Also, <mark>you will be required to provide credit card information during the reservation process</mark>. **This information may be used by the hotel to charge your credit card in the event you do not attend and do not cancel your rooms one week prior to the conference.** <mark>You will also be required to provide a credit card at check-in</mark>. **It may have a hold of up to $50/day placed on it for incidentals. This is hotel policy and** <u>non-negotiable</u>**. We do understand that this may be an inconvenience for some of you, unfortunately there is no other alternative.**

OVERFLOW HOTEL RESERVATIONS CAN BE MADE AT:

HAMPTON INN
2300 CONFERENCE DRIVE, NORMAN, OK 73069
ROOM RATE $110/NIGHT
PHONE: 405-310-3014
EMAIL PO'S & TAX INFO TO:
ouncc.hampton@hilton.com
OR FAX: 405-310-3074
REFERENCE: COUNTY OFFICERS & DEPUTIES ASSOCIATION
CUT OFF DATE: 1/20/2025
PO'S MUST BE RECEIVED BY 1/27/25

RESIDENCE INN
2400 CONFERENCE DRIVE, NORMAN, OK 73069
ROOM RATE $110/NIGHT
PHONE: 405-253-7007
EMAIL PO'S & TAX INFO TO:
Stacey.mercurio@highgateselectservice.com
REFERENCE: 2025 CODA February Conference Group
CUT OFF DATE: 1/6/24
PO'S MUST BE RECEIVED BY 1/10/24

CONFERENCE TRAINING OPPORTUNITIES:

- **Workshops will run concurrently on Wednesday, February 5th, 9am-12pm so, please attend only one!**
- Register by using the link on the CODA website. You will be responsible for signing up for the session and submitting the required information to OSU-CTP. <u>You must register for the entire conference to attend a workshop.</u>

UNDERSTANDING THE WHOLE OF COUNTY GOVERNMENT (MAX REGISTRATION 100): This course reviews the primary functions of county government and the duties and responsibilities of elected and nonelected officials in carrying out these functions. You will learn the roles of all the county departments and how these departments interact with each other as a team in providing services to the public.

INTRODUCTION TO PURCHASING (MAX REGISTRATION 100): This course is an introduction to the Oklahoma County Purchasing Act. You will review the roles and responsibilities of all elected officials and purchasing officers. This course examines the procedures as required in Title 19 (The County Purchasing Act) and in Title 61 (Competitive Bidding). You will also explore inventory disposal.

LEGISLATIVE PROCESS (MAX REGISTRATION 50) **(LAPTOP OR TABLET REQUIRED!!!)****:** This course reviews the governmental structure of Oklahoma, with emphasis on the legislative branch. You will learn how an idea becomes a law. You will complete an exercise using the legislative website to track legislation as it moves through the process of consideration to become law. **– YOU ARE REQUIRED TO BRING YOUR OWN LAPTOP OR TABLET IN ORDER TO REGISTER FOR THIS CLASS. IF YOU DO NOT HAVE A LAPTOP OR TABLET YOU WILL NOT BE ALLOWED TO ATTEND THE COURSE. NO LAPTOP/TABLET SHARING IS ALLOWED FOR THIS CLASS.**

CONFERENCE EVENTS:

WAKE UP WEDNESDAY LEGISLATIVE BREAKFAST: We will again be partnering with ACCO and co-sponsor the Wake Up Wednesday Legislative Breakfast! This is such a great opportunity for one on one communication with the legislators. Please contact your Senator and Representative and invite them to join you for breakfast at the ACCO Building from 7-9am on Wednesday, February 5th, 2025.

CAPITOL DAY: We encourage those not attending a class to visit the Capitol on Wednesday morning and meet with your legislators. We will not have a meeting room at the Capitol or be hosting transportation this year.

BINGO: We are changing it up this year and will host Bingo on Tuesday evening. Same great cash prizes!

PRESIDENT'S RECEPTION: Please make plans to join us on Wednesday evening for food, fun and ***DUELING PIANOS***! This will be an absolute blast so be sure to RSVP on your registration form!!!

Contact Melissa Kueter 405.816.7484 or okcoda@gmail.com with conference questions.

Don't forget to bring a door prize! SEE YOU AT THE CONFERENCE!

Registration Form
County Officers & Deputies Association of Oklahoma
2025 Legislative Conference
February 4th,5th & 6th, 2025
Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman, OK 73069

REGISTER ONLINE! GO TO OKCODA.COM

Early Registration Deadline: postmarked by **January 17th, 2025 (WALK UP REGISTRATION ONLY AFTER 1/24/25)**
Registrations are NON-Refundable after January 21st, 2025 (This INCLUDES no-shows)

1. Please print your name clearly (as it should appear on name badge.) *Register a guest just as you would an employee only under TITLE please enter GUEST.* **Please attach additional copies of the form if needed**.

County _____   Office/Department _____

First _____   Last _____   Title _____

First _____   Last _____   Title _____

First _____   Last _____   Title _____

First _____   Last _____   Title _____

Mailing Address _____

City _____   Zip _____   Phone _____

Email _____

2.

	Early Registration (postmarked by 1/17/25)	Late Registration (postmarked after 1/17/25 or on site)	#	AMOUNT DUE
Member Elected Official	$125.00	$150.00	_____	$ _____
Member Employee/Deputy	$125.00	$150.00	_____	$ _____
Member Guest/Spouse	$60.00	$65.00	_____	$ _____
Non-Member Elected Official	$225.00	$250.00	_____	$ _____
Non-Member Employee/Deputy	$225.00	$250.00	_____	$ _____
Non-Member Guest/Spouse	$100.00	$125.00	_____	$ _____
ASSOCIATION BREAKOUT SESSION ONLY.........	$40.00	$50.00	_____	$ _____
Retiree	$30.00	$30.00	_____	$ _____

3. REGISTRATION INSTRUCTIONS:
1. **Anyone attending *ANY* part of the conference is required to register. THAT INCLUDES THE ASSOCIATION BREAKOUT SESSION or WORKSHOPS!**
2. You may send one check/PO for multiple registrations
3. Cancellations must be submitted in writing to CODA, PO Box 2455, Chickasha, OK 73023 or okcoda@gmail.com. **ABSOLUTELY NO refunds after January 21st, 2025. (INCLUDING no-shows)**

NUMBER ATTENDING THE PRESIDENT'S RECEPTION [ ]

TOTAL AMOUNT ENCLOSED $ _____

Check (payable to CODA) ☐ PO ☐

Check or PO # _____

Return Registration Form and Remit Payment To: CODA, PO Box 2455, Chickasha, OK 73023 OR *Email: okcoda@gmail.com*

❖   *BE SURE TO REGISTER FOR THE WORKSHOPS BY GOING TO OKCODA.COM AND FOLLOWING THE LINKS*

CODA 2025 LEGISLATIVE CONFERENCE
TENTATIVE AGENDA
(all times/programs are subject to change)

Monday, February 3

4:00P	CODA Board Meeting
4:00P	Exhibit Hall Set Up

Tuesday, February 4

8:00A	Exhibit Hall Set Up
9:00A	Registration Opens
10:00A	Exhibit Hall Opens
10:00A	Assessor's Meeting
11:00A	CTAO Meeting
1:30P	General Session
	Guest Speaker: Darry Stacy
	Executive Director, CLEET
7:00P	Bingo

Wednesday, February 5

7:00A	"Wake Up Wednesday" Legislative Breakfast @ the ACCO Building
8:00A	Registration Opens
9:00A-12:00P	Capitol Day (on your own)
	OR
	Workshops:

Understanding the Whole of County Government
Introduction To Purchasing
Legislative Process

12:00P-1:30P	Lunch (on your own)
1:30P	Association Breakout Sessions

County Assessors
County Clerks
County Commissioners
County Court Clerks
County Treasurers
County Sheriffs

5:30P	Exhibit Hall Closed
TBA	**President's Reception featuring Dueling Pianos!**

Thursday, February 6

9:00A	General Session (Program TBA)

WATCH THE CODA FACEBOOK PAGE AND WEBSITE FOR UPDATES