

For Office Use Only

Conference Registration Received: Yes or No

Meets Mileage Criteria: Yes or No

**KEEN State Education Conference
Feb. 21-22, 2025
Request for Lodging Reservation**

This form is to be used only by those individuals who qualify for their lodging to be paid by the Kansas State Department of Education. *(Please refer to the lodging information document.)* For all other reservations, contact the Hotel Topeka at City Center at (785) 431-7200 and request the Kansas State Department of Education KEEN Conference rate.

Name _____ USD _____

Home Address _____

E-Mail Address _____

Check Appropriate Category: ___ KEEN Member
 ___ 2024 Milken Educator
 ___ 2025 Horizon Award Educator
 ___ Conference Presenter

If you made your lodging reservation before receiving the conference invitation materials, it is **not** necessary for you to cancel your reservation. Provide your confirmation number, as well as all of the information requested on this form. KSDE staff will authorize the hotel to direct bill eligible lodging charges. **Hotel Confirmation No.** _____

Arrival Date (Check in): _____ Departure Date (Check Out): _____
(You may request an additional night at the group rate, but it will be at your expense.)

Number of Individuals in Room (including you): _____

List names of individual(s) who will share your room: _____

_____ *(You will be responsible for the difference between the single- and double-occupancy charge if a non-KEEN member or a KEEN member who does not meet the lodging eligibility criteria shares your room.)*

Preferred Room (if available): ___ King Bed or ___ 2 Double Beds

Special Needs (please specify): _____

Please return completed form to Tamla Miller, Kansas State Department of Education, Landon State Office Building, Suite 102, 900 S.W. Jackson Street, Topeka, KS 66612-1212. Telephone: (785) 296-4950. Fax: (785) 296-7933. E-Mail: tmiller@ksde.org by **Jan. 27, 2025**.