



It's time for the 2026 CODA Annual Conference!

REGISTER ONLINE! WWW.OKCODA.COM

SEPTEMBER 16TH, 17TH, AND 18TH, 2026

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:

(P CARD/CREDIT CARD ONLY)

- ROOM RATES ARE \$110/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: **95B**
- P CARD FORMS, Credit Card Authorizations (for P-Cards), and 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. **P CARD INFO MUST BE RECEIVED BY 9/1/2026!** If you do not remit your information by this date your room/tax exempt status is not guaranteed.
- The hotel will need a copy of the P-card, tax exempt form, and a credit card authorization form on file. The credit card authorization form is needed if you do not have the card with you at check in. It must be filed electronically using a secure link sent from the hotel. After you make your reservation please contact AR.OKCES@atriumhospitality.com or the front desk to request a form.
- All attendees have until **8/25/2026** 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, **you will be required to provide credit card information during the reservation process.** 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. **You will also be required to provide a credit card at check-in.** It may have a hold of up to \$50/day placed on it for incidentals. This is hotel policy and non-negotiable. We do understand that this may be an inconvenience for some of you, unfortunately there is no other alternative. Please note, that if the you book a reservation online with a personal card you must ask for a CC authorization form to put the P-Card on the reservation. If you do not put their P-Card on the reservation and no show for the room, your personal card will be charged the no show fee
- **SEE ATTACHED INFORMATION AND P CARD FORM!**

OVERFLOW HOTEL RESERVATIONS CAN BE MADE AT:

HAMPTON INN:

(Must use a credit card to guarantee the reservation. They are no longer able to accept a PO as a reservation request. You must make the reservation before sending in the PO)

BOOKING LINK ON CODA WEBSITE!!!

2300 CONFERENCE DRIVE, NORMAN, OK 73069

ROOM RATE \$110/NIGHT

PHONE: 405-310-3014

EMAIL PO'S & TAX INFO TO: ouncc.dk@hilton.com

OR FAX: 405-310-3074

CUT OFF DATE: 9/1/2026

RESIDENCE INN:

(P-Card/Credit Card Only)

BOOKING LINK ON CODA WEBSITE!!!

2400 CONFERENCE DRIVE, NORMAN, OK 73069

ROOM RATE \$110/NIGHT

CUT OFF DATE: 8/14/2026

HILTON GARDEN INN:

(PO accepted)

BOOKING LINK ON CODA WEBSITE!!!

700 COPPERFIELD DR, NORMAN, OK 73072

ROOM RATE: \$110/NIGHT

PHONE: 405-579-0100

EMAIL PO'S & TAX INFO TO: hginorman@gmail.com

REFERENCE: CODA

CUT OFF DATE: 8/31/2026

HOLIDAY INN EXPRESS & SUITES:

(P-Card/Credit Card)

BOOKING LINK ON CODA WEBSITE!!!

2500 CONFERENCE DRIVE, NORMAN, OK 73069

ROOM RATE \$110/NIGHT

CUT OFF DATE 8/25/26



2026 ANNUAL CONFERENCE TRAINING OPPORTUNITIES:

- **Classes will run concurrently on Thursday September 17th, 9am-12pm, so please choose only one!**
- **Classes are at no cost for registered attendees. YOU MUST REGISTER FOR THE ENTIRE CONFERENCE TO ATTEND A CLASS! Only those that sign in will receive credit for the class.**

Courthouse Security:

Fred Clark, ACCO

The Courthouse security training covers responses to traumatic events, such as an active shooter, bomb threat, fire or a medical emergency within the county courthouse. We cover the run-hide-fight protocol. What to expect if we conduct a courthouse assessment in your county. We also discuss First Amendment auditors and when they show up in your county.

Economic Development:

OSU-CTP

This course offers class participants insights into local economic development. You will first receive an overview of quality of life as an economic development strategy and work through an exercise of how this can look in your community. You will then learn about two programs OSU Extension currently offers in the economic development space: the Oklahoma Rural e-Commerce Academy and the Solid Waste Management program. This course utilizes group activities and facilitated discussions to encourage participation and feedback.

Grant Writing Basics:

OSU-CTP

This course explores the basics of grant writing. Participants will learn how to find grants, how to build winning grants for their counties, and how to improve grants. This course will use tips and tricks but will also prioritize the experiences of the audience to deepen everyone's understanding of how grants work in counties.

CONFERENCE EVENTS:

BINGO: We are playing Bingo on THURSDAY evening. Same great cash prizes!

PRESIDENT'S RECEPTION: Please make plans to join us on Wednesday evening for food, fun and **DUELING PIANOS**! This is always 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
2026 Annual Conference
September 16th, 17th & 18th, 2026
Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman, OK 73069

REGISTER ONLINE! GO TO OKCODA.COM

Early Registration Deadline: postmarked by **August 28th, 2026 (WALK UP REGISTRATION ONLY AFTER 8/28/26)**
Registrations are **NON-Refundable** after August 28th, 2026 (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 8/28/26)	Late Registration (postmarked after 8/28/26 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 <u>ANY</u> part of the conference is required to register. THAT INCLUDES THE ASSOCIATION BREAKOUT SESSION or CLASSES! 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 August 28th, 2026. (INCLUDING no-shows)	TOTAL AMOUNT ENCLOSED \$ _____ Check (payable to CODA) ☐ PO ☐ Check or PO # _____
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Return Registration Form and Remit Payment To:
CODA, PO Box 2455, Chickasha, OK 73023

OR Email: okcoda@gmail.com

CODA 2026 ANNUAL CONFERENCE

TENTATIVE AGENDA

(all times/programs are subject to change)

Tuesday, September 15

4:00P

CODA Board Meeting

4:00P

Exhibit Hall Set Up

Wednesday, September 16

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

Opening Session

Improving Trust & Transparency Through Modern County Communications

Ethan Hutchins, Communications Manager/PIO

Tulsa County

7:00P (doors open at 6:30)

**President's Reception featuring
Duelling Pianos!**

Thursday, September 17

8:00A

Registration Opens

9:00A-12:00P

Workshops:

**Courthouse Security
Economic Development
Grant Writing Basics**

12:00P-1:30P

Lunch (on your own)

1:30P

Association Breakout Sessions

5:30P

Exhibit Hall Closed

7:00P

Bingo!

Friday, September 18

9:00A

Closing Session

Keynote Presentation:

Everyone Speaks: Few Connect

Rachael Monroe Melot

Using stories from her referee career, Rachael demonstrates how strong communication and healthy conflict can become powerful tools for building trust, strengthening partnerships, and leading with greater influence.

WATCH THE CODA FACEBOOK PAGE AND WEBSITE FOR UPDATES

Embassy Suites by Hilton – Norman Hotel & Conference Center

Hello!

Please note our hotel no longer accepts Purchase Orders for Reservations, a P-Card or check will be required for payment. Checks need to be mailed in and received by the hotel at least two weeks in advance of arrival date. **Checks will NOT be accepted at check in.**

P Cards & Tax Exempts:

If you will not have the P-card present with you at check in, please email AR.OKCES@atriumhospitality.com and ask for a credit card authorization form. If you do not have the P-Card present with you at check in, the credit card authorization form will be required for that P-Card to be used to pay for your reservation.

In order to tax exempt P-cards, we require the tax-exempt letter and a copy of the P Card that shows the tax-exempt entity name and the last four digits of the card number. The first twelve digits can be blocked out along with the security code. If the card number is on the back and the name is on the front, we will need a photocopy of both sides. If it is only on one side, we only need a photocopy of the side it is on. You can email this photocopy in advance to have your tax exemption set up before arrival, if we receive this upon arrival or checkout, please allow up to 3 business days to see an updated folio.

Tax exemptions are set up/completed by accounting, please allow up to 3 business days post check out for tax exemptions to be completed. If you haven't received an updated folio by the 4th business day, please reach out to AR.OKCES@atriumhospitality.com along with the copy of the card and tax-exempt letter.

If you choose to send a photocopy of your P-card with the tax exempt letter in advance, please send one email with the photocopy of the P-Card, the tax exempt letter from the OTC, the confirmation numbers of the reservation(s), names on the reservation(s) and date of reservation(s) to avoid delays in the tax exemption being applied.

If you have any questions regarding tax exemptions, please reach out to AR.OKCES@atriumhospitality.com

- Accounting Department
Embassy Suites by Norman Hotel & Conference Center
2501 Conference Drive
Norman, Oklahoma 73069

CODA P-CARD FORM FOR EMBASSY SUITES NORMAN

*YOU MUST ATTACH A COPY OF THE CARD SHOWING THE ENTITY NAME AND LAST FOUR DIGITS OF THE CARD

*YOU MUST ATTACH A COPY OF THE TAX-EXEMPT LETTER

*EMAIL COMPLETED FORM AND DOCUMENTATION TO AR.OKCES@atriumhospitality.com

Confirmation Number:

Check In Date:

Check Out Date:

Name on Reservation:

Copy of Card Included?

OTC Letter Included?