



OHLA HSMIAI SALES TRACK Education & Training Fund Application

Eligibility Guidelines for 2022 Annual Conference on November 21-22, 2022

The Ohio Hotel & Lodging Association Education & Training Fund (ETF) is open to qualified sales personnel attending the specific HSMIAI SALES TRACK at the Annual Conference as an *Additional Attendee* from their property. Nothing in this application requires the awarding of any education or training dollars.

- To be considered for funds, you must be an employee at a current OHLA Member property before submitting an application. A Sales Manager, Director of Sales or equivalent must be registered for the conference from the same property.
- The funds must be used for HSMIAI SALES TRACK sessions listed during the 2022 OHLA Annual Conference.
- Qualifying positions include: Sales Manager (SEL properties), Sales Coordinator; Sales Assistant; Group Rooms Coordinator; Catering & Events Assistant/Coordinator
- Maximum of two total scholarship earning additional attendees per property. This applies to all scholarships.

Application Process

The following material must be submitted to the committee:

- A) A completed and signed ETF application. Only complete applications will be considered.
- B) An essay of no more than 500 words describing why you would like to attend the HSMIAI SALES TRACK sessions at Ohio Hotel & Lodging Association's Annual Conference and how you will prepare. Include answers to the following questions:

- What are your career goals?
- How will this program help you to achieve your career objectives and future goals?
- What suggestions do you have for Sales Topics at future conference?

Deadline for 2022 Annual Conference HSMIAI SALES TRACK Scholarship Application
Friday, November 4, 2022, 5 pm

Email to cindy@ohla.org

SECTION 1: PERSONAL INFORMATION

(Please print or type)

 Your Name (first, last)

 Work Address

 City State Zip

W Phone _____

C Phone _____

 E-mail Address

SECTION 2: CONFERENCE/SALES TRACK REQUEST

Note: You must be a current employee at a member property of the Ohio Hotel & Lodging Association

 Current Employer

 Full Registrants' Name

 Title

\$ 295 Cost of Additional Attendee \$ Dollars requested

SECTION 3: APPLICANT CONFIRMATION

In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. If requested, I agree to provide proof of the information I have given on this form. OHLA reserves the right to randomly audit the applications and request official documentation. In the event that I do not provide this documentation, or it does not support the information provided in the application, I acknowledge that the scholarship could be revoked, in which case a full payment of the conference fee required. **Also, by signing, you are agreeing that you will be attending conference in full and any cancellations after November 14 or no shows will result in a full payment of additional person registration fee.**

 Applicant's Signature Date

FOR OFFICE USE ONLY

 Date Received OK'd _____

Items received: Properly completed application: _____
 Instructor Signature: _____

Applicant letter: _____
 Course cost: _____