

Make your hotel reservations for the EPAF/Extension Symposium Conference

- **DATE:** May 12-15, 2025,
- **LOCATION:** Hilton Daytona Beach Oceanfront Resort in Daytona.
- **HOTEL RESERVATION LINK:** [Extension Professional Associations of Florida](#)
- **HOTEL BLOCK AVAILABILITY:** - Block date for hotel ends on April 10th and rates will increase unless rooms are available.

**RESERVATION NOTE: Please be sure to check your reservation dates!**

The reservations on this link are pre-set to arrive on Sunday, May 11 and Depart on Thursday, May 15. (4 nights).

If you do not plan to arrive until Monday, May 12, you will need to EDIT STAY at the top of the reservation page to reflect your reservation as arriving Monday, May 12, 2025, and departing Thursday, May 15, 2025, (3 nights).

Each reservation must be guaranteed with the first night's room, resort charge (waived), and tax with a major credit card. This deposit is due and will be charged on May 1, 2025, and is subject to a "72 hour" hotel reservation cancellation policy to avoid forfeiture. Any hotel reservation not canceled in accordance with the reservation policies (must notify hotel 72 hours prior to check in date if you need to cancel room reservation to avoid penalty) will be subject to a cancellation fee of one night's room and tax and will be charged against the individual's deposit.

Attached you will find an agenda and below are the chartfields you will need to complete your Travel Request (TR).

Dean's office is graciously providing \$550.00 to the county & state faculty attending this year's conference. You must be present for all Wednesday and Thursday meals and sessions to receive the \$550.00.

**CHARTFIELDS:**

**County Faculty:** You must complete a Travel Request (TR) using Chartfield number: 60052000-103-3300-CYFWD (include UFID of registrant)

**State Faculty** · State faculty should ask your fiscal staff to contact Alex Rella at [rella1@ufl.edu](mailto:rella1@ufl.edu) for a budget transfer. Funding will come to your department as 103-3300-CYFWD.

Before completing your on-line conference registration, you must have a hotel confirmation number. For those sharing a room use the same confirmation number and make sure both names appear on the hotel reservation.

If you have any hotel questions, please contact either: Martha Maddox at [mmaddox@ufl.edu](mailto:mmaddox@ufl.edu) or Shawn Steed at [ststeed@ufl.edu](mailto:ststeed@ufl.edu) for more information.

**CONFERENCE REGISTRATON:**

EPAF/Extension Symposium Conference Registration will open March 1, 2025. You will need to have your hotel confirmation number to register for the conference. Conference registration questions need to be directed to Mary Lee Sale at [msale@ufl.edu](mailto:msale@ufl.edu) for information or issues.