



## Hotel and Practice Ice Process and Timeline

**Please read carefully - NEW PROCESS! We are linking the hotel and unofficial practice ice processes. ALL teams must fill out the Hotel intent and Request form by Tuesday November 1st - unofficial practice request form will be sent upon submission of hotel intent form. Hotel intent form may be filled out by individual teams OR for a full organization.**

### Hotel Intent Form

On Friday October 14th at 5pm (eastern time), the hotel intent and request form will open - link attached here: [Hotel Intent and Request Form](#). **ALL TEAMS** should fill out this form to let us know whether or not you intend to use the LOC Hotel service (i.e. even if you are a local team that does not require hotel use for this event, you must complete the form). You will receive a link to the unofficial practice ice request form upon submission of the hotel intent form. Any team that is found to use a hotel outside of the provided LOC block of rooms or any team that submits the Hotel Intent and Request Form after November 1 will not be considered within the priority group for practice ice scheduling. See subsequent sections for additional details.

*For teams booking hotels through the LOC:* Please consult the event website to determine what hotels you would like to use: [2023 Eastern Synchronized Sectional Championships](#). We have negotiated preferred rates and variable useful amenities such as parking and internet based on the chosen property. You will be asked to list your top 8 choices. Please also consult the revised block [schedule](#) to most accurately estimate the rooms you will require for the event. This form may be completed for individual teams OR for a full organization.

To complete the Hotel Intent and Request form, you will need to provide:

- Name of all teams covered by the form;
- Name and contact information for individual authorized to book hotels for team/organization;
- Number of rooms with 2 beds, number with 1 bed for each night required;
- Whether we can split your organization across 2 hotels - if so, which levels;
- Any other pertinent information/requests

**Hotel Deadline and Assignments:** The deadline to submit a hotel intent form is Tuesday November 1st. Assignments will begin on Tuesday November 15th and continue thru Saturday November 26th. Teams will have 5 days to submit their signed contracts to us with any final revisions. Once the signed contract is received by us, we will transmit assignments to the hotels who will then contact you for paperwork and deposits. Your reservations are not confirmed until the hotels have your deposits. We expect to transmit all assignments to hotels by Sunday December 4th. After this point, any extras (e.g. function rooms) as well as any cancellations/changes are handled between the hotel and the team. Although a different

process than last year, the hotels in this area are most familiar with this process and use it routinely.

**PRIORITY PRACTICE ICE SCHEDULING: DEADLINE Tuesday November 1st**

Teams requesting LOC hotels and local teams who submit their hotel intent form by the DEADLINE of 11/1 will receive the Unofficial Practice Ice (UPI) Request form upon submission of the Housing Intent and Request form. These teams will benefit from PRIORITY SCHEDULING of (UPI) (see below). We will not charge teams a fee for using hotels outside of our service - those teams will be in the Non-Priority group - no matter when they submit the hotel intent form.

<b>Hotel Intent</b>	<b>Submit Hotel Form</b>	<b>Receive UPI Form</b>	<b>UPI Scheduling Group</b>
Using LOC hotels	By Tuesday November 1st	Upon submission of hotel form	<b>Priority</b> <ul style="list-style-type: none"> <li>● scheduled first</li> <li>● receive draft schedule mid November</li> <li>● Request tweaks before Non-Priority group is scheduled</li> </ul>
Local - not using any hotels	By Tuesday November 1st	Upon submission of hotel form	
Local	<u>After</u> Nov. 1st	Upon submission of hotel form	<b>Non-Priority</b> <ul style="list-style-type: none"> <li>● scheduled after close of practice ice Mon. Nov. 21st</li> <li>● receive schedule mid December</li> </ul>
Using hotels outside LOC	Anytime	Upon submission of hotel form	

**Contact info:** [housing@scboston.org](mailto:housing@scboston.org) or [loc@synchroeast.com](mailto:loc@synchroeast.com)



## Practice Ice Sales and Scheduling

**PLEASE CONSULT THE REVISED BLOCK SCHEDULE ([schedule](#)) - IT HAS CHANGED SINCE AUGUST. Unofficial Practice Ice will be available at the venue beginning on Wednesday January 18th, 2023. Forms are filled out one per team.**

Practice Ice Credit Sales on EMS: Practice ice sales (official and unofficial) will begin on EMS on Monday October 17th at 5pm eastern. Please purchase credits first and then fill out the Unofficial Practice Ice Request form. Please download your EMS receipt, you will need to upload it when you fill out the unofficial practice ice request form in order to submit.

Official Practice Ice: On EMS, Teams will be offered an Official Practice Ice package based on the level of the team and priced according to the number of minutes of Official Practice that level is allowed (e.g. 6 mins for Preliminary and 10 mins for Novice). Prices are \$80 for 6 minute practices, \$100 for 8 min, \$120 for 10+ min and \$240 for combined (Jr/Senior/Senior Elite 12).

Unofficial Practice Ice: We have transitioned to 15 minute slots this year and have repriced accordingly at \$165 per 15 minute slot. Each team will initially be allowed to purchase 4 credits per segment equal to 60 minutes of practice ice. After all teams have been scheduled, we will let everyone know by mid December if any additional practice ice is available. On the UPI Request Form, you will be asked for a first and second choice for each day (choices are morning, afternoon, evening) as well as given an opportunity to list any specific requests.

UPI Scheduling Requests: The practice ice request form link will be automatically sent to teams who have submitted their housing intent form and will open on Monday October 17th at 5pm eastern time. All other teams will receive the UPI Request Form after the Priority Deadline of Tuesday November 1st. UPI forms must be completed by Monday November 21st to be included in the regular scheduling process. Forms submitted after this date will be scheduled based on what is available.

Priority scheduling: We expect to have more than sufficient ice for all teams who purchase credits and submit their request form by the Monday November 21st deadline. The benefits to the teams in the Priority Scheduling Group are: 1) they will be scheduled first and 2) will receive the UPI schedule in mid November giving them an opportunity to review and request scheduling changes before the Non-Priority group has been scheduled. Teams who do not use our housing service and local teams who do not submit the housing intent form by Tuesday November 1st will be in the Non-Priority group, will be scheduled after the close of practice ice sales on Monday November 21st and will receive their UPI schedule in mid-December.

Contact Info: [Practiceice@synchroeast.org](mailto:Practiceice@synchroeast.org)



### Summary Timeline

Week of October 10th	Revised Block Schedule posted, Hotel Intent and Request form emailed to teams ** Please consult revised block schedule BEFORE submitting housing intent and request form.
Friday October 14th at 5pm ET	Hotel intent and request form opens. Upon submission the Unofficial Practice Ice Request form automatically emailed. <b>ALL TEAMS NEED TO COMPLETE FORM</b>
Monday October 17th at 5pm ET	Practice Ice Sales Open on EMS for all teams and UPI Request Form Opens who have submitted the hotel intent form AND received the UPI form.
Tuesday November 1st at 11:59PM ET	<b>Priority Deadline</b> - teams using Hotels AND local teams not using hotels who have submitted hotel intent form and UPI request form by this date will have their UPI scheduled in the <b>Priority Group</b> ** Must have purchased practice ice credits prior to submitting UPI request form.
Tuesday November 1st	UPI form emailed to all teams in the Non-Priority Group (those using outside hotels and local teams who have not yet submitted their housing intent form)
Tuesday November 1st at 11:59 ET	Hotel Intent and Request Form deadline
Mid-November	Priority UPI Schedule released to Priority Group for review
Tuesday November 15th	Hotel Allocations BEGIN
Monday November 21st	UPI Sales close; scheduling begins for Non-Priority group
Thursday December 1st	Deadline to add skaters to roster All teams must sign and return hotel contracts Deadline to submit photos for program
Saturday December 3rd	UPI Schedule Available; Additional segments released for purchase by teams
Sunday December 4th	All assignments will be transmitted to hotels who will then begin to reach out to teams for credit card deposits, rooming lists and other requests such as function rooms
Early January	Final Schedules - Competition and All Practice Ice released

## FAQs

### 1. Why has the hotel system changed?

*The hotels in our area have helped us move toward a system that is easier to manage and will provide more direct communication between teams and hotels once assigned. We rely on our local hotels for our events and it is most efficient for hotels, teams and the LOC if teams use the blocks set aside for the event by the hotels. Priority scheduling of practice ice is a benefit we can offer to teams who work with us.*

### 2. Who should submit the hotel intent and request form?

*ALL teams should submit their hotel intent and request form - whether using our hotel service or not. BENEFITS TO YOU: You will receive your UPI request form as soon as you submit the hotel intent form (vs on November 1st). BENEFITS to LOC: We have better visibility into the size of hotel blocks needed.*

### 3. We are a local team and do not need hotels - do we need to submit the hotel intent form?

*YES!! Local teams requesting hotels OR indicating that they do not need hotels will be in the Priority Group if they submit the hotel intent form by November 1st. Local teams who use outside hotels or do not submit the hotel intent form by November 1st will be in the Non-Priority group.*

### 4. We are a team using hotels outside of the LOC housing service, will I still have access to unofficial practice ice?

***ABSOLUTELY.** We expect to have sufficient ice for all teams who purchase credits and submit their requests by the November 21st deadline. Our practice ice coordinator works very hard to help teams get the ice they need. The Priority Group gets first crack at their choice of times but all teams will have access to ice.*

### 5. How will unofficial practice ice be assigned among the Priority Group?

*We will look at the Priority Group requests as a whole and schedule based on criteria such as competition schedule, hotel use, cross skaters, coach conflicts and order of submission. Once the Priority Group is scheduled, we will send the schedule to those teams. They will have a few days to request tweaks before we begin scheduling the Non-Priority Group.*

### 6. We already booked our hotels. What should we do?

*Please submit the hotel intent and request form. Please indicate which hotel you are booked at. You will be in the Non-Priority group unless switched to the LOC hotel service.*