

From: Texas REALTORS® <contact@texasrealestate.com>
Sent: Thursday, August 13, 2026 3:18 PM
To: Jon Houser
Subject: Installation Seating Instructions - 2026 Shaping Texas Conference



Association Executives,

We look forward to seeing you in San Antonio for the 2026 Shaping Texas Conference!

The Installation of our 2027 Officers and incoming Regional Vice Presidents will take place on Saturday, August 29, at the Grand Hyatt San Antonio. Seating for Installation is reserved.

If you would like to help coordinate seating so members from your association can sit together, please follow the steps below.

STEP 1: Make sure your members have Installation tickets

A member must have an Installation ticket before we can assign them a seat.

You can see which members from your association currently have tickets by accessing the [2026 Shaping Texas Conference: Installation Registrant List](#) in the Cvent reporting portal. Simply sort the report by the short-board-name column to find your association. If you do not have access to the reporting portal, please email registrations@texasrealtors.com.

Important: August 18 is the last day to request a refund for Installation tickets. We recommend reviewing your list after the refund deadline, so you are working from the most up-to-date attendee list.

STEP 2: Review the seating chart

Starting August 21, you will receive a separate email with the Installation seating diagram and available tables. Tables seat 10 people. You may request one or more tables depending on the number of members you are coordinating. If your group does not fill an entire table, the remaining seats will be assigned to other attendees.

STEP 3: Send us your seating request

Once you have reviewed the seating chart, email registrations@texasrealtors.com with:

The names of each member you would like seated with your group

Your first, second and third choice table numbers

Please include three table choices because your first choice may no longer be available. Requests will be processed in the order they are received. We cannot reserve a seat for anyone who does not have an Installation ticket.

STEP 4: Let your members know

Once your seating has been coordinated, please let your members know that you have included them in your group's seating request. Attendees will receive their table assignments the morning of Installation. Seating information will also be available onsite.

A few additional reminders:

- There are no physical Installation tickets. An attendee's Installation ticket will be reflected on their conference badge.
- Texas REALTORS® past presidents already have reserved seating and do not need to be included in your list.
- Members who are not included in an advance seating request will select their seating onsite. If someone purchases an Installation ticket onsite, we cannot guarantee they will be able to sit with your group.

- Selecting a table does not purchase an Installation ticket. Members must already have an Installation ticket before they can be assigned a seat.

Questions about tickets, the Cvent report or seating? Please contact registrations@texasrealtors.com.

Thank you!

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512-480-8200

