



2025 NATIONAL LEADERSHIP CONFERENCE HOTEL CHECK & CREDIT CARD AUTHORIZATION

Orlando, FL

July 5-9, 2025

HOTEL RESERVATION DEADLINE: June 4, 2025

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel prior to 14 days of your arrival date or by June 4, 2025 to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

		↓ PAYING FINAL PAYMENT BY CHECK ↓		↓ PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION ↓	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS		CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Castle Hotel, Autograph Collection by Marriott	Castle Hotel	Castle Hotel Attn: Scott Brown 8602 Universal Blvd. Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Scott Brown 407-996-3107 scott.brown2@marriott.com
Courtyard Orlando International Drive/Convention Center	Courtyard Orlando International Drive/Convention Center	Courtyard Orlando International Drive/Convention Center Attn: Rosa Espinal 8600 Austrian Ct Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Angel Rojas 407-351-2244 angel.rojas@marriott.com
DoubleTree by Hilton Orlando at SeaWorld	DoubleTree by Hilton Orlando at SeaWorld	DoubleTree Orlando at SeaWorld Attn: Accounts Receivable 10100 International Drive Orlando, FL 32821		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	April Willis 407-352-1100 ext. 52161 awillis@doubletreeorlandosw.com
Element Orlando Universal Blvd.	GPIF Orlando Hotel Owner LLC	Element Orlando Universal 8278 Universal Blvd Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Stephanie Silva 407-352-2225 Ext. 5004 ssilva@heihotels.com
Embassy Suites Orlando International Drive Convention Center	Embassy Suites I-Drive Convention Center	Embassy Suites I-Drive Convention Center Attn: Accounts Payable 8978 International Drive Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Jessica LaFree 407-581-4302 jessica.lafree@hilton.com
Four Points by Sheraton Orlando Convention Center	Four Points by Sheraton Orlando Convention Center	Four Points by Sheraton Orlando Convention Center Attn: Carile Romero 6435 Westwood Blvd Orlando, FL 32821		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Carile Romero 407-351-6600 carile@ihmc.com
Hampton Inn Orlando Convention Center/International Drive	Hampton Inn Orlando Convention Center/International Drive	Hampton Inn Convention Center Attn: Marisela Keller 8900 Universal Blvd Orlando, FL 32819		Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Mercy Bustos 407-313-0144 mercyc.bustos@hilton.com
Hilton Orlando	Hilton Orlando	Hilton Orlando Attn: Tina Nichols/Finance 6001 Destination Parkway Orlando, FL 32819		Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Tina Nichols 407-313-8840 tina.nichols@hilton.com and andraina.gonzalez@hilton.com
Homewood Suites by Hiltio Orlando International Drive/Convention Center	Homewood Suites by Hilton Orlando	Homewood Suites by Hilton Attn: Vasek McMiller 8745 international Drive Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Mercy Bustos 407-313-0144 mercyc.bustos@hilton.com
Hyatt Place Orlando I-Drive/Convention Center	Hyatt Place Orlando I-Drive/Convention Center	Hyatt Place Orlando I-Drive Convention Center Attn: Aimee Vargas 8741 international Drive Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Aimee Vargas 407-370-4720 aimee.vargas@hyatt.com
Hyatt Regency Orlando	Hyatt Regency Orlando Convention Center - Include Confirmation Numbers, Guest(s) Name, amount to be applied to each reservation(s).	Hyatt Regency Orlando PO Box 848148 Dallas, TX 75284-8083		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Trude Robida 407-345-4405 trude.robida@hyatt.com
Residence Inn by Marriott Orlando Convention Center	Residence Inn Orlando Convention Center	Residence Inn Orlando Convention Center Attn: Damon Lai 8800 Universal Blvd Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Dariel Chirino 407-363-4603 dchirino@aurohotels.com
Rosen Centre Hotel	Rosen Centre Hotel	Rosen Centre Hotel ATTENTION: Estefania Subero Ref# (School name) 4000 Destination Parkway Orlando, FL 32819		Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Estefania Subero 407-996-5339 Esuero@rosenhoteles.com



2025 NATIONAL LEADERSHIP CONFERENCE HOTEL CHECK & CREDIT CARD AUTHORIZATION

Orlando, FL

July 5-9, 2025

HOTEL RESERVATION DEADLINE: June 4, 2025

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel prior to 14 days of your arrival date or by June 4, 2025 to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Rosen Inn at Pointe Orlando	Rosen 9000 Inc.	Rosen Inn at Pointe Orlando Attn: Rosen Inn at Pointe Orlando-Sales Office 9000 International Drive Orlando, FL 32819	Please email contact to obtain Certifi Link. (Include your Acknowledgment # and name(s) on your reservation(s).)	Shea Lewis 407-996-9859 shealewis@roseninns.com
Rosen Plaza Hotel	Rosen Hotels and Resorts	Rosen Plaza Hotel Attn: Milan Weathers 4000 Destinations Parkway Orlando, FL 32819	Please email contact to obtain Certifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Milan Weathers 407-996-4481 MWeathers@rosenhôtels.com
Spark by Hilton Orlando near SeaWorld	Westwood Operating VIII LLC	Spark by Hilton Orlando near SeaWorld Attn: Scott Pilla, GM 6301 Westwood Boulevard Orlando, FL 32821	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation and each guest name.)	Scott Pilla 407-313-4100 Scott.Pilla@hilton.com
SpringHill Suites by Marriott Orlando Convention Center/I-Drive	SpringHill Suites Orlando Convention Center	SpringHill Suites Orlando Convention Center Attn: William Rodriguez 8840 Universal Blvd Orlando, FL 32819	Please email contact to obtain Certifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Daniel Chirino 407-363-4603 dchirino@aurorahotels.com
Tru by Hilton Orlando Convention Center	EDG Hospitality Orlando Convention Center	Tru by Hilton Orlando Convention Center Attn: Greg Thistle/ Michael Torres 6461 Westwood Blvd Orlando, FL 32821	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation and each guest name.)	Michel Torres/ Greg Thistle 407-652-3301 Michael.Torres@hilton.com Gregory.Thistle@hilton.com