



2026 NATIONAL LEADERSHIP CONFERENCE PAYMENT CONTACTS for CHECK and CREDIT CARD AUTHORIZATIONS

Washington, D.C.

July 6-July 10, 2026

HOTEL RESERVATION DEADLINE: June 9, 2026

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 19, 2026** 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
MAIN HOTELS (Available March 2, 2026)				
Courtyard Washington Downtown/Convention Center	Courtyard Washington Downtown/Convention Center	Attention: Samone Walker Courtyard Washington DC 901 L St NW Washington, DC 20001	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Samone Walker Samone.walker@crestlinehotels.com
Embassy Suites by Hilton Washington D.C. - Convention Center	Embassy Suites by Hilton Washington D.C. - Convention Center	Attention: Dee Gamble/Joel Johnson Embassy Suites 900 10th Street NW Washington, DC 20001	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Joel Johnson joel.johnson@hilton.com
Fairfield Inn & Suites Washington, DC/Downtown	Fairfield Inn & Suites Washington, DC/Downtown	Attention: Billie Jackson Fairfield Inn & Suites Washington 500 H Street NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Billie Jackson billie.jackson@marriott.com
Grand Hyatt Washington	Grand Hyatt Washington	Attention: Grand Hyatt Washington Accounting Grand Hyatt Washington 1000 H Street NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Kayla Kelly kayla.kelly@hyatt.com
JW Marriott Washington D.C.	JW Marriott Washington D.C.	JW Marriott Washington DC Attention: Accounting Department, JW Marriott Washington DC 1331 Pennsylvania Avenue Washington, DC 20004	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Frank Zet saigean.zet@marriott.com
Marriott Marquis Washington, DC	Marriott Marquis Washington, DC	Marriott Marquis Washington, DC Attention: Karen Eason-Accounting 901 Massachusetts Avenue NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Vincene Jones vincene.jones@marriott.com
Residence Inn Washington Downtown/Convention Center	Residence Inn Washington Downtown/Convention Center	Residence Inn Downtown DC Convention Center Attention: Samone Walker 901 L St NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Samone Walker Samone.walker@crestlinehotels.com
The Henley Park Hotel	The Henley Park Hotel	The Henley Park Hotel Attention: Accounting 926 Massachusetts Ave NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Wendy Ramirez wramirez@henleypark.com
Washington Marriott at Metro Center	Washington Marriott at Metro Center	Washington Marriott Metro Center Attention: Accounting Department 775 12th Street, NW Washington, DC 20005	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and FCCLA in the subject field)	Isabel Gonzalez isabel.gonzalez2@marriott.com
The Westin DC Downtown	The Westin DC Downtown	The Westin DC Downtown Attention: Accounting c/o Daphne Pavlis 999 9th Street Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Daphne Pavlis daphne.pavlis@westin.com



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HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
OVERFLOW HOTELS (Released as Needed)				
AC Hotel by Marriott Washington DC Convention Center	AC Hotel DC Convention Center	AC Hotel DC Convention Center Attn: Accounting 601 K St. NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Farren Jackson (Sales Coordinator) Sales@achotelwashington.com
Capital Hilton	Capital Hilton	Capital Hilton Hotels Attn: Asmeret Afewerki or Finance Dept. 1001 16th Street, NW Washington, DC 20036	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Juanita Darbonne DCASH_RE@hilton.com
Conrad Washington, DC	CCDC Hotel LLC	Conrad Washington Attn: Scott Ambros or Finance Department 950 New York Ave NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Reservations wasci_reservations@conradhotels.com
Hampton Inn DC Convention Center	Hampton Inn DC Convention Center	Hampton Inn Downtown Convention Center Attn: Antione Miles 901 6th Street NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Antione Miles antione.miles@hilton.com
Homewood Suites by Hilton DC Convention Center	Homewood Suites by Hilton DC Convention Center	Attention: Abigail Holas Homewood Suites by Hilton Convention Center 465 New York Ave, NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Whitney Washington WASCO_Salesadm@hilton.com
Hyatt House Washington DC / Downtown / Convention Center	Hyatt House Washington DC / Downtown / Convention Center	Hyatt House Washington DC Attn: Jeremy Huvard/Sales Department 899 O Street NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Jeremy Huvard or Front Office wasc-rfp@hyatt.com
Le Méridien Washington, D.C., The Madison	The Madison	Le Méridien Washington, D.C., The Madison Attention: Accounting Department 1177 15th Street NW Washington, DC 20006	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Ruth Flores rflores@themadisonhoteldc.com
Omni Shoreham Hotel	Omni Shoreham Hotel	Omni Shoreham Hotel 2500 Calvert Street NW Washington, DC 20008	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Gizem Erdal Gizem.erdal@omnihotels.com
Royal Sonesta Dupont Circle	Royal Sonesta Hotel, DC	Royal Sonesta Hotel, DC Attn: Accounting Department 2121 P Street, NW Washington, DC 20037	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Dionne Holder Dionne.holder@sonesta.com
The Mayflower Hotel	The Mayflower Hotel	The Mayflower Hotel Attention: Accounting Department 1127 Connecticut Ave NW Washington, DC 20036	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Kathia Miranda kathia.miranda@marriott.com
Washington Hilton	Washington Hilton	Washington Hilton Attn: DCAWH Finance Office 1919 Connecticut Ave, NW Washington, DC 20009	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Abigail Garland Abigail.Garland@hilton.com
Washington Plaza Hotel	Washington Plaza Hotel	Washington Plaza Hotel Attention: Jim Black 10 Thomas Circle NW Washington, DC 20005	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Joy Robinson rcroupservices@washingtonplazahotel.com
YOTEL Washington DC	YOTEL Washington DC	Yotel Washington DC Attention: Yotel Washington DC Accounting 415 New Jersey Avenue, NW Washington, DC 20001	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation, email must be sent from the person signing)	Naushad Muthaliff naushad.muthaliff@yotel.com