



**OHIO BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Cincinnati, OH
March 9-10, 2027**

Check Payment and Credit Card Authorization DEADLINE: February 16, 2027

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

All Checks must arrive at your confirmed hotel by February 16, 2027 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 ↓		↓ TAX EXEMPTION
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	
The Westin Cincinnati	Westin Cincinnati DUE: 2 weeks prior to arrival	Westin Cincinnati Attn: Shannon Bernstein 21 E 5th St, Cincinnati, OH 45202 shannon.bernstein@westincincinnati.com	Email Front Office for credit card authorization DUE: 2 weeks prior to arrival	Front Desk westincincinnati@frontoffice@westincincinnati.com	email Shannon Bernstein for info shannon.bernstein@westincincinnati.com