



**OKLAHOMA BETA 2027
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Norman, OK
March 7-8, 2027**

Check Payment and Credit Card Authorization DEADLINE: February 14, 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 14, 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	
Embassy Suites by Hilton Norman Hotel & Conference Center	Embassy Suites Norman Hotel and Conference Center DEADLINE: 2 weeks prior to arrival	Embassy Suites Norman Hotel and Conference Center Attn: Haley Stout 2501 Conference Drive Norman, OK 73069 405-364-8040	Send email to AR.OKCES@atriumhospitality.com Provide confirmation #(s). Ask for a CC authorization form to pay in advance. DEADLINE: 2 weeks prior to arrival	Haley & Dak AR.OKCES@atriumhospitality.com 405-364-8040	OTC letter & photo copy of the tax exempt Pcard that shows the tax exempt entity name and the last 4 digits of the CC number. Also provide confirmation #(s) the tax exempt applies to. These can be emailed in advance or brought in during check in. Tax exemptions will not be applied unless we receive a photo copy of the card that shows the tax exempt entity name that matches to OTC letter. Personal CC is not tax exempt. Contact Haley & Dak with questions AR.OKCES@atriumhospitality.com 405-364-8040