

how to do so will be sent to you with the confirmation of your hotel assignment.

In order to authorize a hotel to charge expenses to an affiliate credit card, the cardholder will need to fill out a Credit Card Authorization Form, which can be downloaded at www.aft.org/convention under Housing Information. If this authorization form is not on file with the hotel, the individual will be asked to provide a form of payment at check-in. If the cardholder will be providing his/her card in person at check-in, the credit card authorization form is not needed.

Important Note about Debit Cards

When presenting payment at the front desk, please be aware that the use of a debit card will result in the immediate removal of funds from your bank account for the total amount of room and tax for your stay, **plus** an additional daily amount to cover incidental expenses. (See the hotel debit card policies on the enclosed chart.) Upon checkout, any unused funds will be returned to your bank account, but depending on the bank's refund process, it may take five to seven business days for a credit to be processed. To avoid this lengthy hold, simply use a credit card or pay by cash.

Suite Requests

The number of suites available is limited. Affiliates requesting suites for delegation hospitality or meetings will be given priority over individuals requesting suites for personal use. Suite requests should be sent by email to Karen Zook at kzook@aft.org. Please indicate the number of people to be accommodated in the parlor and any specific bedroom and bedding requests so that the appropriate size and type of suite can be assigned.

Room Requests

Rooms with two beds are limited at some of the hotels. Priority in reserving these rooms will be given to delegates sharing with another delegate, and to families traveling with children. Affiliates should indicate the needed number of single- and double-bedded rooms on the Hotel Room Block Request Form. All requests should provide as much information as possible about the occupants of each room to ensure the appropriate bedding is available. The hotels will attempt to honor all requests, but requests cannot be guaranteed.

Disability Requests

If you require particular accommodations in your hotel room due to a disability, please be specific to help us reserve a hotel that meets your needs. For example, request "roll-in shower for wheelchair" or "grab bars for tub and toilet," as opposed to "accessible room."

Hotel Assignment and Confirmations

You will receive confirmation of your hotel assignment by email once it has been processed by AFT Convention Housing. Review your hotel confirmation for accuracy, and note the cancellation and early departure policies. The hotels' check-in times are 3 p.m. or 4 p.m., so rooms may not be available if you arrive early in the day. All hotels will be able to store luggage until your room is ready.

Reservation Changes

Reservation changes and cancellations may be made online until **Thursday, June 18**. After June 18, send changes and cancellations in writing to AFT Convention Housing (email conventionhousing@aft.org or fax to 202-879-4558). We will make every effort to honor changes and requests received after the deadline but are not able to guarantee that rooms will be available at the AFT convention rates.

Transportation

There will be no shuttles between the hotels and the George R. Brown Convention Center, since both large hotels are connected via walkways to the center. Those with special circumstances who need additional assistance may contact Cheryl LaBarre at chaydel@aft.org.

See the Convention Call, or go to www.aft.org/convention, for information on airfare discounts available.

Contact AFT Convention Housing

If you have questions or need more information, please contact us:

Karen Zook, Housing Manager

800-238-1133, ext. 4476, or 202-879-4476

email: kzook@aft.org

Yvonne Cheek, Housing Coordinator

800-238-1133, ext. 4425, or 202-879-4425

email: ycheek@aft.org



AFT Convention 2020

Houston | July 27 – 30

HOTEL INFORMATION

Deadline and General Information

Convention general sessions, committee meetings, divisional meetings, registration and exhibits will be located at the George R. Brown Convention Center in Houston. There is no designated headquarters hotel. For the most recent convention schedule information, visit www.aft.org/convention.

The deadline for hotel reservations is **Thursday, June 18**. After this date, the hotels may charge significantly higher rates. Add 17 percent sales and occupancy tax to all room rates (tax rate is subject to change).

Online Housing Instructions

Hotel reservations for the AFT convention should be made using the AFT's online Credential Reporting and Housing Reservation System at <https://convention.aft.org>. AFT convention rates are available only by booking through the AFT; do not contact the hotels directly. Refer to the Credential Instructions flier in the credential mailing for step-by-step login instructions for affiliates. For additional login assistance, contact AFT Membership at 800-238-1133, ext. 3421.

IMPORTANT PROCEDURAL INFORMATION: Affiliates and individual members may request hotel reservations at any time by accessing the housing system via secure login at the website above. An individual member logging in will be able to request a hotel room, but may not designate himself or herself as a delegate or alternate. Only the affiliate president or his/her designee may certify elected delegates and alternates. Affiliates may choose whether to notify individual members that this access is available; some affiliates prefer to handle hotel reservations for their delegates, and others prefer to have delegates handle their own hotel arrangements. Individual delegates may view, but not change, their delegate status or convention committee assignments online.

Group Reservations

Affiliates are encouraged to immediately request the estimated number of rooms needed for their delegations, even before delegate elections have taken place. Room block requests, using the Hotel Room Block Request Form found at www.aft.org/convention, should be submitted via email to Karen Zook at kzook@aft.org. Requests will be honored in the order in which they are received. Many hotels fill up far in advance of the deadline, so be sure to submit your request early and to number your hotel preferences. You will receive confirmation via email when your room block has been approved. Affiliates should then enter individual reservations via the online system. All reservations are due no later than the **June 18** deadline. After that date, unassigned rooms in room blocks will be released.

Paper Housing Instructions

Affiliates are strongly encouraged to use the AFT's online system, which is convenient, secure and environmentally responsible. Reservations cannot be accepted by phone, but paper housing forms are available at www.aft.org/convention under Housing Information:

- Hotel Reservation Form (PDF)—submit one form per room
- Hotel Room Block Request Form (PDF)
- Credit Card Authorization Form (PDF)

To avoid being charged for duplicate reservations, please choose only one method to submit your form. If two delegates are sharing a room, only one form should be submitted.

- Email scanned form to conventionhousing@aft.org; or
- Fax form to 202-879-4558.

Guarantee and Deposit Policies

All reservations require a major credit card for one night's room and tax or to guarantee each reservation. Do not send checks payable to the AFT or to a particular hotel, since your first choice may not be available. If you wish to pay a deposit by check, information on

(continued on back page)

Current convention information, including the full schedule, can be found at www.aft.org/convention



A Union of Professionals

American Federation of Teachers, AFL-CIO
555 New Jersey Ave. N.W. • Washington, DC 20001 • 202-879-4400



HOUSTON HOUSING INFORMATION

Coming soon: Reserve your hotel online!

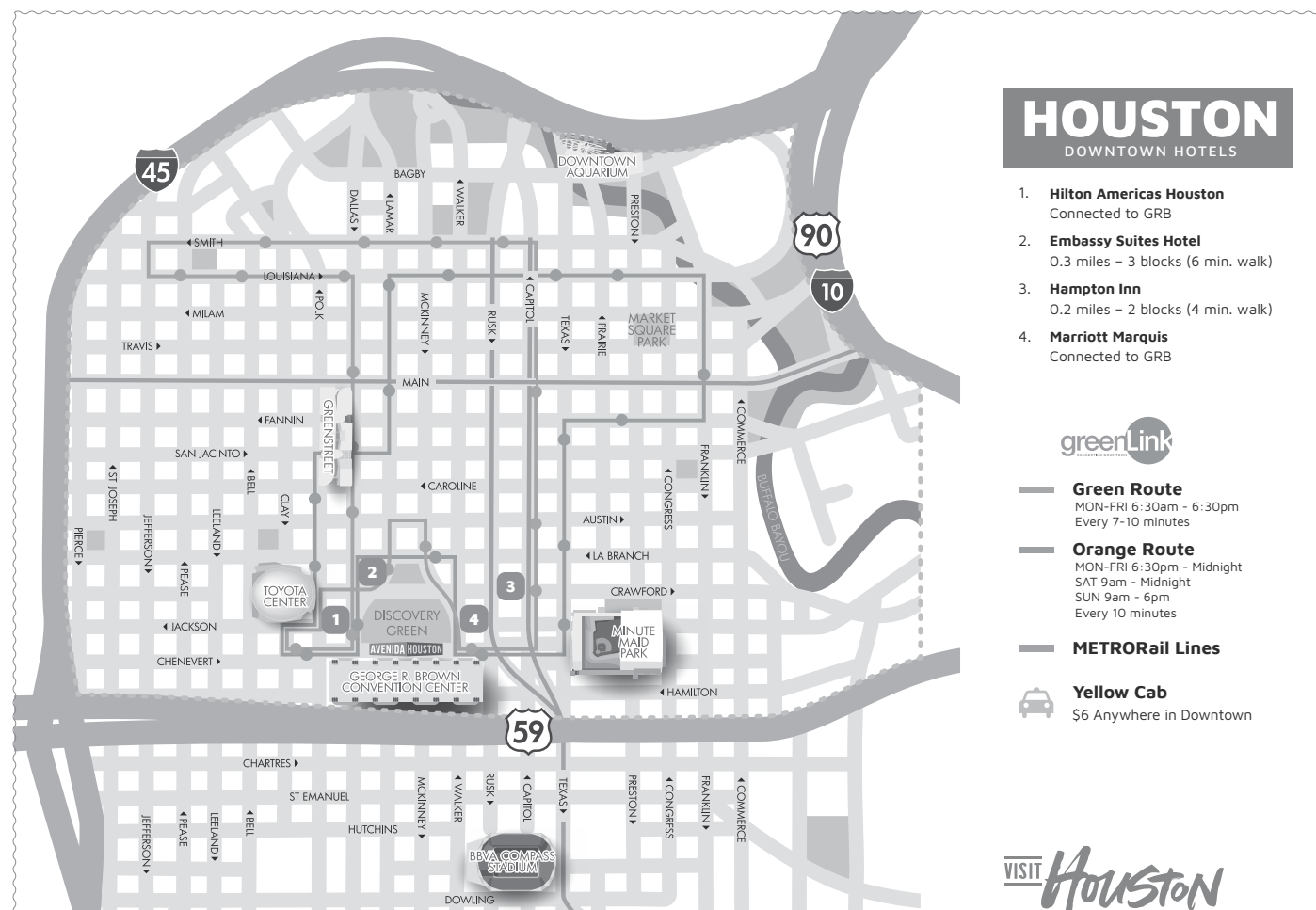
Hotel reservations and convention registration to open in mid-March.

Hotel reservations for the AFT convention should be made using the AFT's online credential and housing registration system at <https://convention.aft.org>. The system will open for credential reporting and hotel requests in mid-March. The upcoming credential packet sent to every affiliate will contain detailed login and housing instructions. **AFT convention rates are available only by booking through the AFT. Do not contact the hotels directly.** Add 17 percent sales and occupancy tax to all room rates.

If you have questions regarding AFT convention housing, room blocks or suites, please contact us:

Karen Zook, Housing Manager
800-238-1133, ext. 4476, or 202-879-4476
kzook@aft.org

Yvonne Cheek, Housing Coordinator
800-238-1133, ext. 4425, or 202-879-4425
ycheek@aft.org



HOUSTON DOWNTOWN HOTELS

- Hilton Americas Houston**
Connected to GRB
- Embassy Suites Hotel**
0.3 miles – 3 blocks (6 min. walk)
- Hampton Inn**
0.2 miles – 2 blocks (4 min. walk)
- Marriott Marquis**
Connected to GRB

greenLink

- Green Route**
MON-FRI 6:30am - 6:30pm
Every 7-10 minutes
- Orange Route**
MON-FRI 6:30pm - Midnight
SAT 9am - Midnight
SUN 9am - 6pm
Every 10 minutes
- METRORail Lines**
- Yellow Cab**
\$6 Anywhere in Downtown



- 1 Hilton Americas-Houston**
(1,050 rooms)
\$207 per night, single or double occupancy
- 2 Embassy Suites Houston Downtown**
(100 rooms)
\$189 per night, single or double occupancy

- 3 Hampton Inn Houston Downtown**
(75 rooms)
\$179 per night, single or double occupancy
- 4 Marriott Marquis Houston**
(800 rooms)
\$199 per night, single or double occupancy

	HILTON AMERICAS HOUSTON	MARRIOTT MARQUIS HOUSTON	EMBASSY SUITES HOUSTON DOWNTOWN	HAMPTON INN DOWNTOWN HOUSTON
ADDRESS	1600 Lamar St.	1777 Walker St.	1515 Dallas St.	710 Crawford St.
WEBSITE	www.hilton.com	www.marriottmarquishouston.com	www.hilton.com	www.hilton.com
DISTANCE TO CONVENTION CENTER	Connected via walkway	Connected via walkway	3 blocks	2 blocks
ROOMS AVAILABLE	1,050	850	100	75
RATES (add 17% tax)	\$207 per night, single or double occupancy	\$199 per night, single or double occupancy	\$199 per night, single or double occupancy	\$189 per night, single or double occupancy
MORE THAN TWO ADULTS	Add \$25/adult; kids 17 and under free in room with adult	Add \$20/adult; kids 17 and under free in room with adult	Add \$20/adult; kids 17 and under free in room with adult	Add \$20/adult; kids 17 and under free in room with adult
BEDDING TYPES	One king or two queen beds	One king or two queen beds	One-bedroom suites with one king or two queen beds	One king or two queen beds
CANCELLATION POLICY	24 hours prior to arrival	72 hours prior to arrival	72 hours prior to arrival	72 hours prior to arrival
CHECK-IN / CHECK-OUT	3 p.m. / noon	4 p.m. / 11 a.m.	3 p.m. / noon	4 p.m. / noon
DEBIT CARD POLICY	Room and tax for full stay plus \$50/night held at check-in	Room and tax for full stay plus \$75/night held at check-in	Room and tax for full stay plus \$50/night held at check-in	Room and tax for full stay plus \$40/night held at check-in
EARLY DEPARTURE FEE	\$75	N/A	\$75	\$75
FITNESS CENTER	Complimentary, 24 hours	Complimentary, 24 hours	Complimentary, 24 hours	Complimentary, 24 hours
GUARANTEE POLICY	Card charged one night room & tax on or around July 6	Card charged only for "no show" or cancellation within 72 hours of arrival	Card charged only for "no show" or cancellation within 72 hours of arrival	Card charged only for "no show" or cancellation within 72 hours of arrival
INTERNET ACCESS	\$14.95/day	\$14.95/day Marriott Members receive free wireless in guest rooms	Free wireless in guest rooms	Free wireless in guest rooms
PARKING	\$30/day self \$45/day valet	\$30 overnight self \$45/day, valet only	\$38/day, valet only	\$35/day, valet only
PETS (fees may apply)	Service animals only	Service animals only	Allowed (restrictions/fees apply, see hotel website for details)	Allowed (restrictions/fees apply, see hotel website for details)
POOL	Yes, complimentary	Yes, complimentary	Yes, complimentary	Yes, complimentary
ROLLAWAY BEDS	Limited number available—\$25/day in king rooms only	Limited number available—\$25/day in king rooms only	None available. All guestrooms have sleeper sofa in parlor	Limited number available—complimentary in king rooms only
ROOM SERVICE	6 a.m. – 2 p.m. 5 p.m. – 1 a.m.	24 hours	4 p.m. – midnight	No
OTHER FEATURES	Each room has coffee maker, hair dryer, iron/ironing board and in-room safe.	Each room has mini-fridge, coffee maker, hair dryer, iron/ironing board and in-room safe.	Complimentary breakfast and manager's reception. Each room has mini-fridge, coffee maker, hair dryer, iron/ironing board and in-room safe.	Complimentary breakfast. Each room has mini-fridge, coffee maker, hair dryer, iron/ironing board and in-room safe.