

HOTEL 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 13**. 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 www.aft.org/convention.

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. Individual members logging in will be able to request a hotel room, but they may not designate themselves as a delegate or alternate. Only the affiliate president or the president's 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 one through four. 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 Thursday, June 13, 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.

- Send the completed form by email to conventionhousing@aft.org or by fax to 202-879-4476.

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 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 their 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.

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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 hotel 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 13. After June 13, send changes and cancellations in writing to AFT Convention Housing (email conventionhousing@aft.org or fax to 202-879-4476.) We will make every effort to honor changes and requests received after the deadline, but we 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 Dawn Iacino at diacino@aft.org.

See the Convention Call, or go to www.aft.org/convention, for information on airfare discounts available from Delta Air Lines, Southwest Airlines and United Airlines.

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
kzook@aft.org

Tori Wanzer, Housing Coordinator

800-238-1133, ext. 4425; or 202-879-4425
twanzer@aft.org

HOUSTON HOUSING INFORMATION

Coming soon: Reserve your hotel online!

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

This year, hotel reservations for the AFT convention may be made using the AFT’s online credential and housing registration system at www.aft.org/convention. The system will open for credential reporting and hotel requests in mid-March. The credential packet sent to every affiliate contains detailed login 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, please contact us:

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



★ George R. Brown Convention Center

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|---|---|--|--|
| <p>1 Hilton Americas-Houston (1,050 rooms) \$224 per night, single or double occupancy</p> | <p>2 Embassy Suites Houston Downtown (175 rooms) \$215 per night, single or double occupancy</p> | <p>3 Marriott Marquis Houston (800 rooms) \$215 per night, single or double occupancy</p> | <p>4 Hampton Inn Houston Downtown (125 rooms) \$209 per night, single or double occupancy</p> |
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| | HILTON AMERICAS HOUSTON | MARRIOTT MARQUIS HOUSTON | EMBASSY SUITES HOUSTON DOWNTOWN | HAMPTON INN HOUSTON DOWNTOWN |
|-------------------------------|--|--|---|---|
| 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 | 800 | 175 | 125 |
| RATES (add 17% tax) | \$224 per night, single or double occupancy | \$215 per night, single or double occupancy | \$215 per night, single or double occupancy | \$209 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 | 72 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 \$100/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 | One night's room & tax | \$75 | \$75 |
| FITNESS CENTER | Complimentary, 24 hours | Complimentary, 24 hours | Complimentary, 24 hours | Complimentary, 24 hours |
| GUARANTEE POLICY | 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 | Card charged only for "no show" or cancellation within 72 hours of arrival |
| INTERNET ACCESS | \$12.95/day | \$14.95/day; Marriott members receive free wireless in guest rooms | Free wireless in guest rooms | Free wireless in guest rooms |
| PARKING | \$38/day self \$62/day valet | \$38/day self \$62/day valet | \$55/day, valet only | \$55/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 mini-fridge, 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 |