



A Union of Professionals

AFT PSRP

Paraprofessionals and School-Related Personnel



@PSRP_AFT

Hotel Reservation Instructions and Information

AFT Paraprofessionals and School-Related Personnel Conference

April 14-16, 2023

Hilton Baltimore Inner Harbor
401 W. Pratt Street
Baltimore, MD 21201

Hotel reservations can now be made online at event.me/AwXBDO. However, you can still reserve your hotel room by completing and returning the hotel reservation forms. (Please refer to the instructions below.)

- Deadline:** All hotel reservation requests must be made on the Hotel Reservation Form and Conference Rooming List. **The reservation deadline is Wednesday, March 8.** No phone reservations can be accepted. Please type or print clearly and fill in the form completely. Reservations cannot be made without all the requested information. After the deadline, unused rooms will be released back to the Hilton Baltimore Inner Harbor and may not be available at the conference rate.
- Send reservation forms to:** AFT PSRP Conference Housing, 555 New Jersey Ave. N.W., Washington, DC 20001. Forms can also be sent to DelRica Jackson in the AFT Convention, Meetings and Travel Department via fax (202-879-4558) or email (dejackson@aft.org).
- Guarantee/deposit:** The Hilton Baltimore Inner Harbor requires a one night's room and tax deposit.

By credit card: Locals that wish to use a credit card for their participants must complete the enclosed credit card authorization form and return it with the other reservation forms. **Credit card authorization forms must be received at least 10 days prior to arrival. Any forms submitted after the 10-day deadline will not be accepted.**

By check: If a personal or business check for the first night's room and tax is used as your deposit (and made payable to the Hilton Baltimore Inner Harbor), it should be sent in at the time the reservation is submitted and will only be refunded if the reservation is canceled **72 hours prior to the arrival date. If the balance of your stay is being paid by check, it must be received by the hotel 30 days prior to your arrival date. The hotel will not accept any checks upon arrival.**

NOTE: The hotel does not accept purchase or money orders.

- Date changes/cancellations/name changes:** Date changes, cancellations and name changes must be submitted in writing to the AFT Convention, Meetings and Travel Department by mail, email or fax (see item 8 below for contact information).
- Room rates:**

	Per night	Including 17.5% tax
Single (one adult in room)	\$209	\$245.58
Double (two adults)	\$209	\$245.58
Triple (three adults)	\$229	\$269.08
Quad (four adults)	\$249	\$292.58

- Parking:** Self-parking is \$35 per day. Overnight parking rates include "in and out" privileges for registered hotel guests.
- Check-in and check-out:** Check-in time is 4 p.m., and checkout time is 11 a.m.
- Questions about housing?** Contact either DelRica Jackson (800-238-1133, ext. 4528, or dejackson@aft.org) or Karen Zook (ext. 4476 or kzook@aft.org) in the AFT's Convention, Meetings and Travel Department.

