Education | Healthcare | Public Services
AFT PSRP

# Hotel Reservation Instructions and Information

**AFT Paraprofessionals and School-Related Personnel Conference**
**April 2-4, 2027**

**Hilton New Orleans Riverside**
**2 Poydras St.**
**New Orleans, LA 70130**

**Hotel reservations can now be made online at** https://cvent.me/4ZLV0w. **However, you can still reserve your hotel room by completing and returning the hotel reservation forms. Please refer to the instructions below.**

1. **Deadline:** All hotel reservation requests must be made on the Hotel Reservation Form and Conference Rooming List. **The reservation deadline is Friday, February 19, 2027**. 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 New Orleans Riverside and may not be available at the conference rate.

2. **Send Reservation Forms to:** AFT PSRP Conference Housing, 555 New Jersey Ave. N.W., Washington, DC 20001. Forms can also be sent to Tori Vaughn in the AFT Convention, Meetings and Travel Department via fax (202-879-4558) or email (tvaughn@aft.org).

3. **Guarantee/Deposit:** To secure a reservation, the Hilton New Orleans Riverside requires a deposit of one night's room and tax via credit card or check, and it must be completed by the housing deadline, **February 19th**. (Purchase and money orders are not acceptable forms of payment.)

   **By Credit Card:** The hotel accepts all major credit cards. Please provide credit card information when prompted in the housing system or on the hotel reservation form if you are submitting paper forms. Deposits will be charged by the hotel during the first week of March.

   If your entire hotel stay is covered by your local's credit card, they must complete a credit card authorization form to be received by the AFT **at least 15 days prior to arrival.** Any forms submitted after the 15-day deadline will not be accepted.

   **By Check:** Certified and Cashier's checks are preferred, however, business and personal checks will be accepted. Checks should be **made payable to the Hilton New Orleans Riverside** and **mailed to Tori Vaughn at the AFT** along with the hotel reservation form and/or conference rooming list at the address below.

   If the balance of your stay is paid by check, it must be received by the AFT at least **30 days prior to your arrival date**. You can also pre-pay your entire stay via check at the time of deposit. Check payments will not be accepted at check-in.

   **Please mail check payments to:**
   **AFT**
   **ATTN: Tori Vaughn**
   **555 Jersey Ave. N.W.**
   **Washington, DC 20001**

4. **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. **Reminder**, the hotel's cancellation policy is 72 hours prior to arrival. Any reservation cancelled prior to this deadline will be fully refunded by the original method of payment.

5.

| **Room Rates:** | **Per Night** | **Including 17.5% Tax, Plus $3 Fee** |
|---|---|---|
| **Single** (one adult in room) | $239.00 | $283.83 |
| **Double** (two adults) | $239.00 | $283.83 |
| **Triple** (three adults) | $269.00 | $319.08 |
| **Quad** (four adults) | $299.00 | $354.33 |

6. **Parking:** Self-parking is $50 per night. Valet parking is $58 per night.
Both overnight and valet parking rates include "in and out" privileges for registered hotel guests.

7. **Incidentals:** You will be required to provide a credit card for incidentals at check-in. The incidental hold is $50 per day, and any unused funds will be released at check-out. We advise you **NOT** to use your debit card as the funds held for incidentals will not be available to you until the hold is released at check-out. Also, the release may not be immediate and may take several days depending on your banking institution. **Please note that the hotel is unable to turn off incidentals.**

8. **Cashless Hotel:** Please be aware that the hotel is cashless. For attendees who only have cash, the hotel offers two cash-to-card machines on-site. Fees may apply. The issued card is a Visa which can be used at the hotel and anywhere else Visa is accepted. You may also consider purchasing a prepaid credit card or major credit card gift card before arriving at the hotel.

9. **Check-in and Checkout:** Guest check-in time is 4 p.m., and checkout time is 11 a.m.
If you arrive at the hotel prior to the 4 p.m. check-in and want to check into your room early, please consult with the front desk on availability. Please note an early arrival fee of up to $75 may apply and AFT will **NOT** cover this fee. If your room is not ready and you do not want to pay the early arrival fee, the hotel will hold your luggage at no cost.

10. **Questions About Housing?**: Contact either Tori Vaughn (800-238-1133, ext. 4425, or tvaughn@aft.org) or Kim Randolph (ext. 4529 or krandolph@aft.org) in the AFT's Convention, Meetings and Travel Department.