



2025 National Leadership Conference

## 2025 NATIONAL LEADERSHIP CONFERENCE HOTEL CHECK & CREDIT CARD AUTHORIZATION CONTACT SHEET

Orlando, FL  
July 5-9, 2025

HOTEL RESERVATION DEADLINE: June 4, 2025

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel prior to 14 days of your arrival date 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 OR WITHOUT YOUR NAME ON IT		
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
<b>DoubleTree by Hilton Orlando at SeaWorld</b>	DoubleTree by Hilton Orlando at SeaWorld	DoubleTree Orlando at SeaWorld Attn: Accounts Receivable 10100 International Drive Orlando, FL 32821	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	April Willis 407-352-1100 ext. 52161 <a href="mailto:awillis@doubletreeorlandosw.com">awillis@doubletreeorlandosw.com</a>
<b>Embassy Suites by Hilton Orlando International Drive Convention Center</b>	Embassy Suites I-Drive Convention Center	Embassy Suites I-Drive Convention Center Attn: Accounts Payable 8978 International Drive Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Jessica LaFree 407-581-4302 <a href="mailto:jessica.lafree@hilton.com">jessica.lafree@hilton.com</a>
<b>Hampton Inn Orlando Convention Center/International Drive</b>	Hampton Inn Orlando Convention Center/International Drive	Hampton Inn Convention Center Attn: Marisela Keller 8900 Universal Blvd Orlando, FL 32819	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Mercy Bustos 407-313-0144 <a href="mailto:mercy.bustos@hilton.com">mercy.bustos@hilton.com</a>
<b>Hilton Orlando</b>	Hilton Orlando	Hilton Orlando Attn: Tina Nicholas/Finance 6002 Destination Parkway Orlando, FL 32819	Please email contact for Credit Card Authorization Form. (Include your Acknowledgment # on your reservation.)	Tina Nichols 407-313-8840 <a href="mailto:tina.nichols@hilton.com">tina.nichols@hilton.com</a>
<b>Homewood Suites by Hilton Orlando International Drive/Convention Center</b>	Homewood Suites by Hilton Orlando	Homewood Suites by Hilton Attn: Vasek McMiller 8745 international Drive Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Mercy Bustos 407-313-0144 <a href="mailto:mercy.bustos@hilton.com">mercy.bustos@hilton.com</a>
<b>Hyatt Place Orlando I-Drive/Convention Center</b>	Hyatt Place Orlando I-Drive/Convention Center	Hyatt Place Orlando I-Drive Convention Center Attn: Aimee Vargas 8741 international Drive Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Aimee Vargas 407-370-4720 <a href="mailto:aimee.vargas@hyatt.com">aimee.vargas@hyatt.com</a>
<b>Hyatt Regency Orlando</b>	Hyatt Regency Orlando Convention Center - Include Confirmation Numbers, Guest(s) Name, amount to be applied to each reservation(s).	Hyatt Regency Orlando PO Box 848148 Dallas, TX 75284-8083	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	Trude Robida 407-345-4405 <a href="mailto:trude.robida@hyatt.com">trude.robida@hyatt.com</a>
<b>Residence Inn by Marriott Orlando Convention Center</b>	Residence Inn Orlando Convention Center	Residence Inn Orlando Convention Center Attn: Alejandro Blanco 8800 Universal Blvd Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Dariel Chirino 407-363-4603 <a href="mailto:dchirino@aurohotels.com">dchirino@aurohotels.com</a>
<b>Rosen Centre Hotel</b>	Rosen Centre Hotel	Rosen Centre Hotel Attn: Accountes Receiveables 4000 Destination Parkway Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Ron Ayelet 407-996-9840 ext.6119563 <a href="mailto:aron@roenhotels.com">aron@roenhotels.com</a>
<b>Rosen Inn at Pointe Orlando</b>	Rosen 9000 Inc.	Rosen Inn at Pointe Orlando Attn: Rosen Inn at Pointe Orlando-Sales Office 9000 International Drive Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # and name(s) on your reservation(s).)	Shea Lewis 407-996-9859 <a href="mailto:shealewis@roseninns.com">shealewis@roseninns.com</a>
<b>Rosen Plaza Hotel</b>	Rosen Hotels and Resorts	Rosen Plaza Hotel Attn: Reservations 4000 Destinations Parkway Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation.)	800-627-8258 <a href="mailto:CROSupervisors@rosenhotels.com">CROSupervisors@rosenhotels.com</a>
<b>SpringHill Suites by Marriott Orlando Convention Center/I-Drive</b>	SpringHill Suites Orlando Convention Center	SpringHill Suites Orlando Convention Center Attn: William Rodriguez 8840 Universal Blvd Orlando, FL 32819	Please email contact to obtain Sertifi Link. (Include your Acknowledgment # on your reservation and each guest name.)	Dariel Chirino 407-363-4603 <a href="mailto:dchirino@aurohotels.com">dchirino@aurohotels.com</a>