**OHIO BETA 2026**
**HOTEL CHECK & CREDIT CARD AUTHORIZATION**

**Columbus, Ohio**
**February 3-4, 2026**
**Check Payment and Credit Card Authorization DEADLINE: 1st day prior to arrival**

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

All checks must arrive at the confirmed hotel 1st day prior to arrival. 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 posession when checking-in.**

| | PAYING FINAL PAYMENT BY CHECK | | PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSESSION | |
|---|---|---|---|---|
| **HOTEL NAME** | **MAKE CHECK PAYABLE TO** | **SEND CHECK TO THIS ADDRESS** | **CREDIT CARD AUTHORIZATION PROCESS** | **CREDIT CARD AUTHORIZATION CONTACT** |
| **Hyatt Regency Columbus** | Hyatt Regency Columbus | Hyatt Regency Columbus Attn: Eric Rosa 350 N. High Street Columbus, OH 43215 | Please email Hotel Contact for CC authorization form  **DEADLINE: all payments must be made before the 1st day of arrival** | Eric Rosa 614-463-1234 eric.rosa@hyatt.com |

**Tax Exemption: 501 ( c ) 3 letter from IRS and State of Ohio Form. Contact hotel for further questions regarding tax exempt requirements.**