



**OKLAHOMA BETA 2026**  
**HOTEL CHECK & CREDIT CARD AUTHORIZATION**  
**Norman, Oklahoma**  
**March 8-10, 2026**

**Check Payment and Credit Card Authorization DEADLINE: Three (3) 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 Embassy Suites Norman Hotel no later than three (3) days prior to arrival date. 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	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Embassy Suites Norman Hotel Contact: Dak Walker, 405-253-3555	Embassy Suites Norman <b>DEADLINE: Three (3) days prior to event</b>	Embassy Suites Norman Attn: Dak Walker 2501 Conference Drive Norman, Oklahoma 73069	Guest needs to request the CC authorization form via email. Email needs to include confirmation number(s). Once the form has been filled out, the hotel will add CC info to the reservation and charge the card. <b>DEADLINE: Three (3) days prior to event</b>	Dak Walker 405-253-3555 AR.OKCES@atriumhospitality.com

**Tax Exemption:** Hotel will determine tax exemption with each group -

*Tax exemptions are manually done by the accounting team. taxes will be charged on your folio and refunded by the accounting team once a photo copy of the school card, showing the school name and the last four digits of the school card, have been given to the accounting office. Photo copies can be emailed to AR.OKCES@atriumhospitality.com or they can be taken at the front desk during check in*