



2025 NATIONAL CONFERENCE ON UNDERGRADUATE RESEARCH HOTEL CHECK & CREDIT CARD AUTHORIZATION

Pittsburgh, PA | April 7 - 9, 2025
HOTEL RESERVATION DEADLINE: March 17, 2025

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

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. Please make sure you have a copy of the check in your possession when checking-in.

Note on Tax Exemption: If you have tax exemption status, please contact the hotel directly for final payment calculation and documentation required.

HOTEL NAME	PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION	
	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CHECKS MUST BE RECEIVED BY -	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Drury Plaza Hotel Pittsburgh Downtown	Drury Plaza Pittsburgh	Drury Plaza Pittsburgh 745 Grant St. Pittsburgh, PA 15219	10 Business Days Prior to Arrival	Please email contact to obtain payment link. Include guest name, dates of stay, and your Acknowledgment # on your reservation.	Claire Rees Claire.Rees@druryhotels.com 800-436-1128
Embassy Suites by Hilton Pittsburgh-Downtown	Embassy Suites by Hilton Pittsburgh-Downtown	Embassy Suites by Hilton Pittsburgh-Downtown Attn: Dawn Ferrelli 535 Smithfield Street Pittsburgh, PA 15222	30 Days Prior to Arrival	Please email contact to obtain payment link. Include guest name and dates of stay.	Kimmie Fitzburgh-Kelly kimmie.fitzhugh-kelly@hilton.com 412-930-0641
Omni William Penn Hotel	Omni William Penn Hotel	Omni William Penn Hotel Attn: Accounts Receivable 530 William Penn Place Pittsburgh, PA 15219	10 Business Days Prior to Arrival	Please email contact to obtain payment link. Include guest name and dates of stay. Card will be charged at time the link is completed, and will be placed as a deposit on reservation.	Michelle McGee mmcgee@omnihotels.com 412-553-5045
The Westin Pittsburgh	Westin Pittsburgh	Westin Pittsburgh Attn: Amy Swope 1000 Penn Avenue Pittsburgh, PA 15222	3/17/25	Please email contact to obtain payment link. Include guest name and dates of stay.	Terri Eberle / Autumn Rigot terri.eberle@westin.com / autumn.rigot@westin.com 412-281-3700

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