

2027 NATIONAL CONFERENCE ON UNDERGRADUATE RESEARCH HOTEL CHECK & CREDIT CARD AUTHORIZATION

Grand Rapids, MI | April 12-14, 2027
HOTEL RESERVATION DEADLINE: March 19, 2027

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

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			Additional Payment & Hotel Information		
	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CHECKS MUST BE RECEIVED BY -	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	CC PREAUTH MUST BE RECEIVED BY -	TAX EXEMPTION	INCIDENTAL HOLD AT CHECK IN	CHECK IN UNDER 21
Amway Grand Plaza, Curio Collection by Hilton HEADQUARTER HOTEL	Amway Grand Plaza	Attn: Accounting Amway Grand Plaza 187 Monroe Ave NW Grand Rapids, MI 49503	2 weeks prior to arrival	Electronic credit card authorization link. After the cutoff date (3/19/2027) when reservations are in the hotel system. Reach out to the front desk for the link. Payments over \$10,000 have a 3.5% processing fee.	Amway Grand Plaza Front Desk 616-774-2000 frontdesk@ahchospitality.com	2 weeks prior to arrival - otherwise cc will need to be presented at check in	If traveling as a tax-exempt organization, the MI state tax form is required along with a tax-exempt issued method of payment. A tax-exempt method of payment includes a work-issued card or check (no personal checks).	\$75/day	Minimum Age for Check In - 18
AC Hotel Grand Rapids Downtown	AC Hotel Grand Rapids Downtown	Attn: Emily Bryant AC Hotel Grand Rapids Downtown 50 Monroe NW Grand Rapids, MI 49504	4/2/27	Email Alexis Johnson to request Certified Credit Card Authorization Form	Alexis Johnson 616-242-6600 cyar@ahchospitality.com	4/2/27	School must submit tax exemption certificate via email PRIOR to submitting payment. 6% state sales tax will be removed from invoice.	\$50/day	Minimum Age for Check In - 21
Courtyard Grand Rapids Downtown	Courtyard Grand Rapids Downtown	Attn: Emily Bryant AC Hotel Grand Rapids Downtown 11 Monroe NW Grand Rapids, MI 49504	4/2/27	Email Alexis Johnson to request Certified Credit Card Authorization Form	Alexis Johnson 616-242-6600 cyar@ahchospitality.com	4/2/27	School must submit tax exemption certificate via email PRIOR to submitting payment. 6% state sales tax will be removed from invoice.	\$50/day	Minimum Age for Check In - 18
Embassy Suites by Hilton Grand Rapids Downtown	Embassy Suites by Hilton Grand Rapids Downtown	Attn: Sonja Mondragon Embassy Suites by Hilton Grand Rapids Downtown 710 Monroe Ave NW Grand Rapids, MI 49503	4/1/27	Please email Sonja Mondragon to request a Credit Card Authorization Form.	Sonja Mondragon 616-512-5700 SMondragon@Suburbaninns.com	4/1/27	Hotel must receive Michigan State tax exempt form and a copy of method of payment used to pay for guest room. Room must be paid for with a method of payment issued by the tax-exempt organization. Must have organization's name or tax ID number printed on it.	N/A	Minimum Age for Check In - 21
Holiday Inn Grand Rapids Downtown	Holiday Inn Grand Rapids Downtown	Attn: Sarah Johnson Holiday Inn Grand Rapids Downtown 310 Pearl St NW Grand Rapids, MI 49504	3/27/27	Email Sarah Johnson to request Canary - Credit Card Authorization Form	Sarah Johnson 616-451-8730 sarah@higrdt.com	Check In	MI Tax Exempt documentation needed. Contact Sarah Johnson.	\$25/day hold	Minimum Age for Check In - 21
Hyatt Place Grand Rapids/Downtown	Hyatt Place Grand Rapids/Downtown	Attn: Sales Manager Hyatt Place Grand Rapids/Downtown 140 Ottawa Ave. NW Grand Rapids, MI 49503	4/5/27	Please email Arianna Morgan to request a Credit Card Authorization Form.	Arianna Morgan 616-984-1212 arianna.morgan1@hyatt.com	4/5/27	Michigan State Tax Exemption only - 3372, Michigan Sales and Use Tax Certificate of Exemption form must be provided.	N/A	Minimum Age for Check In - 21