



2026 NATIONAL CONFERENCE ON UNDERGRADUATE RESEARCH HOTEL CHECK & CREDIT CARD AUTHORIZATION

Richmond, VA | April 13 - 15, 2026
HOTEL RESERVATION DEADLINE: March 20, 2026

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	CHARGING A DEPOSIT AFTER 3/20?	INCIDENTAL HOLD AT CHECK IN	CHECK IN UNDER 21
Courtyard Richmond Downtown	Courtyard Residence Inn	Courtyard Residence Inn 1320 East Cary Street Richmond, VA 23219	4/10/26	Please reach out to Demetrius Jones for credit card preauth process and forms.	Demetrius Jones demetrius.jones@whitehollidging.com 804-643-6980	No deposit charged.	\$50/night incidental hold	If under 21, please let Orchid Events know so we can indicate on your reservation. Will need an adult over 21 staying on site.
Courtyard Richmond Scott's Addition	SR Hamilton Broad LLC	Courtyard Richmond Scott's Addition Emily Guevarra 3800 W Broad Street Richmond, VA 23230	4/12/26	Please reach out to Mason Chakales for credit card preauth process and forms.	Mason Chakales mchakales@hilton.com 804-677-0010	No deposit charged.	Must provide CC at check in.	Must have adult over 21 to check in for group.
Delta Hotels Richmond Downtown	Delta Hotels by Marriott Richmond Downtown	Delta Hotels by Marriott Richmond Downtown Attr: Accounting 555 East Canal Street Richmond, VA 23219	2 weeks prior to check in	Please reach out to Rob Johnson for credit card preauth process. There will be a hold placed on card 10 days prior to arrival. Charged at check out.	Rob Johnson rob.johnson@deltahotels.com 804-788-0900	No deposit charged.	Incidental hold only applicable with out cc prior auth.	18 years of age or older, identification will be required at check in. Please mention conference participation at check in if under 21.
Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond	Embassy Suites by Hilton Richmond Attr: Megan Leo 2925 Emerwood Parkway Richmond, VA 23294	4/2/26	Please reach out to Steven Rios for credit card preauth process and forms.	Steven Rios steven.rios@hilton.com 804-521-1605	No deposit charged.	N/A	If under 21, please let Orchid Events know so we can indicate on your reservation.
Graduate Richmond Hotel	Graduate by Hilton Richmond	Graduate by Hilton Richmond Attr: Chris Sledge 301 W Franklin Street Richmond, VA 23220	30 days before check in	Please reach out to Bryan Powell for credit card preauth process and forms.	Bryan Powell bryan.powell@graduatehilton.com 410-295-3220	No deposit charged.	\$50/night incidental hold	Guest must be over 21 to check in.
Hampton Inn & Suites Downtown Richmond	Hampton Inn & Suites Richmond Downtown	Hampton Inn & Suites Richmond Downtown Attr: Alfredo Avarado 700 East Main St, Suite A Richmond, VA 23219	4/1/26	Please reach out to Alfredo Avarado for preauth form. Rob will send electronic form via email which you can complete online.	Alfredo Avarado Alfredo.Avarado@shimhotels.com	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON
Hampton Inn & Suites Richmond Glenside	Hampton Inn and Suites Richmond/Glenside	Hampton Inn and Suites Richmond/Glenside Attr: Tauri Brown - Sales Department 5416 Glenside Drive Richmond, VA 23228	3/30/26	Please reach out to Tauri Brown for credit card preauth process and forms.	Tauri Brown don.higdon@hilton.com 434-778-6130	No deposit charged.	N/A - all purchases from Suite Shop will require immediate payment and can not be charged to the room.	18 years of age or older, identification will be required at check in. Please mention conference participation at check in if under 21.
Hilton Richmond Downtown	Hilton Richmond Downtown	Hilton Richmond Downtown Attr: Rob Herndon, Conference Services (CUR EVENT) 506 E. Broad Street Richmond, VA 23219	30 days before check in	Please reach out to Rob Herndon for preauth form. Rob will send electronic form via email which you can complete online.	Rob Herndon, Conference Services rob.herndon@hilton.com 804-777-1107	INFO COMING SOON	\$50/night incidental hold	18 years of age or older, identification will be required at check in. Please mention conference participation at check in if under 21.
Holiday Inn Express Richmond Downtown	Holiday Inn Express Richmond Downtown	Holiday Inn Express Richmond Downtown 201 East Cary Street Richmond, VA 23219	3/11/26	Please reach out to Patric Gulu for preauth form. Patric will send electronic form via email which you can complete online.	Patric Gulu patric_gulu@ihg.com 804-788-1600	No deposit charged.	N/A	Guest must be over 21 to check in. If under 21, please reference conference attendance at check in.
Homewood Suites Richmond Downtown	Homewood Suites Richmond Downtown	Homewood Suites Richmond Downtown Attr: Alfredo Avarado 700 East Main St, Suite B Richmond, VA 23219	4/1/26	Please reach out to Alfredo Avarado for preauth form. Rob will send electronic form via email which you can complete online.	Alfredo Avarado Alfredo.Avarado@shimhotels.com	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON
Linden Row Inn	Linden Row Inn	Linden Row Inn Attr: Alesia Kirkpatrick 100 E Franklin Street Richmond, VA 23219	2 weeks prior to check in	Please reach out to Alesia Kirkpatrick for credit card preauth process and forms.	Alesia Kirkpatrick alesia@lindenrow.com 804-275-2641	No deposit charged.	Authorize full amount of stay plus \$50/night for incidentals.	Guest must be over 21 to check in.
Moxy Richmond Downtown	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON	No deposit charged.	Authorize full amount of stay plus \$20/night for incidentals.	Guest must be over 21 to check in.
Omni Richmond Hotel	Omni Richmond Hotel	Omni Richmond Hotel Attr: Sales Department 500 S 12th Street Richmond, VA 23219	3/20/26	Please email Ms. Harris the guest name, email address and confirmation number. Ms. Harris will email guest a secure payment link.	Shayla Harris shayla.harris@omnihotels.com 804-344-7223	No deposit charged.	\$100 incidental hold	18 years of age or older, identification will be required at check in. Please mention conference participation at check in if under 21.
Quirk Hotel Richmond	Quirk Hotel	Quirk Hotel Attr: Sarah Vittek 201 West Broad Street Richmond, VA 23220	3/11/26	Please reach out to Tracy Uphold for credit card preauth process and forms.	Tracy Uphold tracy. uphold@quirkhotels.com 804-644-3520	INFO COMING SOON	INFO COMING SOON	INFO COMING SOON
Residence Inn Richmond Downtown	Courtyard Residence Inn	Courtyard Residence Inn 1320 East Cary Street Richmond, VA 23219	4/10/26	Please reach out to Demetrius Jones for credit card preauth process and forms.	Demetrius Jones demetrius.jones@whitehollidging.com 804-643-6980	No deposit charged.	\$50/night incidental hold	If under 21, please let Orchid Events know so we can indicate on your reservation. Will need an adult over 21 staying on site.
Residence Inn Richmond West End	Residence Inn Richmond West End	Residence Inn Richmond West End Attr: Brian Brown 2121 Dickens Rd Richmond, VA 23230	4/1/26	Please reach out to Brian Brown for credit card preauth process and forms. CC will be authorized for full amount the day of arrival.	Brian Brown brian.brown@higatradervoice.com 804-285-2000	No deposit charged.	If paying by check, no hold. If paying with credit card, card will authorize for amount of room and tax for stay.	If under 21, please reference conference attendance at check in.
Richmond Marriott Downtown	Richmond Marriott Downtown	Richmond Marriott Downtown Attr: Accounts Receivable 500 E Broad St Richmond, VA 23219	3/30/26	Please reach out to Demetrius Jones for credit card preauth process and forms.	Demetrius Jones demetrius.jones@whitehollidging.com 804-643-6980	No deposit charged.	\$50/night incidental hold	If under 21, please let Orchid Events know so we can indicate on your reservation. Will need an adult over 21 staying on site.
The Westin Richmond	The Westin Richmond	The Westin Richmond Attr: Rachael Holt 6211 West Broad Street Richmond, VA 23230	3/13/26	Guests will need to make reservations, then call the hotel to request a CC authorization form that will be emailed to them.	Hotel Direct servicesexpress@westinrichmond.com 804-282-8444	No deposit charged.	\$100/night incidental hold	Must have adult over 21 to check in for group.