Rooming Reservation/List Procedures for Embassy Suites Norman

SLC Housing Opens on February 3, 2020

2020 Room Rates:
$96-1 person in the room
$106-2 people in the room
$116-3 people in the room
$126-4 people in the room
The $10 increase per person is because of the “made to order” breakfast offered to all guests.

To make room reservations
**Open at 8am on February 3, 2020


**1-866-577-1273 (Hilton reservations)

**1-405-364-8040 extension 0 (Embassy Suites Norman front desk)

**1-405-253-3547 (calling the Embassy Suites-Norman directly, may not be the fastest way to reserve rooms)

ALL reservations must be made with a credit card.

Final Payment Method options

1. **Credit Card**
   If you are using the Credit Card you used to book the reservation, a Credit Card Authorization form MUST be filled out and faxed (405-253-3550) in at least two weeks prior to arrival. Tax Exempt entities must also fax a tax exempt letter with a copy of the Credit Card (front and back) and the Credit Card Authorization form.

2. **Purchase Order/P-Card**
   If you are using a Purchase Order, you must fax it in with tax exempt letter at least two weeks prior to arrival.

**NO MATTER WHICH FINAL PAYMENT METHOD YOU USE, BRING DOCUMENTATION WITH YOU TO CHECK IN**

COPY OF CREDIT CARD (FRONT AND BACK) USED FOR RESERVATIONS
COPY OF RESERVATION CONFIRMATION INFORMATION
COPY OF THE CREDIT CARD AUTHORIZATION (If you are using a credit card for final payment)
COPY OF TAX EXEMPT LETTER
COPY OF PURCHASE ORDER (If you are using a PO for final payment)

- All documentations for Final Payment Method must be faxed to Mr. James Reinbold at (405)-253-3550 at least 2 weeks prior to conference.
- For any groups who want to be Pre-Checked In, you must email or fax your rooming list with a copy of Final Payment Method no later than two weeks prior to arrival. Pre-Checked in will guarantee your keys will be ready when you check in.
- Embassy Suites will still accept rooming list and Final Payment Method after the two week deadline, however they will not guaranteed your keys to be ready at check in.
- All incidentals will be turned off. If you are wanting to access any auxiliary services, a personal credit card must be presented at check in.