



**2025 National BETA Convention
Hotel Reservation Instructions
Orlando, FL
June 22-July 3, 2025**

Step 1. Click “Make Reservation.”



Step 2: Enter your check-in date, check-out date, and the number of rooms needed (up to 25), and click “Search”.

- Be sure to enter the number of rooms needed.
- To make the process simpler and faster, only enter “1” guest per room. You can add the specific number of attendees to each room at a later step.

2025 National Beta Convention

June 22, 2025 - July 3, 2025
Gaylord Palms Resort & Convention Center
6000 West Osceola Parkway
Kissimmee, FL 34746, US


Check-in	Checkout	Rooms	Guests per room	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>	1	1	


[View all hotels](#)



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Step 3: Select your preferred hotel from the list.




Fairfield by Marriott Orlando Lake Buena Vista in the Marriott Village 
8615 Vineland Ave., Orlando, FL 32821, United States of America
4.5 Mile(s) from Gaylord Palms Resort & Convention ...

Discover the destination difference. Awarded the Trip Advisor's Travelers' Choice Award as a Top 10 Family Hotel in the United States, this Marriott Village Orlando family hotel is playful and accommodating. As an official Walt Disney World Good Neighbor® Hotel, Fairfield by Marriott invites you to purchase on-site tickets to theme parks and use our complimentary shuttle to get you to and from select theme parks and Vineland Premium Outlets offering upscale shopping. SeaWorld® Orlando and Universal Orlando Resort™ are also nearby. Fairfield by Marriott boasts charming hospitality at a great value. Start your day with a complimentary continental breakfast and end with an array of dining options. Connections Food Hall at this spectacular Lake Buena Vista hotel includes Starbucks Coffee, FroYo ice cream, pizza, burgers, and deli sandwiches. Resort-themed swimming pools and a children's splash zone create the perfect family environment at this extraordinary Orlando area hotel, the Fairfield by Marriott Lake Buena at [Show more](#)

Jun

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	>
21	22	23	24	25	26	27	28	29	

USD 196.00 - 226.00
Average nightly rate
+Taxes & Fees 

Select

[View policies](#)



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Step 4: Select specific room types for your hotel.

- Some hotels have more than 1 room type (i.e., 1 king or 2 doubles/queens).
- Please indicate the number of each room type needed, then click “Select” for that room type.
- Once the number of rooms needed has been added (they will show in the right column), click “Next”. (The number should equal the total number of rooms specified in step 2)
- Please leave the number of guests as “1” for now.

Standard Room, 2 Double Beds
Max Guests: 4

Details
A spacious guest room with two double-sized beds that will allow you to relax and enjoy your stay. Amenities include complimentary High Speed Internet and a Mini-Refrigerator.

Show less

Jun

Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26
USD 196	USD 196	USD 196	USD 196	USD 196	USD 196

USD 196.00
Average nightly rate
+Taxes & Fees ⓘ

1 rooms
1 guests

Select

View policies

Reservation Summary

Check-in
Sat, Jun 21, 2025

Checkout
Wed, Jul 2, 2025

Rooms
1

Guests per room
1

FAIRFIELD BY MARRIOTT ORLANDO LAKE BUENA VISTA IN THE MARRIOTT VILLAGE
Change hotel

Search

Family Suite, 1 King & Twin Bunk Bed with Tr...
Max Guests: 5

Details
A one-bedroom suite featuring a king bed & twin bunk bed with trundle bed. Amenities include complimentary High Speed Internet and a Mini-Refrigerator.

Show less

Jun

Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26
USD 226	USD 226	USD 226	USD 226	USD 226	USD 226

USD 226.00
Average nightly rate
+Taxes & Fees ⓘ

1 rooms
1 guests

Select

View policies

Click on NEXT in the reservation summary.

Reservation Summary

Check-in Sat, Jun 21, 2025

Checkout Wed, Jul 2, 2025

Rooms 1

Guests per room 1

FAIRFIELD BY MARRIOTT ORLANDO LAKE BUENA VISTA IN THE MARRIOTT VILLAGE
Change hotel

ROOM 1

Standard Room, 2 Double Beds	USD 2,156.00
1 adult, 11 nights	

Change rooms

Subtotal USD 2,156.00

TAXES & FEES

Occupancy Tax (6.0% per night)	USD 129.36
Room Tax (6.5% per night)	USD 140.14

Grand Total USD 2,425.50

Edit reservation **Next**



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Step 5 (not displayed for 5 or more reservations): If you decide you want to adjust your dates, you will be able to during this step.

Extend your stay

Use calendar to manage your stay dates

Show nightly rate with taxes and fees included [Taxes and fees](#)

Check-in

Wed Jun 18 -	Thu Jun 19 -	Fri Jun 20 -	Sat Jun 21 USD 196.00	Sun Jun 22 USD 196.00	Mon Jun 23 USD 196.00	Tue Jun 24 USD 196.00
Wed Jun 25 USD 196.00	Thu Jun 26 USD 196.00	Fri Jun 27 USD 196.00	Sat Jun 28 USD 196.00	Sun Jun 29 USD 196.00	Mon Jun 30 USD 196.00	Tue Jul 01 USD 196.00

Available Selected Event Unavailable Waitlist



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Step 6: If you are booking 5 or more rooms, enter your contact information and credit card guarantee and then proceed to step 8. If you are booking for 1-4 rooms, please skip to step 7.

- We recommend using your school’s address information.
- Email address should be for the booking contact
- Enter the required information and click “Next”.

Booking Contact Information

The information provided below will be used to populate all 5 rooms in your reservation. Additional details can be changed for each room on the subsequent screen.

Personal Information	Prefix (Mr./Ms.) <input type="text"/>
	*First Name <input type="text"/>
	Middle Initial <input type="text"/>
	*Last Name <input type="text"/>
	Suffix (Jr./Sr.) <input type="text"/>
	*School <input type="text"/>
	*Sponsor Name <input type="text"/>
	*Email <input type="text"/>
	*Confirm Email <input type="text"/>
	*Phone Number <input type="text"/>

Personal Address	*Country <input type="text" value="Select Country"/>
	*Address <input type="text"/>
	Mailing Address 2 <input type="text"/>
	*City <input type="text"/>
	State <input type="text"/>
	Zip <input type="text"/>

Payment Information

The information will be used to guarantee all of the rooms in the reservation.

Payment Method
Credit Card

*Cardholder Name <input type="text"/>
*Card Type <input type="text" value="Select"/>
*Card Number <input type="text"/>
*Exp. Month <input type="text" value="Month"/>
*Exp. Year <input type="text" value="Year"/>

Next



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Step 7: If you are booking 1-4 rooms, please update the number of people in each room using the plus sign buttons.

- After clicking the plus sign, the site will populate a space for you to enter additional guest information.
- Enter the Primary Guest information, then enter any additional guests.
- We recommend using your school's address information for the Personal Address.
- Fill out all required information, click 'Next'.
- You will then enter credit card guarantee in Payment Information and click 'Next'.
- Skip to step 8 of the instructions.

Standard Room, 2 Double Beds
Max. Guests: 4

Adults

⊖ 2 ⊕

Primary Guest

Arrival Date: 6/21/25
Departure Date: 7/2/25

Prefix (Mr./Ms.)

*First Name Middle Initial

*Last Name Suffix (Jr./Sr.)

*School *Sponsor Name

*Email *Confirm Email

*Phone Number

Primary Guest Personal Address

*Country: Select Country

*Address

Mailing Address 2

*City State Zip

GUEST 2
Remove

Arrival Date: 6/21/25
Departure Date: 7/2/25

Prefix (Mr./Ms.)

*First Name Middle Initial

*Last Name Suffix (Jr./Sr.)

*School *Sponsor Name

*Email *Confirm Email

Use primary guest address and phone

Policies

ROOM POLICIES
Tax is not included

TAX POLICY
Room Rates shown do not include 6.00% Occupancy Tax Per Night and 6.50% Room Tax Per Night (subject to change).

CANCELLATION POLICY
Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled. Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

CHILD POLICY
Children 17 years and younger stay free of charge in their parent's room.

Next

Payment Information

Payment Information

*Cardholder Name
Cardholder Name is required

*Card Type
Select

*Card Number *Exp. Month *Exp. Year
Month Year

Billing Address

*Country
United States of America

*Mailing Address
Mailing Address is required

Mailing Address 2

*Phone Number
Phone Number is required

*City *State *Zip
City is required State is required Zip is required

Next



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Step 8: If you are booking 5 or more rooms, select the number of guests for each room in the dropdown and click the three dots next to each room reservation to enter individual guest details, including first and last name, sponsor name, etc.

- Please ensure the names entered for the housing reservations are spelled exactly how they will appear in the National BETA Convention database
- Fill out all required information and then click 'Next'.
- If you are not sure of the exact names for each room at the time of booking, you can leave the contact information for each room and come to the site later to update the names.

Enter Guest Information
Change details for each room as needed

Standard Room, 2 Double Beds [Show room policies](#)

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/22/25	6/28/25	1	enter name	enter name	abcd@aol.net	***
2.	6/22/25	6/28/25	1	enter name	enter name	abcd@aol.net	***
3.	6/22/25	6/28/25	1	enter name	enter name	abcd@aol.net	***
4.	6/22/25	6/28/25	1	enter name	enter name	abcd@aol.net	***
5.	6/22/25	6/28/25	1	enter name	enter name	abcd@aol.net	***

Next



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Step 9: Review and confirm.

- Please review the reservations and cancellation policy.
- Check the two boxes indicating that you have read and agree to the cancellation policy and room policies.
- Select “Confirm Reservation”

Policies

ROOM POLICY
Tax is not included

TAX POLICY
Room Rates shown do not include 6.00% Occupancy Tax Per Night and 6.50% Room Tax Per Night (subject to change).

CANCELLATION POLICY
Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled.
Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

Reservation Summary

Check-in	Sat, Jun 21, 2025
Checkout	Wed, Jul 2, 2025
ROOM 1	
Standard Room, 2 Double Beds 2 adults , 11 nights	USD 2,156.00
Taxes & Fees	USD 269.50
Subtotal	USD 2,425.50

*I have read and accept these room policies.

*In accordance with GDPR by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

[Confirm reservation](#)



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Step 10: Retain acknowledgment for your records.

- When your reservation has been submitted, an Acknowledgement/ Master Acknowledgement number will appear and an email acknowledgement will be sent.
- Be sure to print a copy of this page for your records and save your email acknowledgement in a safe place for future reference.

Sample acknowledgement email:

From: Orchid Events / 2025 National Beta Convention Official Housing Provider <info@cvent.com>
Sent: Thursday, December 5, 2024 3:37 PM
To: Joy Ware <jware@orchid.events>
Subject: Your Hotel Reservation - 2025 National Beta Convention



Hi Joy,
Thank you for your reservation!

Your Upcoming Event
2025 National Beta Convention
Jun 22, 2025 - Jul 3, 2025



**2025 National BETA Convention
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Sample acknowledgement email (continued):

Booking Contact

Joy Lewis
joy@orchid.events
Orchid Events
801-505-4133

6905 S 1300 E #220
Cottonwood Heights, UT
84047

Reservation Changes and Cancellations
All reservation changes and cancellations can be made at the event website.
[Manage stay](#)

Master Acknowledgement Number
6CD0FHNG
This number is required for the registration discount, provide this number during the registration process.

Reservation created
05-Dec-2024

Gaylord Palms Resort & Convention Center
6000 W. Osceola Parkway, Kissimmee, FL 34746 | 877-491-0442

Standard King Guest Room

Primary Guest			Acknowledgment number
Joy Lewis			K2Y8Y7AF0
Check-in	Checkout	Status	
23-Jun-2025	26-Jun-2025	Confirmed	
Room Total			USD 798.00
Manage stay			

Primary Guest: Joy Lewis, Acknowledgment number: QRRG6SSW0

Check-in	Checkout	Status	
23-Jun-2025	26-Jun-2025	Confirmed	
Room Total			USD 798.00
Manage stay			

Primary Guest: Joy Lewis, Acknowledgment number: L7QGPMJ60

Check-in	Checkout	Status	
23-Jun-2025	26-Jun-2025	Confirmed	
Room Total			USD 798.00
Manage stay			

Standard King Guest Room Policies

Room Policies
Tax is not included

Tax Policy
Room rates shown do not include 14.5% Hotel Tax Per Night. Tax rate subject to change.

Child Policy
Children 12 years and under are free when occupying the same room as their parents or one adult. *** (unless otherwise stated in group contract) ***

Cancellation Policy
Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled. Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.



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Sample acknowledgement email (continued):

Standard Queen Guest Room			
Primary Guest			Acknowledgment number
Joy Lewis			9201LK8H0
Check-in	Checkout	Status	
23-Jun-2025	26-Jun-2025	Confirmed	
Room Total			USD 798.00
Manage stay			

Standard Queen Guest Room			
Primary Guest			Acknowledgment number
Joy Lewis			P72FMK060
Check-in	Checkout	Status	
23-Jun-2025	26-Jun-2025	Confirmed	
Room Total			USD 798.00
Manage stay			

Standard Queen Guest Room Policies

Room Policies
Tax is not included

Tax Policy
Room rates shown do not include 14.5% Hotel Tax Per Night. Tax rate subject to change.

Child Policy
Children 12 years and under are free when occupying the same room as their parents or one adult. *** (unless otherwise stated in group contract) ***

Cancellation Policy
Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled. Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

Sample summary:

Taxes and fees	
County Occupancy Tax (6.00% per night)	USD 239.40
OCA Tax (1.00% per night)	USD 39.90
State Tax (7.50% per night)	USD 299.25
<hr/>	
Hotel Total	4,568.55 USD
<hr/>	
Grand Total	4,568.55 USD
<p>The individual hotel reservation acknowledgement numbers for each room reserved are listed above. Please note that these acknowledgement numbers are distinct from the master acknowledgement number.</p>	
<p><i>Please Note: Hotel taxes are subject to change without notice.</i></p>	



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Sample acknowledgement email (continued):

Housing Policies

- National BETA Club and Orchid Events reserves the right to cancel reservations for rooms with occupants not registered for the conference or reservations with duplicate names.
- Reservations which are part of a Group Block and need to change hotels, please contact BETA@orchid.events for further instruction.

Late Arrivals

If you fail to arrive on your scheduled date, the hotel will mark you as a no-show, charge one night's room and tax, and cancel your entire reservation for each room reserved. Please verify your arrival date at least 3 days before your stay.

Final Room Payments

Final Payment by Credit Card on File:

- If you are using the credit card you used to book the hotel reservation and you will have the credit card in your possession when you check-in, nothing else needs to be done.

Final Payment by Credit Card not in your possession:

- If you are paying the final payment with a credit card not in your possession, you will need to request a credit card authorization form for your confirmed hotel by emailing BETA@orchid.events. Complete the form with the requested information and return to your confirmed hotel by June 1, 2025. If the hotel does not receive the authorization form prior to June 1, 2025, you will need to provide a valid credit card in your possession at check-in.



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Sample acknowledgement email (continued):

By Check:

- Checks must be mailed to arrive at your confirmed hotel prior to June 1, 2025 to allow time for the check to clear.
- If the hotel receives the check after June 1, 2025, then a credit card will need to be provided at check-in. Once the check clears, you can initiate a request for reimbursement with the hotel to the credit card charged.
- Please include your reservation confirmation numbers, attendee names, and arrival date with your check payment to ensure the check is applied to the reservation (s). Retain a copy of your check for your records.
- The check must be mailed directly to your confirmed hotel; any housing payments sent to the National BETA Club or Orchid Events will be returned to the sender.
- If your school requires the hotel to be listed as a vendor, please email BETA@orchid.events to get the hotel's W9.
- Hotels cannot and will not accept a check as a form of payment upon check-in.

Click [HERE](#) to view hotel payment instructions for those paying their final bill by check or a credit card not in their possession.

CANCELLATION POLICY:

- Reservations canceled between the initial time of booking and Friday, May 9th, 2025 will be charged a \$10 cancellation fee for each room canceled. Cancellations between May 10th, 2025 and 72 hours prior to arrival will be charged a \$199 cancellation fee per room canceled.
- Cancellations made within 72 hours of arrival will be charged one night's room and tax by the hotel.

A kind note about calling the hotel "just to be sure":

Please do not call your hotel "to be sure" until after June 19, 2025. Please understand that processing your reservations from Orchid Events into the Hotel system will take a few days. Rest assured that if you have received an acknowledgement number from Orchid Events, the hotel will honor your booking. Thank you for your consideration

Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.

