

***FIRST CHAMPIONSHIP  
HOTEL RESERVATION  
REVIEW***

Team SCREAM 4522

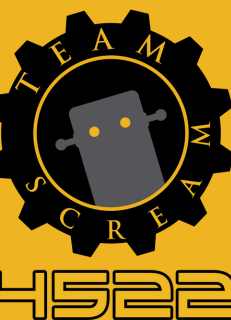


# ***OVERVIEW***

As a pre-qualified team for the 2025 FIRST Championship in Houston, Texas, we recently received an email from FIRST regarding the new hotel reservation process for the event. After completing our reservation, we would like to share some helpful information to assist you through this updated procedure.

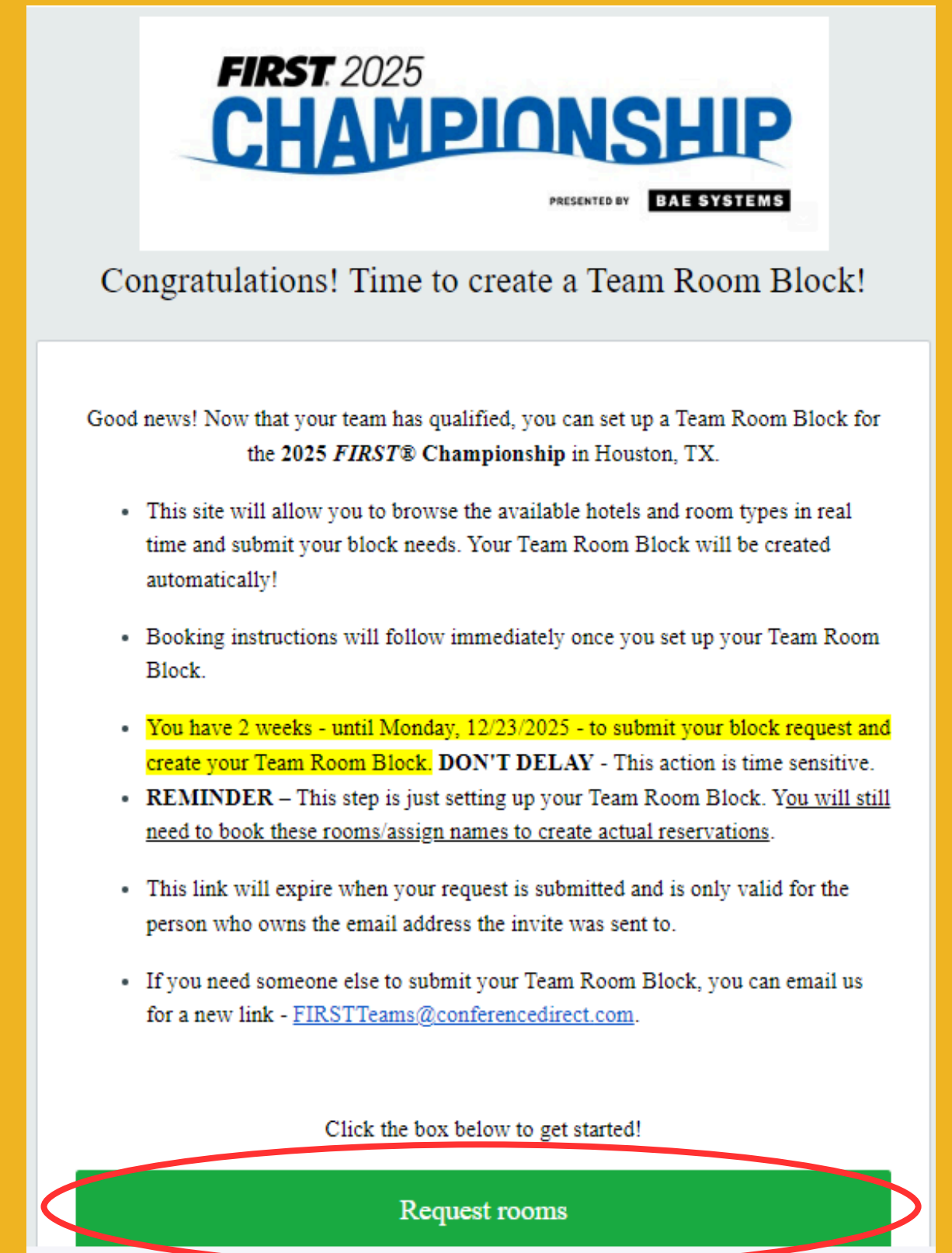
Since we travel with a large team to Champs, we have to look at a list of considerations when booking, such as:

- \$20,000 max
- 22 Rooms (Double Queens)
- Breakfast
- Bus Parking
- Under 20 miles from venue
- Reputable Hotel



# WELCOME EMAIL

After a team qualifies for the FIRST Championship, a welcome email will be sent containing important details on how to set up the Team Room Block. To proceed, click on the green button titled "Request Rooms," which will redirect to the next page. It is important to notice the team's submission deadline to ensure the Team Room Block is submitted on time.



**FIRST 2025 CHAMPIONSHIP**  
PRESENTED BY BAE SYSTEMS

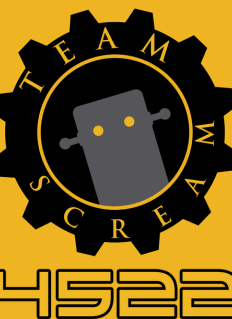
Congratulations! Time to create a Team Room Block!

Good news! Now that your team has qualified, you can set up a Team Room Block for the 2025 FIRST® Championship in Houston, TX.

- This site will allow you to browse the available hotels and room types in real time and submit your block needs. Your Team Room Block will be created automatically!
- Booking instructions will follow immediately once you set up your Team Room Block.
- **You have 2 weeks - until Monday, 12/23/2025 - to submit your block request and create your Team Room Block. DON'T DELAY - This action is time sensitive.**
- **REMINDER** – This step is just setting up your Team Room Block. You will still need to book these rooms/assign names to create actual reservations.
- This link will expire when your request is submitted and is only valid for the person who owns the email address the invite was sent to.
- If you need someone else to submit your Team Room Block, you can email us for a new link - [FIRSTTeams@conferencedirect.com](mailto:FIRSTTeams@conferencedirect.com).

Click the box below to get started!

**Request rooms**

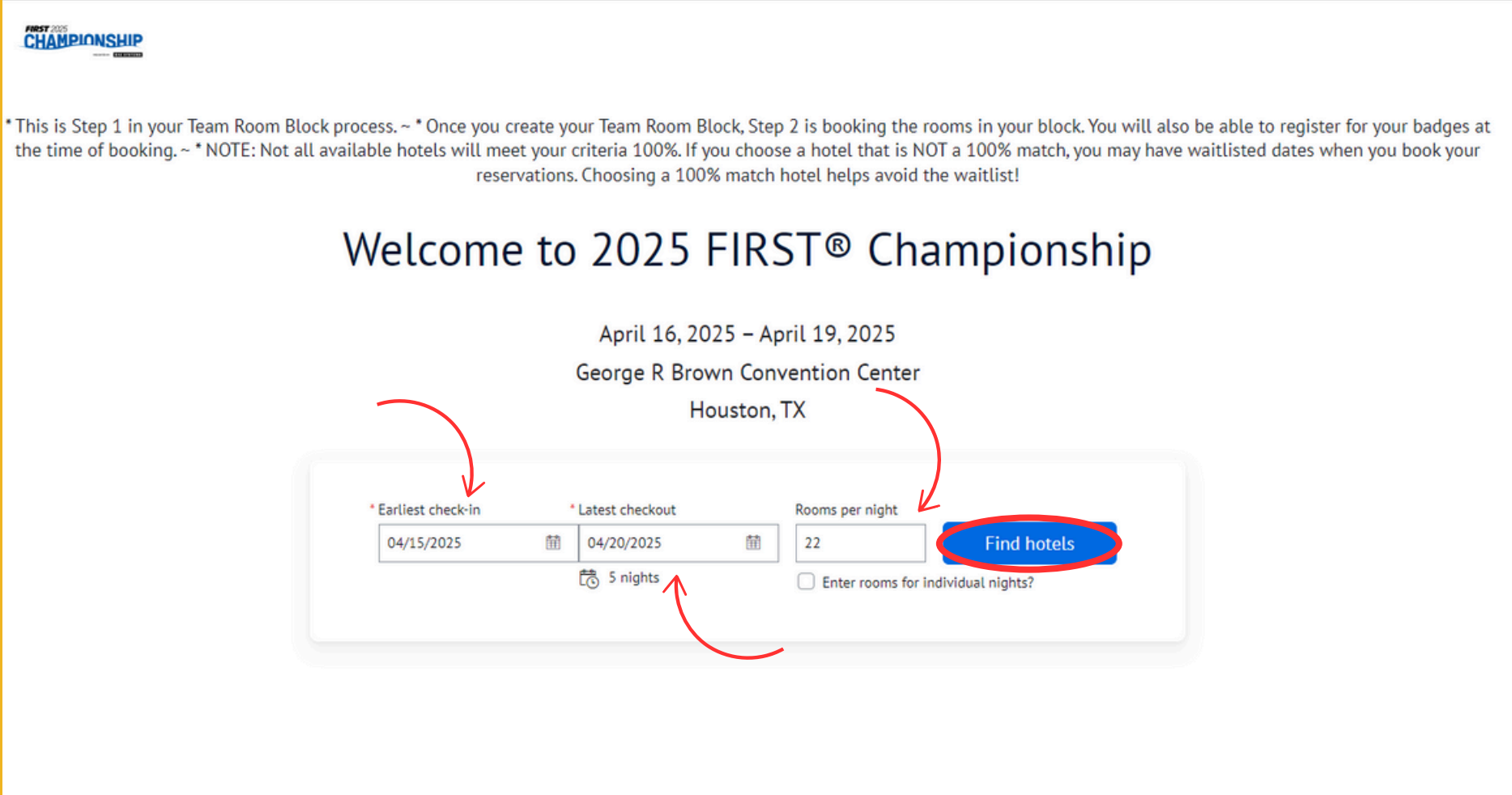


# WELCOME PAGE

From there, the reservation moves to Step 1 and the welcome page. On this page, select:

- earliest check-in date
- latest checkout date
- number of rooms needed per night

Then, click “Find Hotels” to be redirected to the next page, where a list of available hotels will be displayed.



**FIRST 2025 CHAMPIONSHIP**

\* This is Step 1 in your Team Room Block process. ~ \* Once you create your Team Room Block, Step 2 is booking the rooms in your block. You will also be able to register for your badges at the time of booking. ~ \* NOTE: Not all available hotels will meet your criteria 100%. If you choose a hotel that is NOT a 100% match, you may have waitlisted dates when you book your reservations. Choosing a 100% match hotel helps avoid the waitlist!

## Welcome to 2025 FIRST® Championship

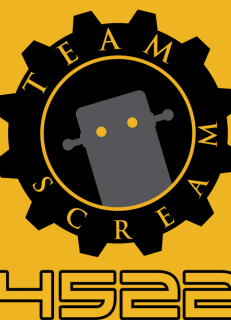
April 16, 2025 – April 19, 2025  
George R Brown Convention Center  
Houston, TX

\* Earliest check-in: 04/15/2025  
\* Latest checkout: 04/20/2025  
Rooms per night: 22  
5 nights  
 Enter rooms for individual nights?  
**Find hotels**

# HOTEL SEARCH

Here, a list of available hotels will be displayed, including the price per night, distance from the event, and the percentage for matching the exact rooms for the selected dates (XX% Match). Hotels can be sorted by cost, distance, or the exact match to the search criteria. For more details on a specific hotel and its amenities, click "Quick View." Once the desired hotel is found, click "Select Hotel" to proceed.

The screenshot shows a web interface for searching hotels for the 2025 FIRST Championship. The event is scheduled for April 16, 2025, to April 19, 2025, at the George R Brown Convention Center. The search process is divided into four steps: 1. Select Hotel, 2. Select Rooms, 3. Add Contact Information, and 4. Review and Submit. The search criteria are set for an earliest check-in of 04/15/2025, a latest checkout of 04/20/2025 (5 nights), and 22 rooms per night. A search button is visible. The results section shows a list of hotels, with the first one being the Holiday Inn IAH, located 16.5 miles from the event, priced at 119.00 USD per night, and offering a 100% match. A red circle highlights the "Select Hotel" button for this listing. A map on the right shows the location of the hotels relative to the event location.



# ROOM SELECTION

Now at this point, all available room types for the selected hotel will be displayed. Each room includes a description, maximum guests per room, and cost per night. Fill in and insert the number of rooms needed per night for the reservation. If team members will be arriving or leaving on different dates, there is an option to reserve rooms for individual nights.

sofas, your choice of a walk-in shower or tub/shower combo, 42-inch LCD HDTVs, a spacious work area with complimentary high-speed Internet access, and Hampton's free hot breakfast. Check-in time is 3pm Check-out time is 12pm

Rooms

Standard One King Bed with Sleeper Sofa **160.00 USD** per night  
Max guests: 3  
Includes taxes and fees

Standard Room with (1) King Bed and Sleeper Sofa, TV, Safe, Desk, Mini Fridge, Microwave.  
[View details](#)

Rooms per night: 0  
 Enter rooms for individual nights?

Standard Two Queen Beds **160.00 USD** per night  
Max guests: 4  
Includes taxes and fees

Standard Room with (2) Double Beds, TV, Safe, Desk, Mini Fridge, Microwave.  
[View details](#)

Rooms per night: 0  
 Enter rooms for individual nights?

Request Summary

Earliest check-in  
Latest checkout

Hampton Inn by the Galleria  
4500 Post Oak Parkway  
Houston, TX 77027, US

State and Local **17.75%** per night

Room rates are subject to state and local taxes, currently 17.75%. Tax rates are subject to change without notice.

**Total** **0**  
Don't worry-we won't charge you. This is just the estimated cost of your rooms.

[Add another hotel](#)

You've reached the room limit for this room type on a few nights. Try another room type, or add another hotel to your request.

Standard Room with (1) King Bed and Sleeper Sofa, TV, Safe, Desk, Mini Fridge, Microwave.  
[View details](#)

Rooms per night: 3  
 Enter rooms for individual nights?

Rooms per night

4/15/25	4/16/25	4/17/25	4/18/25	4/19/25
3	3	3	3	3
No room available Available 0	Available 40	Available 40	Available 40	Available 20



# REVEIW AND SUBMIT

After selecting the rooms, the Review and Submit page provides a summary of the selected dates, hotel, number of rooms per night, total rooms, room types, and an estimated total cost.

**2025 FIRST® Championship**  
April 16, 2025 - April 19, 2025 | George R Brown Convention Center

Hotels added 1

Select Hotel | Select Rooms | Add Contact Information | **Review and Submit**

Rooms Added

	4/15/25	4/16/25	4/17/25	4/18/25	4/19/25
Rooms added	22 ✓	22 ✓	22 ✓	22 ✓	22 ✓
Rooms needed	22	22	22	22	22

**Hampton Inn by the Galleria**  
4500 Post Oak Parkway  
Houston, TX 77027, US  
Earliest check-in: Tue Apr 15 2025 | Latest checkout: Sun Apr 20 2025

Standard Two Queen Beds | 110 total rooms

Day	Rooms	Rate
Tuesday 04/15/25	22 rooms	3,520.00
Wednesday 04/16/25	22 rooms	3,520.00
Thursday 04/17/25	22 rooms	3,520.00
Friday 04/18/25	22 rooms	3,520.00
Saturday 04/19/25	22 rooms	3,520.00

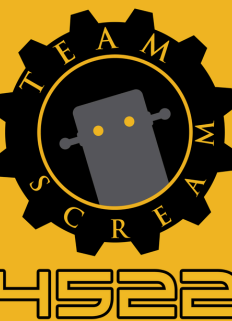
Room rates are subject to state and local taxes, currently 17.75%. Tax rates are subject to change without notice.

**Estimated sub total** 17,600.00

**Estimated total** 17,600.00 USD

Don't worry-we won't charge you. This is just the estimated cost of your rooms.

Contact Information



# CONFIRMATION

After submitting the request, a confirmation page will appear, summarizing the details of the request and outlining the next steps to confirm the reservations. There is a two-week window to confirm the reservations, or they will be automatically canceled. To continue with confirmation, go to the new email that got sent about “What’s Next”.

**2025 FIRST® Championship**  
April 16, 2025 - April 19, 2025 | George R Brown Convention Center

Great! Your request was approved

\* Your block has been created but YOU ARE NOT DONE YET! ~ \* You still need to book these rooms with actual names to convert them to confirmed reservations. ~ \* Your Team Room Block will be held for two (2) weeks only! Any rooms not booked will be automatically released after the deadline – Dec. 23, 2024 at Midnight CT. ~ \* If you have any questions or need help, email us at FIRSTTeams@conferencedirect.com. ~ \* DO NOT USE THE WEBSITE BOOKING LINK OR PLANNER PORTAL TO BOOK ROOMS. YOU WILL RECEIVE AN EMAIL WITH BOOKING TEMPLATE INSTRUCTIONS.

Your rooms are being held for you! Now it's time to book them. Just copy the booking website link and send it to your group members. They'll use this website to book their rooms.

**Reservation deadline**  
December 23, 2024 at 12:00 AM US/Central  
Your group must book their rooms by the reservation deadline. All unbooked rooms will be released after this date.

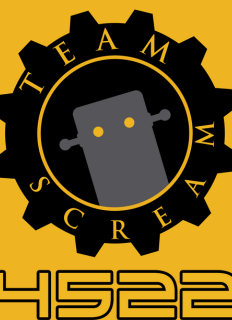
**Booking website link**  
You and your group can use this booking website to make your hotel reservations.  
[\[Redacted Link\]](#)

**Welcome to Planner Portal!**  
Now that your request is approved, you can manage it with Planner Portal. If you don't have an account already, you'll need to make one.  
[Go to Planner Portal](#)

**Hampton Inn by the Galleria**  
4500 Post Oak Parkway, Houston, TX, 77027, US  
Earliest check-in: Tue Apr 15 2025  
Latest checkout: Sun Apr 20 2025

Rooms	4/15/25	4/16/25	4/17/25	4/18/25	4/19/25
Standard Two Queen Beds	22 rooms	22 rooms	22 rooms	22 rooms	22 rooms
<b>Total</b>	<b>22 rooms</b>	<b>22 rooms</b>	<b>22 rooms</b>	<b>22 rooms</b>	<b>22 rooms</b>

**Policies**  
Tax Policy  
Room rates are subject to state and local taxes, currently 17.75%. Tax rates are subject to change without notice.





# WHAT'S NEXT EMAIL

In this email, there are instructions for confirm the rooms, including a link to the Housing List-Badge Registration sheet template. This template must be completed and submitted via the provided link. If any edits or modifications are needed, the template can be updated and resubmitted using the link at the bottom.

## 2025 FIRST® Championship

Apr 16, 2025 - Apr 19, 2025

George R Brown Convention Center

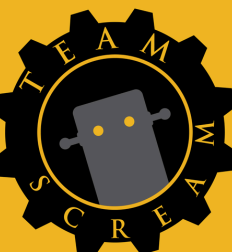
**\*BOOKMARK THIS EMAIL FOR FUTURE REFERENCE\***

### What's Next? Book Your Rooms

**You're not done yet! Your rooms will be held for you for a limited time, so now it's time to book them.** Any rooms not booked by the deadline – 12/23/2025 (midnight CT) - will be automatically released back to general sale.

You will use a Housing List-Badge Registration Template to book your rooms AND register for your badges! Click [HERE](#) for the template.

- If you were not able to secure all the nights you needed for any room type, the template instructions will address wait list needs.
- Once the template is filled out, save it as your **Team Number-Team Name** so we can keep track. (EX: 1122-Robots)
- Click [HERE](#) to access the site to upload/import your template and answer some badging questions.
- Using the template requires you to submit a credit card to guarantee your reservations. Templates will **NOT** be processed without a credit card on file. The above site will allow you to enter your card securely.
- If you are not sure of who will be attending by your booking deadline, you can book all rooms needed in your name to secure your reservations and make edits later.
- When making edits, you can re-submit your template with those edits [HERE](#) and click Modify Existing Import.



4522

# HOTEL & BADGE

# REGISTRATION SHEET

In this sheet, enter the all of the team's contact information on the **Contact Info and Instructions** tab by following the provided instructions. Then, navigate to the **Hotel and Badge Registration** tab to input the members' names and details into the room assignments. This will automatically generate the registration and housing tabs.

CONFERENCE DIRECT		FIRST	
Please fill out the Main Contact information for the group			
Contact Information			
Main Contact Name:			
Main Contact Email:			
Main Contact Phone:			
Street Address			
City			
State			
Zip Code			
Country			
Program Level			
Team Number			
Team Name			
Instructions:			
Complete the contact information above for the Main Contact for the Team. This information is			
* Select your Program Level from the drop-down in the cell above.			
* Add your Team Number-Team Name (EX: 1234-Robots).			
"Hotel and Badge Registration" Tab: Fill in the Housing & Badge Registration information for each			
room and each person staying in that room.			
* Each row = 1 room. If you have fewer than 4 people in a room, please leave the remaining fields			
blank. Do NOT enter N/A for a blank.			
* The Address, Phone Number, and Email can be the same for everyone if you choose.			
* Nickname is how their name will appear on their badge at the Event.			
* You MUST select the proper Registration Category for each person.			



# ***SHEET IMPORT***

Once the hotel and badge registration sheet is completed, click “Start New Import” and select the Excel file. Alternatively, to modify an existing import, click on “Modify Existing Import.”

**FIRST** 2025  
**CHAMPIONSHIP**

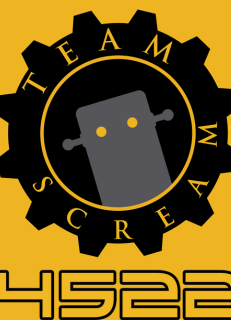
PRESENTED BY **BAE SYSTEMS**

Welcome | Team Information | Payment | Registration Record

Welcome to 2025 **FIRST**® Championship Online Registration!  
Please click the button below to start or edit your registration.  
If you haven't completed the Housing List/Badge Registration template, please [click here](#) to complete it prior to beginning.

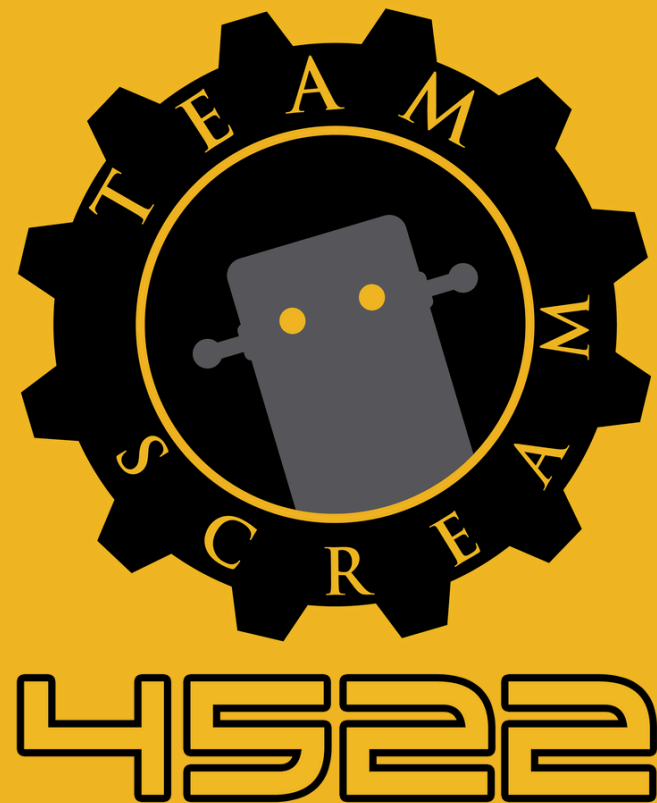
**Start New Import** | **Modify Existing Import**

**M** **MOUSER ELECTRONICS** | **FIRST**



# PASSKEY PLANNER PORTAL

Finally, event details can be reviewed, managed, and viewed through the Passkey planner portal.



The screenshot shows the cvent PASSKEY™ planner portal. The header includes the cvent logo and PASSKEY™. A sidebar on the left has icons for "My Events" and "Network Map". The main content area is titled "1 Upcoming Events By Date" and features a card for an event. The card includes a "127 days until event" badge, a "CONFERENCE DIRECT" badge, and a "HOUSING PROVIDER" badge. The event is titled "2025 FIRST&amp;re..." and is scheduled for "Apr 16, 2025 - Apr 19, 2025" at the "George R Brown Convention Center". A progress bar shows "0 / 110 NIGHTS BOOKED". Below the event card, there is a section for "0 Past Events By Date". The footer contains links for "Privacy Policy", "Terms of use", "Contact Us", and "Supported Browsers".