Creating Your Own Sub Block

Please download the rooming list template to create a sub-block. Please note, the purple columns are the only required columns needed to create the reservations. The rooming list can be sent to Heather Paavola and include the preferred sub-block name.

The Hyatt will need to collect payment prior to arrival. Please use the following secure link noted below at least 48 hours prior to arrival for the Credit Card Authorization:
Credit Card Authorization

Please note that the hotel is only able to accept credit card authorizations through the secure link and with the hotel confirmation number from the Hyatt confirmation email. Only one authorization is needed per guestroom. If the link may be blocked, the secure link can also be accessed:

- Go to https://www.hyatt.com/
- Scroll all the way to the bottom to "Customer Service"
- Select "Credit Card Authorization Form"
- Select "Hyatt Regency Portland at the Oregon Convention Center" from the dropdown menu