

CONFERENCE ACCOMMODATION RESERVATION FORM

Conference Group Name: University of Ottawa – A Conference in Number Theory in Honour of Hugh Williams



Booking ID #: UOO0305

Conference Group Dates: May 24 – 30, 2003

Reserve your accommodation by faxing this completed form to:

FAX: The Banff Centre Reservations Office-(403) 762-7502

Mail: The Banff Centre Reservations Office, Box 1020, Stn. 15, Banff, Alberta, Canada T1L 1H5

Tel: 1-800-884-7574 or (403) 762-6308

1) Personal Information

Mr./ Mrs./ Ms./ Dr./ Prof.

Name

Title

Company

Mailing Address

City/ Province/ State

Postal/ Zip Code

Phone Fax

E-mail

Confirmation will be sent to above mailing address.

2) Accommodation Request Dates-Please note that check-in is after 4:00pm, check-out is by 12:00noon.

Arrival Date (mm/dd/yy)

Departure Date (mm/dd/yy)

3a) Contracted Conference Package Rates (per day)

Please indicate desired room category and occupancy. Package rates include: accommodation, Breakfast & Lunch daily, all gratuities, parking and access to the Sally Borden Recreation Facility. Prices are exclusive of 7% GST and 5% Alberta Hotel Tax and are quoted in Canadian Dollars. Room assignments will be made based on availability at time of reservation. Reservations received after March 24, 2003 will be accepted on a space available basis only.

SUPERIOR

Single \$ 176.00/day

Double (per delegate) \$ 106.00/day

Will you be accompanied by a spouse/companion?

yes no

Spouses/Companions (No charge if sharing room with a single delegate).

Companion buffet meal rates: Individual meal tickets can be purchased on site. Breakfast \$11.50, Lunch \$15.50, Dinner \$27.75, + 7% GST each meal.

Please indicate if you plan to bring your children

yes - Ages no

3b) Accommodation Shares (only for those delegates who selected the double package rate):

I authorize The Banff Centre to assign a share partner. The Banff Centre will charge the single rate should a sharing delegate not be available or if the assigned/ indicated sharing delegate cancels.

yes no

If no, name your selected share partner:

4) Special Accommodation/M meal Requests

If you require any special dietary arrangements (i.e. vegetarian meals, gluten-free meals), please specify:

If you have any special physical/mobility requirements, please specify:

Do you require a smoking room?

yes no

5) Special Pre and Post Conference Rates (per day)

Prices are room rate only and do not include meals, gratuities or taxes.

SUPERIOR

Single \$ 140.00

Double (per delegate) \$ 70.00

6) Method of payment

The Banff Centre does not require advance payment however, we do require your credit card information OR a cheque made payable to "The Banff Centre" in Canadian Funds, equivalent to one night's stay (room portion only) in order to reserve your reservation. Rooms that are not guaranteed will be released at 6:00pm. No charge will be applied to your account if your Reservation is cancelled 48 hours prior to arrival. If we do not receive credit card information or a cheque with your returned form, we cannot hold your reservation.

American Express VISA Cheque En Route/Diners Club Master Card

Name of Cardholder

Card Number

Expiry Signature

7) Refunds

a) Canada imposes a "Goods and Services Tax" of 7% on all purchased goods and services while in Canada. These may be refunded upon application for all non-Canadian residents. Rebate forms are available at The Banff Centre.

b) Alberta imposes an Alberta Hotel Tax (AHT) of 5% on all accommodation charges. AHT is not refundable. AHT will not apply to "no-show charges" applied to accommodation or room cancellation fees.

The personal information on this form will be used for the purposes of managing the accommodation arrangements. The information is collected under the authority of the Banff Centre Act that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact The Banff Centre, Box 1020-Station 11, Banff, Alberta T1L 1H5. Telephone: (403)-762-6204\*