



LAUfest 2009
May 10 - 16th, 2009
Accommodation Reservation Form

Please fax your completed reservation form to 780-492-7032

Name		
First	Last	(Gender)
Address		Telephone
City/Town		Postal Code
Province/State		Country
Email Address		
Roommate Name		
First	Last	(Gender)
Arrival Date:		Departure Date:

CHECK IN TIME IS 4:00 pm --- CHECK OUT TIME IS 11:00 am

PREFERRED ROOM TYPE: Your reservation and/or preferred room type are NOT guaranteed until confirmation is sent by Conference Services, University of Alberta. Room rates do NOT include applicable taxes and fees (6% GST, 4% Tourism Levy and 1% Destination Marketing Fee will be added to our rates). Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room and a confirmation will be provided via email.

GUEST ROOMS: Accommodation is provided in a limited number of guest rooms (20 in total) with private washrooms in either queen or double occupancy. Queen rooms offer one queen size bed; double rooms offer two double beds. Rates listed are based on single or double occupancy and include overnight parking, high speed internet access and continental breakfast. Guest rooms offer televisions, telephones (free local calls) and clock radios as well as daily housekeeping service. Contact 780-492-6057 for information on accommodation for 3 or 4 people.

	BARRIER FREE ACCESS - 1 Queen Size Bed - single or double occupancy -1 ROOM ONLY	\$105.00 per room per night
	1 Queen Size Bed - single or double occupancy	\$105.00 per room per night
	2 Double Beds - single or double occupancy	\$105.00 per room per night

PRIVATE DORM ROOMS - Accommodation is provided in private dorm rooms in SINGLE OCCUPANCY. Each room has its own private washroom with a toilet, sink and shower. Linen and towel services are provided. Contact 780-492-6057 for information on twin private dorm rooms. **AVAILABLE MAY to AUGUST ONLY.**

	Private Dorm Room with 1 Single Bed - single occupancy	\$50.00 per room per night
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TRADITIONAL DORM ROOMS - Accommodation is provided in traditional dorm rooms. Single and twin rooms are available; washrooms are centrally located on each floor; linen and towel services are provided. Please note, twin rooms are either dedicated twin rooms or single rooms are used with the provision of cots -- availability of dedicated twin rooms cannot be guaranteed. Guests not wanting to utilize cots to twin rooms will be required to pay single rates. **AVAILABLE MAY to AUGUST ONLY.**

	Traditional Dorm Room with 1 Single bed	\$39.00 per room per night
	Traditional Dorm Room with 2 Single Beds - twin occupancy	\$49.00 per room per night

PLEASE NOTE: Reservations will be confirmed if this form has complete credit card information or is accompanied with a cheque or money order in Canadian funds equal to the first night's stay. A full refund will be given if notice of cancellation is received 2 business days prior to arrival. **Cancellations can only be taken Monday through Friday, 8:30am to 4:30pm.** By signing below, you agree with this policy and authorize the University of Alberta to charge your credit card for the first night should you fail to provide sufficient notice. Cheques and/or money orders will be processed upon receipt, with the balance due upon check-in. Credit Card numbers will be used to guarantee the reservation with full payment required at check-in (cash or credit card). Please make cheque or money order payable in Canadian funds to the University of Alberta.

Payment Type (please circle) Visa MasterCard _____

If paying by credit card, please complete the following

CREDIT CARD NUMBER _____ EXPIRY DATE _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ DATE _____

Conference Services - University of Alberta

ACCOMMODATION INFORMATION

Conference Services at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6057, by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-7032.

Please note, Conference Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Conference Services.

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect. Calling cards can be purchased from the vending machine located in Lister Centre.

FOR OFFICE USE ONLY	
Date Received _____	
Confirmation Mailed _____	By _____
Room Assigned _____	By _____
Amount _____	Receipt # _____

A credit card number or payment of your first night's stay is required to confirm your reservation. Please provide 48 hours notice of cancellation or you will forfeit the cost of one night's accommodation.

Conference Services
University of Alberta Conference Centre

1-047 Lister Centre – University of Alberta – Edmonton – Alberta – T6G 2H6
Telephone: (780) 492-6057 – Fax: (780) 492-7032
email: guest.services@ualberta.ca – www.ualberta.ca/conferenceservices