

CONFERENCE ACCOMMODATION RESERVATION FORM

Conference Group Name: EDGE Conference 2009

Booking ID #: MNS0905

Conference Group Dates: May 17-22, 2009

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

Please indicate desired room occupancy. Package rates include: *accommodation, Conference Service Charge, parking, access to the Sally Borden Recreation Facility, 4% Alberta Tourism Levy, 2% Tourism Improvement Fee and 5% GST and are quoted in Canadian Dollars.* Room assignments will be made based on availability at time of reservation. Reservations received after **Wednesday, March 18, 2009** will be accepted on a space available basis only.

Standard

Single \$117.00
 Double \$62.00 per delegate
Double prices are per Delegate.

Superior

Single \$127.00
 Double \$67.00 per delegate
Double prices are per Delegate.

Will you be accompanied by a spouse/companion?

yes no

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

*If you are bringing your spouse/ companion and they ARE attending the conference sessions, please select the Double rate. Please indicate your spouse/ companion's name under "Accommodation Shares." If he/ she is NOT attending the sessions, please select the SINGLE rate.

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

The Banff Centre will charge the single rate should your chosen sharing delegate cancel.

If selecting double accommodation, please name your chosen share partner. *****Each share partner must complete his or her own reservation form.*****

Please indicate if you plan to bring your children

yes - Ages _____ no

4) Special Accommodation/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: _____

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

Prices are room rate only.

Standard

Single \$110.00
 Double \$55.00

Superior

Single \$120.00
 Double \$60.00

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) Taxes:

a) The Banff Centre will charge GST on accommodation charges. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada.

b) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL will not apply to "room cancellation fees".

c) The Tourism Improvement Fee (T.I.F) if 2% is applied to all accommodation charges.

d) Taxes are beyond the control of The Banff Centre, and may change without notice.

The personal information on this form will be used for the purposes of managing your accommodation arrangements. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, 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 General Manager, Conferences, The Banff Centre, Box 1020, Station 11, Banff, Alberta T1L 1H5. Telephone: (403) 762-6435.