

Conference Accommodation Reservation Form

Conference Group Name: Banff 2009 Pipeline Workshop: Managing Pipeline Integrity

Booking ID #: MPI0904

Conference Group Dates: Sunday April 5, 2009 to Thursday, April 9, 2009

Reserve your accommodation by sending this completed form by:

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

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

If you have any questions about your accommodation, please phone: 1-800-884-7574 or (403) 762-6308

Personal information

Name _____

Title _____

Company / Organization _____

Mailing address _____

City / Province / State _____

Postal / Zip Code _____

Tel _____ Fax _____

E-mail _____

Confirmation of accommodation reservation will be sent by mail to the above mailing address or by email to the address entered below.

E-mail _____

E-mail confirmation: yes no

Accommodation request dates

Please note that check-in is 4:00 pm, check-out is by 12:00 noon.

Arrival date (mm / dd / yy) _____

Departure date (mm / dd / yy) _____

Contracted conference daily package rates

The nightly rate includes accommodation, service charge, buffet breakfast and lunch daily, nutrition breaks and coffee breaks, gratuities, parking and access to the Sally Borden Recreation Facility. Prices are exclusive of 5% GST, 2% Tourism Improvement Fee and 4% Alberta Tourism Levy Tax, and are quoted in Canadian Dollars. Room assignments will be made based on availability at time of reservation. Reservations received after February 4, 2009 will be accepted on a space available basis only.

Standard – Lloyd Hall Building

- Single \$169.80 (CDN) per day per person
 Double \$118.30 (CDN) per day per person

Superior – Professional Development Centre

- Single \$182.80 (CDN) per day per person
 Double \$124.80 (CDN) per day per person

Superior – Professional Development Centre – Executive Suite*

- Single \$244.80 (CDN) per day per person
 Double \$155.80 (CDN) per day per person

Superior – Professional Development Centre - Two-Room suite*

- Single \$264.80 (CDN) per day per person
 Double \$165.80 (CDN) per day per person

Will you be accompanied by a spouse/companion?
(No charge if sharing room with a single delegate).

yes no

If you are bringing your spouse / companion and they **ARE attending the conference sessions, please select the standard or superior **DOUBLE** rate. Please indicate your spouse / companion's name under section "Accommodation Shares" below. If he/she is **NOT** attending the sessions, please select the Standard or Superior **SINGLE** rate.

Please indicate if you plan to bring your children

yes - ages: _____ no

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.

Note: Each delegate must complete their own Accommodation Reservation Form.

Please name your chosen share partner:

Special accommodation / meal requests

If you require any special dietary arrangements (for example, vegetarian meals, gluten-free meals), please specify:

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

Special pre- and post-nights conference rates

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

Superior – Professional Development Centre

Single \$116.00 per day per person
Double \$ 58.00 per day per person

Standard – Lloyd Hall Building

Single \$103.00 per day per person
Double \$ 51.50 per day per person

Superior – Professional Development Centre – Executive suite

Single \$178.00 per day per person
Double \$ 89.00 per day per person

Superior – Professional Development Centre – Two-Room suite

Single \$198.00 per day per person
Double \$ 99.00 per day per person

*Very Limited availability for Suites.

Method or payment

Accommodation Reservation: The Banff Centre does not require advance payment in full; however, in order to guarantee your reservation 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). Rooms that are not guaranteed will be released at 6:00 p.m. on indicated arrival date. 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. All rates are quoted in Canadian Funds (CAD\$).

How are you paying?

- cheque / money order
- credit card: please specify:
- American Express VISA
- En Route / Diners Club Master Card

Name of Cardholder _____

Card Number _____

Expiry _____ Signature _____

Taxes

The Banff Centre will charge GST on accommodation and packages. Canada imposes this Goods and Services Tax (GST) of 6% on all purchased goods and services while in Canada. This may be refunded upon application for all non-Canadian residents. Rebate forms are available at The Banff Centre. Alberta imposes an Alberta Tourism Levy (ATL) of 4% on all accommodation charges. ATL is not refundable. ATL will not apply to room cancellation fees. The Tourism Improvement Fee (T.I.F.) of 2% is applied to all accommodation charges. The Tourism Improvement Fee (T.I.F.) is not refundable. The T.I.F. will not apply to room cancellation fees.

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.