

CANCELLATION POLICY

Accommodation:

Room cancellation must be received at 48 hours prior to your scheduled arrival. Reservations cancelled less than 48 hours prior to arrival will be subject to charge equivalent to one night's stay, plus taxes.

Conference:

For cancellation requests received by The Banff Centre on or before Wednesday July 11, 2007 registration fees will be refunded less an administration charge of \$100.00. There will be no refund of any portion of the registration fees if cancellation is on and after Wednesday July 11, 2007.

PAYMENT PROCEDURES:

Conference Registration:

Payment is REQUIRED in advance and will be processed at the time of registration when you are paying by credit card.

If paying by cheque, you registration form and cheque need to be received by The Banff Centre prior to Wednesday July 11, 2007. Please make payable to "The Banff Centre," and send payment to:

Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.

If paying by wire Transfer, please use the form provided on the previous page.

Accommodation:

The Banff Centre **REQUIRES** 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 guarantee your reservation. No room 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.

How will you be paying for your CONFERENCE REGISTRATION Fees?

cheque (before July 11) credit card: please specify:

American Express VISA

En Route / Diners Club Master Card

Name of Cardholder _____

Card Number _____

Expiry Signature

How will you be GUARANTEEING for your ACCOMMODATION?

The same as above

Different from above: Please fill the information below:

cheque (before July 11) credit card: please specify:

American Express VISA

En Route / Diners Club Master Card

Name of Cardholder _____

Card Number _____

Expiry Signature

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.

SPECIAL ACCOMMODATION / MEAL REQUEST

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 CONFERENCE RATES

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

Single or Double \$195.00 (CAD) per room

TAXES

a) 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.

b) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL will not apply to "no-show charges" or to "room cancellation fees".

PARTICIPANT LIST

Participant lists will be distributed to all participants at the conference. The list will include all the contact information you supply. (name, mailing address, affiliation, phone number and e-mail) Please indicate your preference.

My name may appear on the delegate list

yes no

Additional Comments: "Comments or Questions?"