The Banff Centre
inspiring creativity

SPONSORSHIP REGISTRATION & ACCOMMODATION RESERVATION FORM

Conference Group Name: CSBMCB 2008 Conference
Booking ID: ITC0807 (The Banff Centre Use Only)
Conference Group Dates: March 6-9, 2008

Register for the conference and 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 and / or conference registration, please phone: 1-800-884-7574 or (403) 762-6308

PERSONAL INFORMATION

Representative 1 _____

Representative 2 _____

Institution/ Organization _____

Mailing Address _____

_____

City / Province / State/Country _____

Postal / Zip Code _____

Tel _____ Fax _____

E-mail _____

Confirmation of accommodation reservation, confirmation of registration and the breakdown of total registration fees/statement will be sent by email to the address entered above. The original copy of conference registration will be handed it out at the conference registration desk.

Conference Package Dates: March 6-9, 2008 (3 nights)

Accommodation Package Rates (per day)
The nightly rate includes accommodation, wireless internet access in bedrooms, three meals daily, two nutritional breaks, all gratuities, parking, and access to the Sally Borden Recreation Facility. Prices are exclusive of 6% GST, 4% Alberta Tourism Levy Tax, and are quoted in Canadian Dollars.
Your Accommodation Selection will be confirmed by our reservations department for availability and pricing prior to billing.

Note** Single room rates apply to one conference participant staying alone or sharing the room with a companion/spouse who is not a conference participant. If two conference participants wish to share a room, The Banff Centre will split the billing for the room. To have the billing split please choose Double accommodation.

Accommodation	Superior
Single	☐ $221.80(CAD)
Double	☐ $155.80 (CAD)*

Accommodation	Standard
Single	☐ $211.80(CAD)
Double	☐ $150.80 (CAD)*

*Double rate are per delegate sharing a room.
☐ I will be arranging my own accommodation off-site.

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

Arrival Date (mm / dd / yy) _____

Departure Date (mm / dd / yy) _____

Do you require a smoking room? (Limited to standard rooms only, and based on availability)
☐ yes ☐ no

Triple/Quad Occupancy Request – Please phone The Banff Centre Reservations: 1-800-884-7574 for availability and price.

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

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:

_____

SPONSORSHIP REGISTRATION

The Sponsorship comes with two paid conference registration (up to two representatives from each company). Accommodation and meals are NOT included in the sponsorship. Any other representatives for your company do have the option to attend the conference but they will need to register for the conference and pay the conference registration fee.

Sponsorship Registration Fee ☐ $3000.00 CAD
Includes:

- **8' x 8' Tradeshow Space**
- **(1) 6ft skirted table**
- **(2) Chairs**

METHOD OF PAYMENT
Accommodation Reservation The Banff Centre does not require advance payment; however, in order to reserve 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 6:00pm on the scheduled 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.

Sponsorship Registration
Payment: Pre Payment of conference registration fees WILL BE REQUIRED in advance. Payment for the sponsorship

If wanting to pay by cheque, your registration form must be received by The Banff Centre by February 4, 2008.
Please make payable to "The Banff Centre," and send payment to:
Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.

Accommodation:
The Banff Centre **REQUIRES** your credit card information OR a cheque made payable to "The Banff Centre" in Canadian Funds, OR again a wire transfer, equivalent to one night's stay (room portion only), in order to guarantee your reservation. You may send a cheque, however confirmation of your accommodation reservation will not be sent until payment has been received and processed by the

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Reservations Department. For wire transfer information, contact the reservations department at 1.800.884.7574, or (403)762.6308 or by e-mail: reservations@banffcentre.ca

How will you be paying for your SPONSORSHIP REGISTRATION Fees?

☐ credit card

☐ cheque (payment should be made before July 10, 2008),

Please enter your credit card information:

☐ American Express ☐ VISA

☐ En Route / Diners Club ☐ Master Card

Name of Cardholder _____

Card Number _____

Expiry Signature

How will you be GUARANTEETING your ACCOMMODATION?

☐ The same as above

☐ Different from above: Please fill the information below:

☐ credit card: ☐ cheque (before July 10, 2008),

Please enter your credit card information:

☐ American Express ☐ VISA

☐ En Route / Diners Club ☐ Master Card

Name of Cardholder _____

Card Number _____

Expiry Signature

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

The Banff Centre will extend the conference rate to cover the periods that are three (3) days before the conference date and three (3) days after conference date, subject to availability.
Prices are room rate only (based on single/double) and do not include any meals, gratuities or taxes.

Room rates

Superior	$ 132.00(CAD)	per room per night
Standard	$ 122.00(CAD)	per room per night

Pre & Post Meals
Meals can be paid at time of consumption or can be charged to the room and settled upon check out. Individual meals can be purchased at the Vistas Dining Room at the following rates:
Breakfast: $15.50, Lunch $19.50, Dinner $35.00 (CAD, 6% G.S.T will be added to each meal)

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 "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.

CANCELLATION POLICY
Accommodation:
Room cancellation must be received at least 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.

Additional Comments: (Comments or Questions?)

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.