



# ELEVATE|2008

## CONFERENCE REGISTRATION & ACCOMMODATION RESERVATION FORM

Conference Group Name: Elevate 2008

Booking ID : AED0808 (The Banff Centre Use Only)

Conference Group Dates: August 24-27, 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

Or email: reservations@banffcentre.ca

### PERSONAL INFORMATION

Name \_\_\_\_\_

Title or Position \_\_\_\_\_

Organization/Jurisdiction \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / Province / State \_\_\_\_\_

Country/ Postal / Zip \_\_\_\_\_

Code/ \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Confirmation of accommodation reservation 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.

E-mail \_\_\_\_\_

E-mail confirmation:  yes  no

### PARTICIPANT DIRECTORY

Please indicate if you would like to have your name and contact information listed within the participant directory.

yes  no

Conference Package Dates: August 24 – 27, 2008 (3 nights)

### ACCOMMODATION REQUEST DATES

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

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

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

\*\*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.

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

### Accommodation Package Rates (per day)

The nightly rate includes accommodation, wireless internet access in bed rooms, all gratuities, parking, 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 May 20, 2008 will be accepted on a space available basis only.

#### Accommodation Superior Standard - SOLD-OUT

Single  \$227.00 (CAD)

Double  \$117.00 (CAD)\*

\*Double rate is per delegate sharing a room.

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 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:

### CONFERENCE REGISTRATION

**Conference Registration includes:** admission to Conference, all Conference sessions on August 25, 26 and 27, 2008, Conference material, break refreshments for 3 days, Breakfast daily, Lunch on Monday and Tuesday, off-site BBQ Dinner on Tuesday and Welcome Reception on Sunday. Please note that dinner on Monday August 25, 2008 is not included.

#### Registration Type Participants

Full - registrations and/or payments received after May 20, 2008. \$475.00 (CAD)

### EVENTS:

#### Reception, Sunday August 24, 2008

I will be attending  I will NOT be attending

#### Off-site BBQ banquet, Tuesday August 26, 2008

(One banquet ticket is included with conference registration)

I will be attending  I will NOT be attending

Companions are also invited to attend the Dinner, however their tickets must be purchased in advance. Additional tickets include: dinner, one drink ticket and gratuities. Please indicate how many tickets you require:

Tickets @ \$50.00\*

**Pre-Conference Workshops: SOLD-OUT**

**Date:** Sunday, August 24, 2008, 2:30 – 4:00 p.m

**Title:** Developing and Delivering Teacher PD Across the Curriculum through Videoconferencing

**Workshop Facilitators:** 2Learn.ca Education Society

**Description:** In this workshop, participants will learn how to plan for and deliver effective and meaningful teacher professional development experiences across the curriculum using videoconferencing and supportive technologies

**\*Cost:** \$25

**Duration:** 90 minutes

**Note:** This workshop has a maximum capacity of 25 participants – SOLD-OUT

I will NOT be participating

**Date:** Sunday, August 24, 2008, 2:30 – 4:00 p.m

**Title:** Instructional Design for 21<sup>st</sup> Century Learning Through Videoconferencing and Supportive Technologies

**Workshop Facilitators:** Galileo Education Network Association

**Description:** Delivering courses through videoconferencing presents unique challenges and opportunities which must be planned for. In this workshop, participants will learn how to engage their students in a videoconferencing environment using effective instructional design methods and a blend of technologies.

**\*Cost:** \$25

**Duration:** 90 minutes

**Note:** This workshop has a maximum capacity of 25 participants –SOLD-OUT

I will NOT be participating

**Group Hiking: SOLD-OUT**

Group Hiking, Monday August 25, 2008 at 4:30pm SOLD-OUT (45 minutes – easy) – included in Registration Fee

I will NOT be participating

Group Hiking, Tuesday August 26, 2008 at 4:30pm SOLD-OUT (1.5 hour – moderate) – included in Registration Fee

I will NOT be participating

\*These cost will be added to your registration fees and processed along with them.

**Companion Meals at The Banff Centre**

These meals can be paid for at time of consumption or can be charged to the room and settled upon departure. Individual meals can be purchased at the Main Dining Room at the following rates:

Breakfast: \$15.50, Lunch \$19.50, Dinner \$35.00 (CAD, 5% G.S.T will be added to each meal)

**Children pricing:**

Over 12 years old, full price;

6-12, ½ price;

And children less than 6 years old are complimentary.

**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 (cheque needs to be received prior to February 28, 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, 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 / money order  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 / money order  credit card: please specify:

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**

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

SUPERIOR \$220.00 (CAD) Single or Double per room

STANDARD \$210.00 (CAD) Single or Double per room

**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 January 31, 2008, registration fees will be refunded less an administration charge of \$75.00. For cancellation requests received by The Banff Centre between February 1, 2008 and on or before May 20, 2008, registration fees will be refunded less an administration charge of \$150.00. There will be no refund of any portion of the registration fees if cancellation is received after May 20, 2008.

**TAXES**

- a) The Banff Centre will charge GST on accommodation and packages. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada. These may be refunded upon application for all non-Canadian residents. Rebate forms are available at The Banff Centre.
- b) 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.
- c) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL is not refundable. ATL will not apply to "room cancellation fees".

**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.