

# FAX REGISTRATION AND ACCOMMODATION FORM



## WIRMS 2009

**Conference Group Dates:** September 13 ~ 17, 2009  
**Booking ID:** CNL0909 (The Banff Centre Use Only)

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  
**E-mail** [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

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

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Organization/  
Institution \_\_\_\_\_

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

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

Country \_\_\_\_\_

Postal Code/  
Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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

Confirmation of accommodation reservation will be sent by e-mail  
 within three working days to the address entered above. Additional  
 confirmation email below:

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

## DELEGATE DIRECTORY

Participant lists will be distributed to all delegates at the conference. Please  
 indicate whether you want your name to appear on the list.

My name may appear on the delegate list  yes  no

If left blank, your name will NOT appear in the Directory.

## ACCOMMODATION & CONFERENCE PACKAGE:

- Attendance at all sessions
- Four nights "Superior" accommodation in the Professional Development Building (September 13, 14, 15, 16, 2009)
- Daily dinner, breakfast, lunch and coffee breaks (starting with Reception Dinner on Sunday, September 13, finishing with lunch on September 17)
- One ticket for Banquet on Wednesday, September 16
- One Excursion ticket - "Banff Excursion" on Tuesday, September 15
- One copy of the Proceedings (to be delivered sometime after the conference)
- Service charges, all taxes, wireless internet access in bedrooms, parking, and access to the Sally Borden Recreation Facility.

Single room  Double room (students only)

**Single room** is for delegates *not* sharing accommodation with another delegate.

**Double room** (students only) accommodation SHARE (separate beds) with another student delegate. Students wishing single accommodation are required to pay the SINGLE room registration rate.

## SHARED ACCOMMODATION PARTNER

If you have selected *Double* accommodation, (STUDENT only) please name your chosen share partner. **\*\*\*Each share partner must complete his or her own reservation form.\*\*\***

**Share Partner Name:** \_\_\_\_\_

**Students:** If you need a share partner the Organizing Committee will pair you with someone of the same gender. Please complete the following:

**Your Gender:**  Male  Female

**Any other requests?** \_\_\_\_\_

Your accommodation selection will be confirmed by our reservations department for availability, share partner and pricing prior to billing.

## 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) \_\_\_\_\_

Will you be accompanied by a \*spouse/companion?  yes  no

\*No charge to spouse if sharing room with a single delegate, does not include meals for spouse, see Pre & Post and Companion Meals below.

Please indicate if you plan to bring your children

yes (what age(s) \_\_\_\_\_)  no

## CONFERENCE REGISTRATION

For those requesting the student rate, you will be asked to provide current student identification at the conference registration desk. All conference registration fees must be paid at time of registering.

**Early Registration extended to June 22<sup>nd</sup>!**

Registration Type	Early (before: June 12/09)	After June 13/09
Regular/Single	\$1550 (CAD) <input type="checkbox"/>	\$1750 (CAD) <input type="checkbox"/>
Student/Double*	\$1200 (CAD) <input type="checkbox"/>	\$1400 (CAD) <input type="checkbox"/>

\*All student registrations are based on double occupancy. Students wishing single accommodation are required to pay the Regular/Single registration rate.

## RECEPTION DINNER – Sunday, September 13, 2009

One ticket is included in your registration fees. Companions are also invited to attend the reception dinner; however, you must purchase their ticket in advance.

Will you be attending the Reception Dinner  yes  no

If you would like to purchase additional tickets for this event, please indicate the number required:

x Ticket @ \$42.00 (CAD) each (service charge and GST included)

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This cost will be added to your registration fees and processed along with them.

## BANFF EXCURSION - Tuesday, September 15, 2009

One ticket is included in your registration fee. Companions are also invited to attend however; you must purchase their ticket in advance.

Will you be attending the Excursion?  yes  no

If you would like to purchase additional tickets for this event, please indicate the number required:

x Ticket @ \$68.00 (CAD) each (service charge and GST included)

This cost will be added to your registration fees and processed along with them.

## BANQUET - Wednesday, September 16, 2009

One ticket is included in your registration fees. Companions are also invited to attend the banquet; however, you must purchase their ticket in advance.

Will YOU be attending the Banquet?  yes  no

Meal Pre-selection: Please choose your dinner selection for the Banquet

Roast Young Turkey  Grilled Fillet of British Columbia Salmon

**BANQUET GUEST - If you would like to purchase additional tickets for this event, please indicate the number required:**

x Ticket @ \$49.00 (CAD) each (service charge and GST included)

Meal Pre-selection for **Guest**: Please choose your dinner selection for the Banquet

Roast Young Turkey  Grilled Fillet of British Columbia Salmon

### Conference Registration:

**Payment is REQUIRED** in advance and will be processed at the time of registration when you are paying by credit card. If wanting to pay by cheque, your registration form must be received by The Banff Centre by July 15, 2009. A \$20 service charge will be applied to all cheque payments where the credit card was used as the original payment. Please make payable to "The Banff Centre," and send payment to: *Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.*

**How will you be paying for your CONFERENCE REGISTRATION Fees?**

- Credit Card  
 Cheque (payment required before July 15, 2009)

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 Sunday, September 13, 2009 and three (3) days after Thursday, September 17, 2009, subject to availability. Prices are room rate only (based on single/double) and do not include any meals, gratuities or taxes.

Room rates: Superior \$190.00(CAD) per room per night

## Pre & Post and Companion Meals at Vistas Dining Room

Meals are *not* included for delegate spouses/companions. Individual meals can be purchased in the Vistas Dining Room, Marché meal rates: Breakfast \$15.75, Lunch \$19.75, Dinner \$34.50 + 5% GST

## TAXES

- 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.
- Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL will not apply to "room cancellation fees".
- The Tourism Improvement Fee (T.I.F) of 2% is applied to all accommodation charges.
- Taxes are beyond the control of The Banff Centre, and may change without notice.

## CANCELLATION POLICY

### Conference Registration:

For cancellation requests received by The Banff Centre on or before July 15, 2009 the registration fees will be refunded less an administration charge of \$52.50 (CAD). **There will be no refund of any portion of the registration cancelled after July 15, 2009**

**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.