

CONFERENCE REGISTRATION & ACCOMMODATION RESERVATION FORM

Conference Group Name: Quantum Information Processing
Booking ID: QIP 1601 (The Banff Centre Use Only)
Conference Group Dates: 10th-15th of January, 2016

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
 E-mail: reservations@banffcentre.ca

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

PERSONAL INFORMATION

Name _____
 Title _____
 Institution/ Organization _____
 Mailing Address _____

 City / Province / State/Country _____
 Postal / Zip Code _____
 Tel _____ Fax _____
 E-mail _____

Confirmation of accommodation reservation, confirmation of registration, and the registration statement will be sent by email to the address entered above.

A printed copy of your registration statement will be provided to you on-site at the registration desk.

If you wish to receive confirmation of your accommodation reservation and a copy of the registration statement by email to different email address than noted above, please enter the e-mail address below.

E-mail _____

PARTICIPANT DIRECTORY:

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

Yes _____ No _____

ACCOMMODATION REQUEST DATES

Conference Package Dates: 10th-15th of January, 2016
Note: check-in is after 4:00 pm; check-out is by 11:00 am.

Arrival Date (dd / mm / yy) _____

Departure Date (dd/ mm / yy) _____

I will be arranging my own accommodation off-site. A \$200 off-site delegate surcharge will be added to your registration fee

Will you be accompanied by a spouse/companion? (No extra accommodation charge if spouse/companion is not attending sessions and sharing with a single delegate)**

Yes - Name: _____ No _____

Please indicate if you plan to bring your children

Yes – Age(s): _____ No _____

If your spouse/companion is attending the conference sessions, please select the **double rate and list his/her name under "ACCOMMODATION SHARE WITH ANOTHER DELEGATE". If he/she is not attending the sessions, please select the Standard or Superior **Single** rate.

ACCOMMODATION PACKAGE RATES (PER NIGHT)

Contracted Conference Package Rates (10th-15th of January, 2016)

A block of rooms has been reserved at The Banff Centre for this conference. Please indicate the desired room category and occupancy below.

The accommodation package rates include: Accommodation, Vistas Breakfast daily, Service Charge and Facility Fee which includes parking, wireless internet access, and access to the Sally Borden Recreation Facility.

Prices are subject to an additional 5% GST, 4% Alberta Tourism Levy, 2% Tourism Improvement Fee, and are quoted in Canadian Dollars.

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

Reservations received after **Friday the 13th of November, 2015** will be accepted on a space available basis only.

Accommodation (incl. Breakfast)	Single	Double
LH Standard Room	\$168.31 (CAD)	\$103.31 (CAD)*
PDC Superior Room	\$193.31 (CAD)	\$115.81(CAD)*

LH = Lloyd Hall / PDC = Professional Development Centre

*Double rate are per delegate sharing a room.

Triple/Quadruple Occupancy – Please phone The Banff Centre Reservations Office

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 you are sharing a room with another delegate, The Banff Centre will split the billing for the room. To have the billing split please choose Double accommodation and note the name of your sharing delegate below.

ACCOMMODATION SHARE WITH ANOTHER DELEGATE

The Banff Centre will not choose a delegate for you to share with.

The Banff Centre will charge the single rate should your chosen sharing delegate cancel.

Note: Each delegate must complete their own conference registration & accommodation reservation form.

Please name the delegate you have arranged to share accommodation with:

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 the 10th of January, 2016 and three (3) days after Friday the 15th of January, 2016, subject to availability.

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

Accommodation	Single	Double
LH Standard Room	\$120.00 (CAD)	\$ 60.00 (CAD)*
PDC Superior Room	\$155.00 (CAD)	\$ 77.50 (CAD)*

SPOUSE/COMPANION MEALS

Meals are **not** included for delegate spouses/companions. Individual meals may be purchased at the Vistas Dining Room at the following rates;

Breakfast: \$19.75, Lunch \$24.75, Dinner \$36.00 excluding taxes and gratuities

CONFERENCE REGISTRATION

Delegate & Student Registration fee includes:

- Attendance at all sessions
- One ticket for the welcome reception (10th of January, 2016)
- Lunch in the Vistas Dining Room (11, 12, 14, and 15th of January, 2016)
- Dinner in Vistas Dining Room (11, 12, and 14th of January, 2016)
- One ticket for the banquet dinner (13th of January, 2016)
- One ticket for the Rump Session at Wild Bill's (14th of January, 2016)

*Please indicate the applicable registration category:

Registration Type	Early (By 9 Oct)	On Time (By 13 Nov)	Late (By 22 Dec)	Onsite (10-15 Jan)
Regular	\$700	\$750	\$800	\$850
Postdoc	\$550	\$600	\$650	\$700
Student	\$400	\$450	\$500	\$550

Welcome Reception on 10th of January, 2016

One ticket is included in your delegate registration fee.

Companions are invited to attend the welcome reception; however, you must purchase their ticket in advance.

Will **you** be attending the welcome reception? Yes No

____ Tickets @ \$45.00 each for companion(s) - *Optional*

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

Banquet Dinner on 13th of January, 2016

One ticket is included in your delegate registration fee.

Companions are 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

- Supreme of Grilled Chicken
- Seared Fillet of British Columbia Salmon
- Vegetarian/Vegan

____ Tickets @ \$69.00 each for companion(s) - *Optional*

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

Meal pre-selection for **guest(s)**: please choose your dinner selection for the banquet

- Supreme of Grilled Chicken
- Seared Fillet of British Columbia Salmon
- Vegetarian/Vegan

SPECIAL ACCOMMODATION / MEAL REQUEST

If you require any **special dietary** arrangements for yourself or your guest (for example, vegetarian meals, gluten-free meals), please specify.

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

PAYMENT PROCEDURES:

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), 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 Reservations Department. **Post-dated cheques will not be accepted.**

Conference Registration:

Registration forms, together with complete payment must be received by The Banff Centre by the deadline dates:

- Early registration by 9th of October, 2015
- Regular registration by 13th of November, 2015
- Late registration by 22nd of December, 2015
- Onsite registrations at time of registration

Please make cheques payable to "The Banff Centre", and send payment to: Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.

Note: a \$20 administrative service charge will be applied should you make original payment via credit card and then choose to pay via cheque at a later date.

How will you be paying for your CONFERENCE REGISTRATION Fees?

Credit card

Cheque (payment received before 22nd of December, 2015)

Please enter your credit card information (if applicable):

American Express VISA
En Route / Diners Club Master Card

Name of Cardholder _____

Card Number _____

Expiry _____ Signature _____

How will you be GUARANTEEING your ACCOMMODATION?

The same as above

Different from above: Please fill the information below

Credit card

Cheque (before 22nd of December, 2015)

Please enter your credit card information (if applicable):

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 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:

For cancellation requests received in writing by The Banff Centre,

- before 13th of November, 2015 the registration fee will be refunded less a 20% administration charge
- 14th of November through 22nd of December, 2015, 50% of the registration fee will be refunded
- after the 22nd of December, 2015 no refunds will be made for cancellations

Accommodation:

- Room cancellation must be received at least 72 hours prior to your scheduled arrival to avoid a cancellation fee.
- Reservations cancelled less than 72 hours prior to arrival will be subject to a charge equivalent to one night's stay, plus 5% GST.

Additional Comments: (Comments or questions)