

CONFERENCE REGISTRATION & ACCOMMODATION RESERVATION FORM

Conference Group Name: Alberta by Design

Booking ID: ABD1603 (The Banff Centre Use Only) **Conference Group Dates:** March 10-11, 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

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 _____

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

CONFERENCE REGISTRATION

Participant Registration fee includes:

- One night accommodation (Night of March 10, 2016)
- Attendance to the conference
- One ticket for the welcome reception (March 10, 2016)
- Breakfast in the Vistas Dining Room (March 11, 2016)
- Lunch in the Vistas Dining Room (March 11, 2016)
- Meeting room refreshments (March 11, 2016)

***Please indicate the applicable registration category:**

Registration Type	Rate
Single Occupancy Participant	\$395.00
Double Occupancy Participant (per person)	\$325.00
Off-Site Participant (no accommodation)	\$275.00

ACCOMMODATION REQUEST DATES

Conference Package Date: Night of March 10, 2016 (included in your registration fee)

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) _____

SPECIAL PRE AND POST CONFERENCE RATES

The Banff Centre will extend the conference rate to cover the periods that are three (3) days before March 10, 2016 and three (3) days after March 11, 2016, subject to availability.

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

<u>Accommodation</u>	<u>Single</u>	<u>Double</u>
PDC Superior Room	\$145.00 (CAD)	\$ 72.50 (CAD)

****If your spouse/companion is attending the conference sessions, please select the **Double Occupancy Participant registration** rate and list his/her name under "ACCOMMODATION SHARE WITH ANOTHER PARTICIPANT".**

If he/she is **not** attending the sessions, please select the Superior **Single** rate, and add the non-participant meal plan.

ACCOMMODATION SHARE WITH ANOTHER PARTICIPANT

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

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

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

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

Will you be accompanied by a non-participant spouse/companion?

(No extra accommodation charge if spouse/companion is not attending sessions and sharing with a single participant)**

Yes – Name(s): _____ No

We are pleased to offer a non-participant (companion meal plan).

The non-participant meal plan consists of:

- Reception on March 10
- Vistas breakfast on March 11
- Vistas lunch on March 11

Please add ____ non-participant meal plan(s) at **\$125.00** per non-participant

Please indicate if you plan to bring your children

Yes – Age(s): _____ No

PAYMENT PROCEDURES:

Conference Registration:

Registration forms, together with complete payment must be received by The Banff Centre by February 18, 2016.

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?

Credit card

Cheque (before February 18, 2016)

Please enter your credit card information:

American Express	VISA
En Route / Diners Club	Master Card

Name of Cardholder _____

Credit Card Number _____

Expiry (mm/dd/yyyy) _____

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 February 18, 2016 the registration fee will be refunded less a **\$35.00** administration charge
- after February 18, 2016 no refunds will be made for cancellations

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:

Additional Comments: (Comments or questions)