



Accommodation Reservation Form
Conference Services - University of Alberta - Lister Centre
 Please fax your completed reservation form to 780-492-7032

Arrival Date:	Departure Date:
Name	
First	Last (Gender)
Address	Telephone
City/Town	Postal Code
Province/State	Country
Email Address	
Roommate Name	
First	Last (Gender)

CHECK IN TIME IS 4:00 pm --- CHECK OUT TIME IS 11:00 am

PREFERRED ROOM TYPE: Your reservation and/or preferred room type are NOT guaranteed until confirmation is sent by Conference Services, University of Alberta. Room rates do NOT include applicable taxes and fees (5% GST, 4% Tourism Levy and 1% Destination Marketing Fee will be added to our rates). Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room, and a confirmation will be provided via email.

GUEST ROOMS: Accommodation is provided in a limited number of guest rooms (20 in total) with private washrooms in either queen or double occupancy. Queen rooms offer one queen size bed; double rooms offer two double beds. Rates listed are based on single or double occupancy and include overnight parking, high speed internet access and continental breakfast. Guest rooms offer televisions, telephones (free local calls) and clock radios as well as daily housekeeping service. Contact 780-492-6056 for information on accommodation for 3 or 4 people.

	BARRIER FREE ACCESS - 1 Queen Size Bed - single or double occupancy - 1 ROOM ONLY	\$105.00 per room per night
	1 Queen Size Bed - single or double occupancy	\$105.00 per room per night
	2 Double Beds - single or double occupancy	\$105.00 per room per night

PRIVATE DORM ROOMS - Accommodation is provided in private dorm rooms in SINGLE OCCUPANCY. Each room has its own private washroom with a toilet, sink and shower. Linen and towel services are provided. Contact 780-492-6056 for information on twin private dorm rooms. **AVAILABLE MAY to AUGUST ONLY.**

	Private Dorm Room with 1 Single Bed - single occupancy	\$50.00 per room per night
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TRADITIONAL DORM ROOMS - Accommodation is provided in traditional dorm rooms. Single and twin rooms are available; washrooms are centrally located on each floor; linen and towel services are provided. Please note, twin rooms are either dedicated twin rooms or single rooms are used with the provision of cots -- availability of dedicated twin rooms cannot be guaranteed. Guests not wanting to utilize cots to twin rooms will be required to pay single rates. **AVAILABLE MAY to AUGUST ONLY.**

	Traditional Dorm Room with 1 Single bed	\$39.00 per room per night
	Traditional Dorm Room with 2 Single Beds - twin occupancy	\$49.00 per room per night

PLEASE NOTE: Reservations will be confirmed only if this form has complete credit card information. Notice of cancellations must be received no later than two business days prior to arrival. By signing below, you agree with this policy and authorize the University of Alberta to charge your credit card for the first night should you fail to provide sufficient notice. Credit Card numbers will be used to guarantee the reservation with full payment required at check-in (cash, debit, or credit card). Please note that if paying by the credit card used to guarantee the room, the physical card must be presented at check-in. Sorry, but we only accept MasterCard and Visa credit cards.

To guarantee the room, please complete the following:

Card Type (please circle) Visa MasterCard

CREDIT CARD NUMBER _____ EXPIRY DATE _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ DATE _____

Conference Services - University of Alberta

ACCOMMODATION INFORMATION

Conference Services at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6056, by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-7032.

Please note, Conference Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Conference Services.

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect. Calling cards can be purchased from the vending machine located in Lister Centre.

FOR OFFICE USE ONLY	
Date Received _____	
Confirmation Mailed _____	By _____
Room Assigned _____	By _____
Amount _____	Receipt # _____

A credit card number is required to confirm your reservation. Please provide 48 hours notice of cancellation or you will forfeit the cost of one night's accommodation.

Conference Services
University of Alberta Conference Centre

1-047 Lister Centre – University of Alberta – Edmonton – Alberta – T6G 2H6
Telephone: (780) 492-6057 – Fax: (780) 492-7032
email: guest.services@ualberta.ca – www.ualberta.ca/conferenceservices