

IGEL Conference

August 3 to 6, 2004

TRADITIONAL DORMITORY RESIDENCE (common area washrooms)

University of Alberta

(Please print clearly)

Name:		M	F
(First)	(Last)	(Circle)	
Address:	Telephone:		
City/Town:	Postal Code:		
Province/State:	Country:		
Email address:			
Roommate's Name (If reserving twin):		(First)	(Last)

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

Check-in Date:	Check-out Date:		
PLEASE NOTE: Reservations will be confirmed if this form has complete credit card information or is accompanied with a cheque or money order in Canadian Funds-equal to the first night's stay. A full refund will be given if notice of cancellation is received 2 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. Cheques and/or money orders will be processed upon receipt, with the balance due upon check-in. Credit Card numbers will be used to guarantee the reservation and will not be processed until check-in. Please make cheques or money orders payable to the University of Alberta.			
Payment Type (please circle):	Visa	MasterCard	Cheque/ Money Order
If paying by Credit Card, please complete the following:			
CREDIT CARD NUMBER: _____		EXPIRY DATE: _____	
CARDHOLDER NAME: _____			
Single: _____ nights x \$33.60 (\$30.00 plus taxes)	\$		
Twin: _____ nights x \$44.80 (\$40.00 plus taxes)	\$		
TOTAL ENCLOSED (Canadian Funds)	\$		

Cardholder Signature

Date

PLEASE RETURN COMPLETED FORM, ALONG WITH YOUR REMITTANCE, TO:

**The University of Alberta
Guest Services
44 Lister Centre
Edmonton, Alberta
CANADA T6G 2H6**

OR FAX YOUR COMPLETED RESERVATION FORM TO 780-492-7032

Conference Services University of Alberta

ACCOMMODATION INFORMATION

Conference Services at the University of Alberta is conveniently located 15 minutes from the Municipal Airport, 30 minutes from the International Airport and is easily accessible by private and public transportation.

Single and twin accommodation is available in traditional residence rooms. Reservations for residence rooms can be made by calling 780-492-4281 or 800-615-4807 (Canada Only), by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-7032.

Clean towels are provided every second day and fresh linen every Thursday. Additional linen and towels can be obtained from the Guest Services Desk (open 24 hours). Washrooms are centrally located on each floor as well as a common lounge area and laundry facilities. Public telephones are located on the main floor of each residence hall and in Lister Centre. Passes for University recreational and athletic facilities are available for purchase from the Department of Athletics.

All residences and common lounges are non-smoking. Smoking is permitted outdoors only.

If parking is required a permit must be purchased from the Guest Services Desk upon check-in. Please inform the Guest Services staff upon check in if you have a vehicle with you.

Calling cards are strongly recommended if long distance service is required and can be purchased across from the Guest Services Desk. Credit card telephones are located in Lister Centre.

MEAL and DINING INFORMATION

The "Lister Market" or "The Marina" offers full cafeteria service for meals, as well as a variety of convenience items, fresh bakery products, beverages, grill service, souvenirs and personal care items (open 7:00 am to 6:30 pm daily). Guest Services can provide additional information on area restaurants and services.

FOR OFFICE USE ONLY:	
Date Received: _____	
Confirmation Mailed: _____	By: _____
Room Assigned: _____	By: _____
Amount: _____	Receipt No. _____

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