

**2008 Elder Mediation International Network Symposium
Ottawa May 6-10, 2008**

Carleton University Residence Accommodation Reservation Form

Please complete this form and Fax to 613-520-3952

Please make Cheque or Money Order (in Canadian Funds) to:

**Carleton University
Att: Conference Manager
261 Stormont Dundas House
1125 Colonel By Drive, Ottawa
ON, Canada. K1S 5B2**

Accommodations	Description See next page for image	# People	Per day rate	Number of nights	Total
* NOTE: All you can eat Hot and Cold Breakfast is included with accommodations 7:00 am – 8:30 am.					
Leeds Single 2 or 4 bedroom suite	1 person in one bedroom with a shared kitchen +bathroom		\$61.43 per person Taxes and breakfast included per night.		\$_____ CAD
Leeds Double 2 or 4 bedroom suite	2 people in one bedroom (sharing a double bed) with a shared kitchen + bathroom		\$86.08 (43.04 per person) Taxes and 2 breakfast tickets included per night.		\$_____ CAD
Parking Pass	Parking pass for Lot 6 (free on weekends)		\$9.00		\$_____ CAD
Date of Arrival (after 3:00 pm) _____ Date of Check out (before 11:00 am)_____					
Total Room & Board Expenses:					\$
Registration for accommodation closes May 2nd, 2008					

Last Name _____ First Name _____

Street Address _____ City _____

Country _____ Post Code _____ Gender: M F

Phone Number () _____ Fax () _____

Email _____@_____ Room Mate: _____

Master Card VISA _____ EXP _____ Name on Card _____

Payment:

Cheque enclosed Money Order Enclosed Visa / MasterCard

The registration fee reserves the room.

Signature: _____

Cancellation Policy: 48 hours notice required to cancel booking

CHECK IN TIME: AFTER 3:00 PM. CHECK OUT TIME: BEFORE 11:00 AM

Parking: Monday-Friday: 9.00 CAD per day; Saturday and Sunday no charge

Administrative use only: Registration Received: _____	Confirmation sent: _____
Participant #: _____	Completed By: _____

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General Information:

Your cheque or credit card number will be used to reserve your room; no payments will be processed until your arrival at the residence desk for registration. Should you wish to cancel your reservation you must do so in writing before **May 2nd, 2008 at 4:30 pm**. Please email your cancellation to chriss_holloway@carleton.ca and quote your name, conference title and event dates. You may also fax your cancellation to 613-520-3952. No charge will be made if we receive your cancellation on time. Cancellations made less than 48 hours before arrival will incur a charge of the first night's rate and 10.00 per additional night booked, plus applicable taxes on your credit card. This also applies to guests who make reservations and do not show up "no shows".

For directions and a map to Carleton University, visit our web-site at www.carleton.ca/cu/campus/howto.html
Note that check in time is after 3 pm with check out time being before 11 am. Luggage may be stored before and after these times.

We cannot accept requests for rooms to be left empty within suites.

All linens are included with fresh towels and a face cloth provided each day. Should you be staying more than 5 days a complete room cleaning will occur every fifth day.

Breakfast is included in your accommodation fees (all you can eat hot and cold buffet) and is served in the Fresh Food Company cafeteria (Residence Commons building) between 7:00 am and 8:30 am. There are no refunds for missed breakfasts.

Parking is located in Parking Lot 6, just north of the Residence Commons building. Parking is \$9.00 per day (machine in parking lot) with weekends free of charge until 11:00 am Monday mornings. Holidays are also free. Should you be staying several days a weekly permit may be purchased at the Reception Desk for \$25.00. Please reserve your parking pass if required on your registration form, so that it is ready for you to pick up at registration with your room key.

We look forward to hosting your stay.

Sincerely,

Chriss Holloway
Manager, Conference Services
Carleton University
1125 Colonel By Drive
261 Stormont House
Ottawa, ON K1S 5B6

T: 613-520-2600 #8408

F: 613-520-3952