

# BANFF

CENTRE  
FOR ARTS AND  
CREATIVITY

## ACCOMMODATION RESERVATION FORM

Conference Group Name: **IEEE SMC Conference**

Booking ID: SMC1710 (The Banff Centre Use Only)

Conference Group Dates: October 06, 07 (2 nights reserved as conference room block)

**PLEASE NOTE GUESTROOMS ON OCTOBER 4 & 5, 2017 HAVE BEEN SOLD OUT**

Reserve your accommodation request by sending this completed form by:

FAX: The Banff Centre Reservations Office (403) 762-6444

E-mail: Scanned: [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

If you have any questions about your accommodation booking, 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 \_\_\_\_\_

E-mail of confirmation of accommodation reservation, will be sent to the address entered above.

### Accommodation Package Rates (per night)

The nightly rate includes accommodation and Facility fee it covers wireless internet access in bedrooms, parking, and access to the Sally Borden Recreation Facility. Prices are **exclusive** of 2% Tourism Improvement Fee (TIF) 5% GST, 4% Alberta Tourism Levy, and are quoted in Canadian Dollars.

**Your Accommodation request will be confirmed by our reservations, and if your request includes pre / post conference stays, it will be confirmed based on availability.**

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 two conference participants wish to share a room, The Banff Centre will split the billing for the room.

**Accommodation (Room type / Category to be confirmed based on availability)**

Superior Single  \$170.00 + \$15.00 Facility Fee/person/ night (CAD)

Standard Single  \$145.00 + \$15.00 Facility Fee/person / night (CAD)

\*\* Double rate are apply when two conference delegate to share a room as at half of the room rate + \$15.00 Facility fee per person.

### ACCOMMODATION REQUEST DATES

Please note that check-in is after 4:00 pm, check-out is by 11:00 am.

Arrival Date (mm / dd / yy) \_\_\_\_\_

Departure Date (mm / dd / yy) \_\_\_\_\_

\*\* Please note that Smoking is prohibited in all of our buildings and bed rooms.

Will you be accompanied by a spouse/companion?

(No charge if sharing room with a single delegate and existing bed in a room).

yes  no

If yes, please indicate his/her full name: \_\_\_\_\_

Please indicate if you plan to bring your children

yes - ages: \_\_\_\_\_  no

**ACCOMMODATION SHARES :** The Banff Centre will charge the single rate should your chosen sharing delegate cancel.

Note: Each delegate must complete their own Accommodation Reservation Form.

Please name your chosen share partner:

### SPECIAL PRE AND POST CONFERENCE RATES

Banff Centre will extend the contracted room rate to cover the periods that are three (3) nights before Sunday, October 08, 2017 and three (3) nights after Thursday, October 12, 2017 subject to availability.

### Pre & Post Meals

Meals can be paid at time of consumption or can be charged to the room and settled upon check out. Individual meals can be purchased at the Vistas Dining Room, Three Ravens Restaurant, Maclab Bistro, and La Caf e at our on-site venue.

### PAYMENT PROCEDURES:

#### Accommodation:

The Banff Centre **REQUIRES** your credit card information in order to **guarantee your reservation.**

For any question, contact the reservations department at 1.800.884.7574, or (403)762.6308 or by e-mail: [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

The Banff Centre Front Desk will process the total amount of Accommodation cost upon the delegate checkout, or when no-show / cancellation charge to be occurred.

#### How will you be **GUARANTEEING** your **ACCOMMODATION**?

Please enter your credit card information:

- American Express  VISA  
 En Route / Diners Club  Master Card

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_ Signature \_\_\_\_\_

### SPECIAL ACCOMMODATION / MEAL REQUEST

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

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

**TAXES**

- a) Banff Centre will charge GST on accommodation and facility fee. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada.
- b) Alberta imposes an “Alberta Tourism Levy Tax” (ATL) of 4% on all accommodation charges. ATL will not apply to “room cancellation fees”.
- c) The Tourism Improvement Fee (T.I.F) if 2% is applied to all accommodation charges.
- d) Taxes are beyond the control of Banff Centre, and may change without notice.

**CANCELLATION POLICY**

**Accommodation:**

Room cancellation must be received at least 72 hours prior to your scheduled arrival.

Reservations cancelled less than 72 hours prior to arrival will be subject to charge equivalent to one night’s stay, plus taxes.

The personal information on this form will be used for the purposes of managing your accommodation arrangements. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact the General Manager, Conferences, The Banff Centre, Box 1020, Station 11, Banff, Alberta T1L 1H5. Telephone: (403) 762-6435.