

**2007 School of Math and Statistics
May 24-27, 2007**

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 Conference Services, Att: Theresa Ellwood; Conference Coordinator
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 House** 2 bedroom suite	1 person in one bedroom (double bed) with a shared bathroom	1	\$60.19 per person Taxes and breakfast included per night.		\$60.19 CAD
Leeds House** 2 bedroom suite	2 people in one bedroom (sharing a double bed) with a shared bathroom	2	\$42.18 per person Taxes and 2 breakfast tickets included per night.		\$ 84.35 CAD
Parking Pass	Parking pass for Friday night parking Lot 6 (free on weekends)		\$8.00	Day / week	\$ CAD
Meal tickets – Lunch Buffet 12:00 – 1:30 daily	Lunch \$9.92 per day (includes tax)		Please specify # of lunch tickets	# _____ Lunch tickets	\$ CAD
Meal tickets – Dinner Buffet 5:00 – 6:30 daily	Dinner \$11.68 per day (includes tax)		Please specify # of dinner tickets	# _____ Dinner tickets	\$ CAD
Total Room & Board Expenses:					\$ CAD
Registration for accommodation closes May 1st, 2007					

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: \$8.00 CAD per day; Saturday and Sunday no charge

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

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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 by **May 15th, 2007 at 4:30 pm**. Please email your cancellation to theresa_ellwood@carleton.ca and quote your name, conference and confirmation number. 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 \$60.19 and \$5.00 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 can not 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 (an all you can eat hot and cold buffet) 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 \$8.00 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.

Arrival on Campus:

When you arrive on campus please go directly to the Residence Commons Building. There is short term metered parking in front of the entrance. Enter the building and see a desk staff at our residence desk (open 24hours) where you will receive your room key, parking-if required, and breakfast tickets. Please have the credit card used at time of booking with you at the time of check in. Please note that we accept MasterCard, AMEX, Certified cheque, and cash for payments. Payment in full is required at check in. Note: There is a 25.00 fee for lost room keys. Please ensure that you sign your keys in and out upon departure.

We look forward to hosting your stay.

Sincerely,

Theresa Ellwood

Conference Coordinator

Carleton University Tour and Conference Centre

1125 Colonel By Drive

Ottawa, Ontario. K1S 5B6

Phone: 520-2600 x 8623

Fax: 520-3952

Theresa_ellwood@Carleton.ca

www.carleton.ca/housing/tourandconf

****Each bedroom in Leeds has a double bed. One bath is shared between two rooms. Leeds 2 bedroom suite layout**

