

McMASTER UNIVERSITY

Group Reference: **Canadian Design Engineering Network 2009 Conference – July 27 – 29, 2009**

On campus accommodation is available to delegates. Delegates are asked to complete and return the *Pre-Registration Accommodation Form* below by **Tuesday, June 30, 2009. PAYMENT IS PRE-PROCESSED UPON RECEIPT OF ACCOMMODATION FORM.** Confirmations along with directional information and check-in location will be sent to guests who have pre-registered.

Executive Service – Mary Keyes Residence \$77.00 per person, per night – **Single Occupancy** - this residence is suite style featuring 4 single bedrooms, common area and two private washrooms per suite
Rate includes: 1 night accommodation, linens, daily service, GST @ 5% and PST @ 5%.

Basic Service – Hedden Hall \$54.73 per person, per night – **Single Occupancy** \$45.22 per person, per night – **Double Occupancy** – this residence features single and double occupancy rooms (single beds) with shared washrooms. (Roommate's name must be indicated below for Double Rate to apply)
Rates include: 1 night accommodation, linens, GST @ 5% and PST @ 5%.

Refunds will be granted (less a \$25.00 administrative fee) if notification of cancellation is received 48 hours in advance of arrival date. No-shows will not receive any refund.

PRE-REG ACCOMMODATION FORM – PLEASE PRINT CLEARLY

LAST NAME		FIRST NAME		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
ADDRESS		CITY	PROVINCE/STATE	FAX	
COUNTRY	POSTAL/ZIP CODE	E-MAIL (PRINT)		CELL & PHONE #	
ARRIVAL DATE	DEPARTURE DATE	METHOD OF PAYMENT (Sorry, no personal cheques) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> Amex <input type="checkbox"/> INSTITUTIONAL CHEQUE (CHEQUES PAYABLE TO McMASTER UNIVERSITY)		OFFICE USE ONLY DATE RECEIVED: _____ RMS ID#: _____ CONFIRMATION SENT: _____ METHOD: P M E F STAFF INITIAL: _____ ROOMMATE RMS ID#'S: _____ ----- PAYMENT PROCESSED: \$ _____ DATE: _____ AUTHORIZATION #: _____ EJE/FS #: _____ AMOUNT OWING UPON ARRIVAL (IF APPLICABLE): \$ _____ RMS UP-DATED WITH FINANCIAL INFO <input type="checkbox"/> STAFF INITIAL: _____ Freedom of Information and Protection of Privacy Act - go to: http://conference.mcmaster.ca/conf_accom_forms.html	
Keys Residence – Executive Service \$77.00 per person, per night x _____ x _____ = \$ _____ # of people # of nights PREFER TO SHARE SUITE WITH (if applicable): 1) _____ 2) _____ 3) _____ Are above delegates' paying separately? YES <input type="checkbox"/> NO <input type="checkbox"/> (if yes, roommates must submit own form with appropriate information). Hedden Hall – Basic Service Single Occupancy \$54.73 per person, per night x _____ x _____ = \$ _____ # of people # of nights Double Occupancy \$45.22 per person, per night x _____ x _____ = \$ _____ # of people # of nights Roommate (if applicable): _____ Roommate paying separately? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, roommate must submit own form with appropriate information)		CREDIT CARD INFORMATION CARD HOLDER _____ CARD # _____ EXPIRY DATE _____ SIGNATURE OF CARD HOLDER _____ RETURN COMPLETED FORM, WITH PAYMENT, TO: CONFERENCE SERVICES MCKAY HALL RM 124 McMASTER UNIVERSITY 1280 MAIN STREET, WEST HAMILTON, ONTARIO Canada L8S 4K1 OR Fax To: 905-529-3319 Questions/concerns ... please e-mail or call: meet@mcmaster.ca Tel: 905-525-9140, x26898 or x24781 NOTE: DO NOT E-MAIL ACCOMMODATION FORM			