



Accommodation Reservation Form
Guest Services - University of Alberta - Lister Centre
NADDI User Conference
April 5-16, 2016

Please fax your completed reservation form to 780-492-5597 or email to guest.services@ualberta.ca

Arrival Date:	Departure Date:
Name	
First	Last (Gender)
Address	Telephone
City/Town	Postal Code
Province/State	Country
Email Address	
Roommate Name	
First	Last (Gender)

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

PREFERRED ROOM TYPE: Your reservation and/or preferred room type are not guaranteed until confirmation of availability is sent by Student and Guest Services, University of Alberta. Room rates do NOT include applicable taxes. Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room, and a confirmation will be provided via email.

GUEST ROOMS: Accommodation is provided in a limited number of guest rooms (20 in total) with private washrooms in either queen or double occupancy. Queen rooms offer one queen size bed; Queen with Sofa Bed; Double rooms offer two double beds. Rates listed are based on single or double occupancy and include high speed internet access. Guest rooms offer televisions, telephones (free local calls) and clock radios as well as daily housekeeping service. Contact 780-492-6056 for information on accommodation for 3 or 4 people.

	1 Queen Size Bed - single or double occupancy	\$99.00 per room per night
	1 Queen Size Bed with double Sofa Bed - single or double occupancy	\$99.00 per room per night
	2 Double Beds - single or double occupancy	\$99.00 per room per night

PLEASE NOTE: Notice of cancellations must be received no later than 48 hours prior to arrival date. MasterCard ,Visa, and American Express are accepted. Full payment is processed at time of check in.

A valid credit card and the credit card holder **must** be present to check into your accommodations.

Guest Services - University of Alberta

ACCOMMODATION INFORMATION

Lister Centre at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6056, by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-5597.

Please note, Guest Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Guest Services.

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect.

FOR OFFICE USE ONLY	
Date Received _____	
Confirmation Mailed _____	By _____
Room Assigned _____	By _____
Amount _____	Receipt # _____

Guest Services

University of Alberta Conference Centre

1-042 Lister Centre – University of Alberta – Edmonton – Alberta – T6G 2H6

Telephone: (780) 492-6056 – Fax: (780) 492-5597

email: guest.services@ualberta.ca – www.ualberta.ca/conferenceservices