

**2008 Haiku Canada Conference  
Ottawa May 16-18, 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 Conference Services, Att: 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
<b>* NOTE: All you can eat Hot and Cold Breakfast is included with accommodations 7:00 am – 8:30 am.</b>					
<b>Leeds Single</b> 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
<b>Leeds Double</b> 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
<b>Parking Pass</b>	Parking pass for Friday night parking Lot 6 ( free on weekends)		\$9.00	Day / week	\$_____ CAD
<b>Date of Arrival ( after 3:00 pm) _____ Date of Check out ( before 11:00 am) _____</b>					
					<b>Total Room &amp; Board Expenses: \$</b>
<b>Registration for accommodation closes May 9<sup>th</sup>, 2008</b>					

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 by **May 9<sup>th</sup>, 2008 at 4:30 pm**. Please email your cancellation to [theresa\\_ellwood@carleton.ca](mailto:theresa_ellwood@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 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](http://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 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.

**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, VISA or 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](mailto:Theresa_ellwood@Carleton.ca)

[www.carleton.ca/housing/tourandconf](http://www.carleton.ca/housing/tourandconf)