



# HOTEL RESERVATION FORM

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION ONLINE AT [WWW.ATCMEETING.ORG](http://WWW.ATCMEETING.ORG)

## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City/State/Province: \_\_\_\_\_  
 Zip/Postal Code/Country: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## HOTEL SELECTION

Please list 4 hotel choices in order of preference.

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Please list all room occupants:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_



Check here if you have a disability requiring special service  Non-smoking room request

Special Requests: \_\_\_\_\_

If all requested hotels are unavailable, a reservation will be made at the next available hotel. Please indicate criteria for choices:

Comparable room rate  Proximity to conference site

## DEPOSIT INFORMATION

A \$150 USD per room deposit is required to make a reservation (\$300 per one-bedroom suite, \$450 per two-bedroom suite). The deposit amount is payable by credit card or check. Credit cards are used as a late-arrival guarantee only, and will not be charged an advance deposit. If paying by check, please mail your payment with this housing form. All checks must be payable to Toronto Housing Bureau. Wire transfers are NOT accepted.

American Express  Discover  Diner's Club  MasterCard  Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholder's Signature\* \_\_\_\_\_

*\*This is necessary to process reservation*

## INSTRUCTIONS

The deadline date for a new reservation is May 5, 2008. For best availability and immediate confirmation, make your reservation online at [www.atcmeeting.org](http://www.atcmeeting.org).

**Internet:** Please visit the ATC Web site at [www.atcmeeting.org](http://www.atcmeeting.org).

**Phone:** Call the Toronto Housing Bureau at (US and Canada) 1-866-371-0398 or (International) 1-416-203-2500

**Fax:** Only FULLY completed forms will be accepted by fax at the Toronto Housing Bureau at 1-416-203-8477

**Mail:** Only FULLY completed forms will be accepted by mail at the Toronto Housing Bureau.

**Please mail form to:** Toronto Housing Bureau • 207 Queens Quay West, Suite 590, PO Box 126 • Toronto, ON M5J 1A7 CANADA