CONFERENCE HOUSING RESERVATION FORM

American Association of Physicists in Medicine Summer School
July 18-21, 2002
Montreal, Quebec

The Conference rate of $37.00 CDN per night plus tax ($42.56 CDN total) is for the dorm accommodation. If you choose to stay on campus, you MUST also purchase a meal ticket as part of your AAPM Summer School meeting registration directly with AAPM.

Reservation Deadline: June 15, 2002

HOUSING RESERVATION INFORMATION:
(Please type or print clearly.)

Arrival date: ___________________________ Expected time: ____________ Departure Date: ____________________________

LAST NAME: ______________________________________ FIRST NAME: __________________________

MAILING ADDRESS: __________________________________________________________________________

CITY/PROV. OR STATE: ______________________________________________________________________

COUNTRY: ______________________________________ POSTAL CODE/ZIP: ______________________

TELEPHONE: ______________________________________ FAX: ______________________

E-MAIL: ______________________________________________________________________________________

METHOD OF PAYMENT:
A Visa or Mastercard number is required to guarantee your reservation. Actual payment will be made upon arrival. If sending a check, please forward the first night stay to guarantee your reservation. Deposits are non-refundable.

____ Visa Card Number: ___________________________ Expiry date: ____________

____ MasterCard Number: ___________________________ Expiry date: ____________

____ Check (in Canadian funds only payable to: McGill University Residences.) Check must accompany Reservation Form to be received by June 15, 2002.

If using a credit card to guarantee the reservation, please provide an authorizing signature:

____________________________________________________________________________________

EXTRA NIGHTS:
Additional nightly accommodations are based on availability. The Conference rate of $37.00 CDN per night plus taxes will be extended.

You may fax this form to: 514-398-6770, but then please DO NOT mail an additional copy.
The Reservation Office can also be reached by calling: 514-398-5200.

Residence Office Use Only:

Date Received: __________________ FOLIO #: __________________

Confirmation Sent: __________________ BY: __________________
Accommodations
The Royal Victoria College Residence is ideally located in the heart of downtown Montreal at the corner of University and Sherbrooke streets. Residence rooms are not air conditioned. All rooms are furnished with one single bed, an armoire, a bureau and a refrigerator. The shared bathroom facilities are a few steps from the rooms. Bed linen, towels, soap and drinking cup are provided. Occasionally the appropriate bath facility will be located one floor above or below your room. Attractive lounges, reading rooms and other gathering areas are found throughout the Residence. Laundry facilities, television lounges and kitchennettes are also offered in each Residence.

Meal Service
Meals are not included in this Conference rate since dorm cafeterias are normally closed during the summer months. The AAPM has organized catered meals for 3 breakfasts, 3 lunches and the Friday Dinner. (Note, the Thursday and Saturday BBQ's are included in your scientific registration.)

If you choose to stay on campus, you MUST also register for these catered meals on your AAPM registration form, in order that we guarantee sufficient numbers to open the cafeteria. You will be automatically charged for these meals when AAPM receives the list of attendees staying on campus. ($54.60 USD for all 7 meals.)

Parking
Overnight parking is available yet limited behind the Royal Victoria College Residence. The current daily rate in Canadian funds is $10.00 Monday through Friday and $5.00 Saturday and Sunday. Weekly passes are available from the Guest Service Agent at the Front Desk. Parking spaces are not guaranteed.

Payment
Reservations require a credit card (Visa or Mastercard) guarantee. Actual payment is to be made upon arrival. Checks payable to the McGill University Residences are also accepted as pre-payment only in Canadian funds. Checks must be received by June 15, 2002. McGill University Residences charges $25.00 CDN for all returned checks. Purchase orders must include instructions for initiation of payment. Arrangements must be made in advance if purchase orders are to be presented on arrival. Reservations made by Visa or Mastercard may be faxed. To avoid duplicate reservations, please do not mail in the faxed form.

Confirmation
Once a reservation form or request is received, your will be sent a confirmation identifying the residence location and travel directions. Check in time is 4PM and check-out time is Noon.

Cancellation and Refunds
If the cancellation is received, in writing, by the Residence Housing Office before the deadline date, no cancellation fee will be applied. If the cancellation is received after the Reservation Deadline, a fee equal to the first night stay plus tax will apply.

If paying by Credit Card, fax to:
Housing Reservations Office
Fax: (514) 398-6770

If paying by Check or PO, Please mail form and payment to:
McGill University Residences
Summer Business Housing Reservations Office
3935 University Street
Montreal, Quebec H3A 2B4

Questions? Please contact us at:
Residences Housing Reservations Office
Tel: (514) 398-5200  E-Mail: reserve.residences@mcgill.ca