



2015 Canadian Workshop on Information Theory Conference
July 6 – 9, 2015

ACCOMMODATIONS RESERVATION FORM

Conference Office

Reserve your accommodations before May 31, 2015.
Requests received after this date will be accepted on an availability basis.

CONTACT INFORMATION (please type or print)

Name: _____
Phone: _____ Email: _____
Address: _____
Town/City: _____ Province/State: _____
Country: _____ Postal or ZIP Code: _____

BOOKING INFORMATION

- Single room (twin bed) with semi-private washroom
- Check-in time: after 3:00 p.m. Check-out time: before 11:00 a.m.

Please select a rate:

☐ STUDENT RATE - \$40.00 per night

☐ REGULAR RATE - \$45.00 per night

ARRIVAL Date: _____ Time: _____

DEPARTURE Date: _____ Time: _____

Suite-mate preference: _____

PAYMENT INFORMATION

AMOUNT DUE:

_____ nights x _____ per night = \$ _____

Payment is due in full upon arrival. No credit card information is required to reserve a room.
We accept MasterCard, VISA, debit and cash (Canadian currency only).

Please return completed form to Conference Services.

CONTACT US

MAIL	EMAIL	PHONE	FAX
Conference Office Hatcher House Memorial University St. John's, NL Canada A1B 3P7	stay@mun.ca	1 877 730 7657 (Toll-free) 709 864 7933 (May – August) 709 864 6767 (September – April)	709 864 6705

www.mun.ca/reservations

The information on this form is used to process your request for accommodations at Memorial University. The information will be used in connection with your booking. Except as required by law, it will be treated with strict confidentiality. If you have any questions about the use of this information please contact the Manager of Conference Services at 709 864 7922 or e-mail conferences@mun.ca.

GENERAL INFORMATION MACPHERSON COLLEGE

ACCOMMODATIONS	Accommodations in Macpherson College consist of 2-bedroom suites. Each bedroom has a twin-bed with a semi-private washroom shared only with the other bedroom in the suite. Bedrooms have a desk, chair, closet, shelves, and drawers. Bedding, towels, face cloth and soap are provided, however we recommend you bring shampoo and other toiletries. Washroom consists of shower, toilet, and sink.
LOCATION	Our reservation desk is located in central hub of Macpherson College. The desk is located just inside the main entrance on Livyers Loop (off of Prince Philip Drive). The residences are located on campus and are about a 10 – 15 minute drive from St. John's International Airport (YYT).
CHECK-IN/CHECK-OUT	Check-in time is after 3:00 p.m. and check-out time is by 11:00 a.m.. The reservations desk is staffed overnight.
PAYMENT	Payment is due in full at check-in. We accept MasterCard, VISA, debit, as well as cash (Canadian currency only).
ACCESS CARDS	All bedroom, floor, and exterior doors are on card access. All access cards <u>must</u> be returned to the reservation desk prior to your departure. A replacement fee of \$15.00 per card will be charged to your account or credit card for unreturned or lost access cards.
LOUNGE	There is a lounge on each floor with a TV as well as a small kitchenette with fridge, sink, and microwave. There is no oven or stove.
LAUNDRY	There is a laundry room in each residence accessible 24 hours a day. Laundry cards can be purchased at the reservations desk.
PARKING	Parking permits are available at the reservations desk upon check-in.
WIRELESS INTERNET	Wireless internet credentials are available at the reservations desk at check-in free of charge. Groups and conferences should discuss internet needs with the accommodations coordinator in advance.
TELEPHONE	Each bedroom has a telephone with free local calling.
ALCOHOL	Alcohol is permitted for personal consumption in bedrooms only. Individuals must be at least 19 years of age to purchase and consume alcohol in the province of Newfoundland and Labrador. No beer bottles permitted – cans only.
PETS	No pets allowed.
SMOKING	Memorial University campus is smoke-free.
FOOD SERVICES	For information please contact Memorial University's caterer, ARAMARK. Phone: 709 864 3569 Email: cateringmun@aramark.ca Website: www.mun.catertrax.com

