

UNFCCC WORKSHOP ON THE ADAPTATION FUND

ACCOMMODATION REQUEST

May 3-5, 2006
Edmonton, Alberta CANADA

PLEASE COMPLETE AND RETURN BY FAX TO
KATHY JARRETT AT (613) 995-4873 OR E-MAIL AT Kathy.jarrett@ec.gc.ca

DELEGATE INFORMATION

First Name:		Last Name:	
	Mr: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms: <input type="checkbox"/> Dr: <input type="checkbox"/> Other: <input type="checkbox"/>		
Title:			
Telephone Number:		Fax Number:	
Mailing Address:			
E-mail Address:			
Please provide dates <u>and</u> times (estimated if not yet confirmed) of arrival to and departure from Edmonton, Alberta, CANADA:			
Arrival date		and time	
Departure date		and time	
Duration of stay at Hotel :	Arrival:	Departure:	
Please indicate three choices of hotels in order of preference (choice of hotels listed)			
<ul style="list-style-type: none"> • _____ • _____ • _____ 			
*NOTE: Hotel reservations will based on availability at the time of booking			
Type of room required:			
<input type="checkbox"/> Standard guestroom	<input type="checkbox"/> Single	<input type="checkbox"/> Smoking	
	<input type="checkbox"/> Double	<input type="checkbox"/> Non-Smoking	
Please specify any special requirements (e.g. dietary restrictions, wheelchair access, etc):			

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CREDIT CARD INFORMATION

**All reservations must be guaranteed by a one-night room deposit
Registration form received without a guarantee will not be processed**

Type of Credit Card: Visa Mastercard American Express

Card Number and expiration date:

Name on the card:

IMPORTANT INFORMATION

GUARANTEE: A one-night guarantee must accompany your reservation by a valid credit card.

CHANGE / CANCELLATION: All changes and cancellations can be made directly with hotel once confirmation has been received by Kathy Jarrett.

CONFIRMATION: Upon completion of your reservation form, Kathy Jarrett will e-mail you a room assignment notice.

CANCELLATION POLICY: The cancellation policy printed on your hotel confirmation overrides all other cancellation policies. It is very important that the participant ensures to follow this policy otherwise may be charged automatically for a one night stay.

INFORMATION: For more information, call Kathy Jarrett at 613-943--3308 or by e-mail Kathy.jarrett@ec.gc.ca

HOTELS OPTIONS

Fairmont Hotel Macdonald	10065 – 100 Street Tel: 780-424-5181 http://www.fairmont.com/macdonald/
Courtyard by Marriott Edmonton	One Thornton Court 99 Street and Jasper Avenue Tel: 780-423-9999 www.marriott.com/property/propertypage/yegcy?WT_Ref=mi_left
Crowne Plaza Chateau Lacombe	10111 Bellamy Hill Tel: 780-428-6611 http://www.chateaulacombe.com/
Edmonton House Suite Hotel	10205 - 100th Ave. Tel: 780-420-4000 www.maclabhotels.com/leisure_edmontonhouse.htm
Alberta Place Suite Hotel	10049-103 Street Tel: 780-423-1565 www.albertaplace.com/