



CEP's 8TH BIENNIAL CONVENTION 2008

OCTOBER 26 – 30, 2008 MONTREAL QC

ACCOMMODATIONS

All requests must be received **NO LATER THAN September 15th, 2008.**

Complete and send to:

W.E. Travel
25A York Street
Ottawa, Ontario
K1N 5S7
Fax: (613) 232-9931

BOOK ONLINE
www.wetravel.net

MAIL CONFIRMATIONS TO: (PLEASE PRINT)

NAME _____
(SURNAME) (GIVEN NAMES)

(LOCAL NUMBER)

ADDRESS _____

(CITY) (PROVINCE) (POSTAL CODE)

TEL. _____
(WORK) (HOME) (FAX)

E-MAIL _____

PLEASE RESERVE FOR:

ARRIVAL

DEPARTURE

SMOKER	NAME	1 BED	1 BED	2 BEDS	SHARING WITH	ARRIVAL		DEPARTURE	
		1 PERS.	2 PERS.	2 PERS.		DATE	TIME	DATE	TIME

SPECIAL REQUIREMENTS:

PLEASE COMPLETE TO GUARANTEE YOUR RESERVATION. No deposit will be charged to your card. See the following page for details.

CARDHOLDER NAME _____

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRY DATE _____

CHOICE OF HOTELS

1. _____

MEMBERSHIP NO. _____

2. _____

MEMBERSHIP NO. _____

3. _____

MEMBERSHIP NO. _____

Would you like W.E. Travel to arrange your transportation to Montreal? YES NO

IF YES, AN AGENT WILL BE CONTACTING YOU WITHIN 48 HOURS.

Should I cancel my reservation, make changes to my reservation, or no-show at the hotel, I authorize the hotel to charge the above credit card the full amount of the penalty or keep the deposit given upon confirmation of reservation. I have read, understand and accept the reservation, cancellation, change and no-show policy as stated on the following page.

I understand that the details completed on this form will be forwarded to the hotel I have selected in order to make my booking.

SIGNATURE _____

DATE _____

RESERVATIONS

- CEP cannot guarantee the room rates at any convention hotel unless reservations have been made on this form or online at www.wetravel.net.

Telephone reservations will only be accepted for persons with special needs.

- W.E. Travel's conference team will forward you an acknowledgement notice. **Please check your written confirmation carefully upon receipt.**
- Please note that a credit card or cash payment is required at the time of check-in.

CANCELLATION POLICY

- Changes and cancellations for individual rooms will be accepted without penalty until September 15th, 2008. Cancellations after September 15th may be subject to cancellation penalties.

HOTEL RATES

1. Delta Centre-Ville	\$195
2. Doubletree Plaza Hotel	\$145
3. Holiday Inn Select	\$179
4. Hilton Montreal Bonaventure	\$189
5. Hyatt Regency Montreal	\$185
6. Intercontinental	\$199

All rates are based on single or double occupancy. Additional person charges may apply for triple or quad occupancy.

CHANGE POLICY

- Name changes are allowed prior to arrival.
- Date changes after September 15th, 2008 that extend your stay may be made without charge at anytime providing the hotel has availability.
- Date changes after September 15th, 2008 that shorten your stay may incur a penalty.
- All cancellations and changes must be sent in writing to W.E. Travel.

HOTEL GUARANTEE

All reservations must be guaranteed. Please provide your credit card details. Your credit card number will be kept on file; no deposit will be taken. Please ensure that you read the cancellation policy. If you do not have a credit card you must send a cheque for one night's room and tax charges to the hotel 30 days prior to your arrival. Your reservation will only be confirmed upon receipt of credit card details or cheque. Please note that cheques are to be sent directly to the hotel, not to W.E. Travel. Reservations that are not properly guaranteed will be subject to cancellation.