



2009 JOINT ASSEMBLY  
24-27 May 2009  
Toronto, Ontario, Canada

# Hotel Reservation Request Form

## HOW TO MAKE A RESERVATION:

**Online** www.agu.org/meetings/ja09  
**Fax** 1-416-203-8477  
**Phone** 1-416-203-2500 Local/International  
1-866-371-0398 US & Canada  
Phone reservations are accepted  
Mon-Fri 9:00AM - 5:00PM EST

**Mail to:**  
TORONTO HOUSING  
BUREAU  
207 QUEENS QUAY WEST  
PO BOX 126, SUITE 405  
TORONTO, ON M5J 1A7  
Canada

## HOTEL RESERVATION DEADLINE: 22 APRIL 2009

Rooms are assigned on a first-come, first-served basis. If your hotel choice is not available, you will be assigned to the next available hotel in preference order.

Preference Rank (1-6)	Official AGU Hotels (Room rates do not include a 13% tax per night)	Walking Distance to Convention Center	Single 1 bed (1-2 persons)	DbI/DbI 2 beds (2 persons)	Triple 2 beds (3 persons)
	The Westin Harbour Castle (Headquarter Hotel)	5 blocks	\$169.00 CDN	\$169.00 CDN	n/a
	Delta Chelsea	14 blocks	\$130.00 CDN	\$130.00 CDN	\$150.00 CDN
	Novotel Toronto Centre	8 blocks	\$159.00 CDN	\$159.00 CDN	n/a
	Hilton Toronto	8 blocks	\$150.00 CDN	\$150.00 CDN	n/a
	Renaissance Toronto	3 blocks	\$165.00 CDN	\$165.00 CDN	n/a
	University of Toronto** ( Student & Low Income Country Housing)	10 blocks	\$105.00 CDN	\$105.00 CDN	n/a

**Each reservation requires its own housing form. International registrants should list their country and city codes. Send acknowledgement to (please print):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Company: \_\_\_\_\_

Sharing Room With: \_\_\_\_\_ # of Beds: \_\_\_\_\_ # of Children (under 12): \_\_\_\_\_

Special Requests (ADA accessible, smoking, etc.): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Room reservations will not be held unless guaranteed with a valid Credit Card:**

Credit Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please note: credit cards act as a late arrival guarantee only; no charges are applied to the card. Full payment is due upon check-out. In lieu of a credit card a check payment for \$200 is acceptable. Please make check payable to the **Toronto Housing Bureau**. Checks can be in U.S. dollars or Canadian dollars.

**\*\* The University of Toronto accepts Visa & MasterCard only; no US cash will be accepted. Full payment is due upon check-in.**

### ACKNOWLEDGEMENTS

The **Toronto Housing Bureau** will acknowledge your reservation by **e-mail or fax**. Review the acknowledgement for accuracy and print a copy for your records. If you do not receive an acknowledgement within **7 business days**, please contact the **Toronto Housing Bureau**. You will not receive a separate confirmation from your hotel and **please do not contact your selected hotel**.

### CANCELLATION POLICY

All cancellations should be made through the **Toronto Housing Bureau**. Cancellations must be made by phone or in writing (e-mail, fax or mail) and will be issued a cancellation date and number by email or fax. All changes, cancellations, and requests for refunds must be received by the Toronto Housing Bureau 72 hours prior to arrival in order to avoid forfeiture of your one-night's hotel deposit.

### RESERVATION CHANGES

All changes must be made by phone or in writing (e-mail, fax or mail). Please reference your acknowledgement number when making a reservation change. Changes can be made with the **Toronto Housing Bureau** through **20 May 2009**.