



Instructions

Reservations can be made from December 5, 2006 through April 5, 2007 by choosing one of the following methods.

Preferred Method

INTERNET:

Book your reservation on-line, 24 hours a day, 7 days a week, using the interactive site at www.pas-meeting.org and receive immediate confirmation.

TELEPHONE: Call the Toronto Housing Bureau, 9:00am-5:00pm EST, Monday-Friday, at: 866-371-0398 (toll free US and Canada) or 416-203-2500 (International).

FAX: Send a completed form, one copy per room, to 416-203-8477 (Domestic and International).

MAIL: Send a completed form, one copy per room, to Toronto Housing Bureau, 207 Queens Quay West, PO Box 126, Suite 590, Toronto, ON, Canada, M5J 1A7.

CONFIRMATIONS: Confirmations are provided by the housing bureau and are available via email, fax or mail. Confirmations will be e-mailed when e-mail addresses are provided unless otherwise indicated. All processing deadlines and cancellation policies are noted on confirmations. Hotels do not send out confirmations.

ROOM RATES/TAXES: To take advantage of the special PAS convention rates, be sure to book your reservation by Tuesday, April 5, 2007. After this date, official PAS blocks will be released, and hotels may charge significantly higher rates.

All rates are per room, per night and are subject to a 14% tax (subject to change). Please provide room, bedding and special needs preferences. Hotels will assign specific room types at check-in, based on availability. Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Requests for five or more rooms must be in writing and either mailed or faxed.

DEPOSITS: A \$200.00 (US) / \$250.00 (Canadian) per standard room fee is required for all reservations (\$300 1br suite/\$450 2br suite). **Deposits are required for all reservations** at the time of booking. Please note: credit cards act as a late arrival guarantee only; no charges are applied to the card in advance. However, if you are unable to retain your reservation and do not cancel within 48 hours of arrival, you may forfeit your deposit. Major credit cards (American Express, MasterCard, Visa and Diners Club) are accepted as well as checks (in U.S. dollars or Canadian dollars and drawn on a U.S. or Canadian bank) made payable to: PAS/Toronto Housing Bureau. Housing deposits made by check must accompany a housing form. *We are not able to accept wire transfers, money orders or supply invoices for hotel deposits.*

CHANGES: Changes may be made via telephone, fax, mail or email up until April 5, 2007. Changes made after the cut-off date must be made with hotel directly.

CANCELLATION/REFUND PROCEDURE: Room reservations may be cancelled by telephone, fax or mail. For a full refund, cancellations must be received by 5:00pm EST on or before April 5, 2007. Cancellations will be refunded in the same form of payment as originally made.

Hotel Information

ARRIVAL DATE: _____

DEPARTURE DATE: _____

HOUSING BLOCKS: _____

- PAS, LWPES or APPD Attendee
- ASPHO Attendee
- ASPN Attendee
- Reach Out and Read Attendee

HOTEL SELECTION:

(List three choices in order of preference)

First: _____

Second: _____

Third: _____

Reservations will be processed on a first-come, first-served basis. If all three requested hotels are unavailable, please process this reservation according to:

- Comparable room rate
- Proximity to conference site

ROOM TYPE REQUESTED: *(Requests are not guaranteed. Please fill out all below)*

Number of people in room: _____

- 1 Bed 2 Beds 1 BR Suite 2 BR Suite
- Smoking Non-Smoking

List All Occupants in Room *(Include yourself)*

1. _____
2. _____
3. _____
4. _____

ADA Requests:

- Visual Mobile Audio

Exhibitor Housing Statement

Exhibitors must secure housing using the PAS Exhibitor Housing Form on the PAS website.

Exhibitors should not use this form.

Deposit Information

All hotels require a credit card or check deposit of \$200 U.S./\$250 Canadian with each reservation request. *(See cancellation policy)*

Housing forms received without a valid credit card or check deposit will be returned and will not be processed. *(No cash deposits accepted)*

- CREDIT CARD
 - AMERICAN EXPRESS
 - MASTERCARD
 - VISA
 - DINERS CLUB

Card Number _____

Expiration Date _____

Name of Cardholder _____

Signature of Cardholder _____

- CHECK
(Applicable for Mail-in reservations only)

Mail your check made payable to:
Toronto Housing Bureau
207 Queens Quay West
PO Box 126, Suite 590
Toronto, ON Canada M5J 1A7

SEND CONFIRMATION TO: (Fill this portion completely)

NAME

First: _____ Last: _____ MI: _____

Phone: (_____) Fax: (_____)
If outside the USA, provide country & city codes along with the telephone numbers.

Email: (_____)

Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Do not send this form to PAS. Send it to the PAS /Toronto Housing Bureau via Fax or Mail. Please use one form per room. Make copies as needed.