

Housing Request Form



**The Westin Ottawa, 11 Colonel By Drive, Ottawa, ON. K1N 9H4
613 560 7000**

Complete the information below and fax it to Madeleine Saikaley by **Monday, September 29, 2008**

Fax: 613-736-9852 or email your request to msaikaley@gtec.ca

Please select room type from the list below:	Rate in \$ CDN
<input type="checkbox"/> Traditional Single Occupancy (one person)	\$231.00
<input type="checkbox"/> Traditional Double Occupancy (two persons – king bed)	\$231.00
<input type="checkbox"/> Traditional Double Occupancy (two persons – two double beds)	\$231.00
<input type="checkbox"/> Deluxe Single (Canal & Parliament View - one person)	\$281.00
<input type="checkbox"/> Deluxe Double (Canal & Parliament View - two persons - king bed)	\$281.00
<input type="checkbox"/> Deluxe Double (Canal & Parliament view – two persons – two double beds)	\$281.00

Specify Hotel Check-in Date: _____

Specify Hotel Check-out Date: _____

Hotel requires a one-night deposit plus 5% Provincial Sales Tax and 6% Goods and Services Tax, plus 3% Destination Marketing Fee. A credit card must be supplied to guarantee your hotel reservation. Credit card will be charged the deposit by the hotel approximately 3 weeks prior to your arrival. Cancellations must be received 72 hours prior to arrival to avoid loss of deposit. Room types are subject to availability. Check-in time is 3:00pm. Check-out time is 1:00 pm. Reservations received after **Monday, September 29, 2008**, will be subject to space and room rate availability. The Westin Ottawa is located on 11 Colonel By Drive, Ottawa, ON, K1N 9H4, 613-560-7000.

Guest Name:			
Company Name:		Title:	
Address:		City:	Province: PC:
Phone (include area code):		Ext.	Fax:
Email:		Starwood Preferred Guest No.:	
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> Diner's Card			
Credit Card Number:			
Expiration Date:		Card Holder Name:	
Special Requests:			
Name of person(s) sharing the above room:			

Hotels are assigned on a first-come, first served basis.

GTEC Conference: October 27-30, 2008 | Exhibition: October 28-29, 2008 | Distinction Awards Gala: October 27, 2008