



McGill University Summer Residences
 For the Royal Victoria College located at
 3425 University Street, Montreal, Quebec H3A 2A8

CONFERENCE HOUSING RESERVATION FORM

**American Association of Physicists in Medicine Summer School
 July 18-21, 2002
 Montreal, Quebec**

The Conference rate of **\$37.00 CDN** per night plus tax (\$42.56 **CDN** total) is for the dorm accommodation. If you choose to stay on campus, you **MUST** also purchase a meal ticket as part of your AAPM Summer School meeting registration directly with AAPM.

Reservation Deadline: June 15, 2002

HOUSING RESERVATION INFORMATION:

(Please type or print clearly.)

Arrival date: _____ Expected time: _____ Departure Date: _____

LAST NAME: _____ FIRST NAME: _____

MAILING ADDRESS: _____

CITY/PROV. OR STATE: _____

COUNTRY: _____ POSTAL CODE/ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

METHOD OF PAYMENT:

A Visa or Mastercard number is required to guarantee your reservation. Actual payment will be made upon arrival. If sending a check, please forward the first night stay to guarantee your reservation. Deposits are non-refundable.

_____ Visa Card Number: _____ Expiry date: _____

_____ MasterCard Number: _____ Expiry date: _____

_____ Check (**in Canadian funds** only payable to: McGill University Residences.) Check must accompany Reservation Form to be received **by June 15, 2002**.

If using a credit card to guarantee the reservation, please provide an authorizing signature: _____

EXTRA NIGHTS:

Additional nightly accommodations are based on availability. The Conference rate of \$37.00 **CDN** per night plus taxes will be extended.

You may fax this form to: 514-398-6770, but then please DO NOT mail an additional copy.
 The Reservation Office can also be reached by calling: 514-398-5200.

Residence Office Use Only:	
Date Received: _____	FOLIO # _____
Confirmation Sent: _____	BY: _____

McGill University Residences Housing Policy Guidelines

Accommodations

The Royal Victoria College Residence is ideally located in the heart of downtown Montreal at the corner of University and Sherbrooke streets. Residence rooms are not air conditioned. All rooms are furnished with one single bed, an armoire, a bureau and a refrigerator. The shared bathroom facilities are a few steps from the rooms. Bed linen, towels, soap and drinking cup are provided. Occasionally the appropriate bath facility will be located one floor above or below your room. Attractive lounges, reading rooms and other gathering areas are found throughout the Residence. Laundry facilities, television lounges and kitchenettes are also offered in each Residence.

Meal Service

Meals are not included in this Conference rate since dorm cafeterias are normally closed during the summer months. The AAPM has organized catered meals for 3 breakfasts, 3 lunches and the Friday Dinner. (Note, the Thursday and Saturday BBQ's are included in your scientific registration.)

If you choose to stay on campus, you **MUST** also register for these catered meals on your AAPM registration form, in order that we guarantee sufficient numbers to open the cafeteria. You will be automatically charged for these meals when AAPM receives the list of attendees staying on campus. (**\$54.60 USD** for all 7 meals.)

Parking

Overnight parking is available yet limited behind the Royal Victoria College Residence. The current daily rate **in Canadian funds** is \$10.00 Monday through Friday and \$5.00 Saturday and Sunday. Weekly passes are available from the Guest Service Agent at the Front Desk. Parking spaces are not guaranteed.

Payment

Reservations require a credit card (Visa or Mastercard) guarantee. Actual payment is to be made upon arrival. Checks payable to the McGill University Residences are also accepted **as pre-payment only** in Canadian funds. Checks must be received by **June 15, 2002**. McGill University Residences charges \$25.00 **CDN** for all returned checks. Purchase orders must include instructions for initiation of payment. Arrangements must be made in advance if purchase orders are to be presented on arrival. Reservations made by Visa or Mastercard may be faxed. To avoid duplicate reservations, please do not mail in the faxed form.

Confirmation

Once a reservation form or request is received, you will be sent a confirmation identifying the residence location and travel directions. Check in time is 4PM and check-out time is Noon.

Cancellation and Refunds

If the cancellation is received, in writing, by the Residence Housing Office before the deadline date, no cancellation fee will be applied. If the cancellation is received after the Reservation Deadline, a fee equal to the first night stay plus tax will apply.

If paying by Credit Card,
fax to:

**Housing Reservations Office
Fax: (514) 398-6770**

If paying by Check or PO,
Please mail form and payment to:

**McGill University Residences
Summer Business Housing Reservations Office
3935 University Street
Montreal, Quebec H3A 2B4**

Questions? Please contact us at:

Residences Housing Reservations Office
Tel: (514) 398-5200 E-Mail: reserve.residences@mcgill.ca