AUTHOR KIT

For additional information on SummerSim 2006, contact the SCS office at the address below or visit the Conferences section of the SCS Web site at www.scs.org.

The Society for Modeling and Simulation International
4848 Ronson Court, Suite B , San Diego, CA 92111-1800
Tel: (858) 277-3888; Fax: (858) 277-3930; Email: scs@scs.org

DUE DATE: May 31, 2006

Dear Author:

We are pleased to inform you that your paper has been accepted for presentation at this conference, for publication in the conference proceedings, and inclusion on the CD-ROM.

Your final manuscript will need to be submitted to http://www.scs.org/summersim/submission/ by **May 31, 2006**, to guarantee inclusion in the conference CD, proceedings, and final program. Directions for formatting and submission will be at the SCS web site at http://www.scs.org, as well as in this author kit.

Authors of accepted papers are expected to attend the conference, present their work to their peers, transfer copyright, and pay a conference registration fee at the time their camera-ready paper is submitted. **If your registration is not complete by the deadline, your paper WILL NOT be published or included on the CD.**

This author kit contains the following:

On the SCS Web site you also will find the following Presentation kit:
http://www.scs.org/PDFs/presentationkit.pdf

The Hotel Reservation form goes directly to the hotel. The other forms can be mailed or faxed to SCS or uploaded with your final manuscript.

Vital Information

- **Conditional Acceptance**—Final acceptance of your paper is conditional upon an additional review of your paper in electronic form, and upon SCS receiving from you:
    1. Your final paper in electronic and in paper form by the due dates noted previously,
    2. A registration form and payment (or valid purchase order) for at least one of the authors of each paper, and
    3. A signed Transfer of Copyright form. If you send your payment and manuscript to the SCS separately, please include a note with your registration form indicating this.

- **Transfer of Registration**—Although the registration fee is not refundable, you can transfer it to someone you designate to present your paper at the conference if you are unable to attend.

- **Clearances**—If your work must be cleared or approved by your institution, company, or government agency before publication, please be sure to secure the written approval and submit it to SCS prior to the due dates, or we will not be able to include your article in the proceedings. If you have not received approval before the due date, you can discuss with your program chair the possibility of presenting it as a late paper. It will not, however, appear in the proceedings.

- **Transfer of Copyright**—This form merely grants SCS permission to publish your paper. The Society controls the commercial use of material that we publish, while you or your company retain the right to reuse the work in whole or in part. This form does not conflict with material that is in the public domain, such as articles written by government employees or contractors.

- **Page Limits**—The registration fee covers the printing of eight (8) pages. Additional pages are charged at $40 (U.S.) per page.

- **Multiple Papers**—If you are presenting multiple papers, please note that the first submission must be accompanied by the full registration fee. Subsequent submissions are charged either at the full registration fee or $40 (U.S.) per page, whichever is less.

- **Audio/Video Equipment**—Please submit this form with your paper if you need special equipment. SCS cannot guarantee special A/V requests. Availability is limited and reservations are on a first-come, first-serve basis. The equipment provided free of charge includes transparency overhead projectors, which are available in each room, and 35mm projectors, which are available only if specifically requested with your registration. All other equipment requires payment to cover rental fees, which are listed on the A/V Equipment Request form.

- **Transparencies and Handouts**—SCS will not be able to print your transparencies or make copies at the conference. Although some office facilities may be available at the hotel, it is best if you prepare your handouts and transparencies ahead of time.

- **Author's Biography**—This will help your session leader introduce your presentation at the conference. You can submit your own biographical note, or use the form in this kit.

- **Paper Codes**—All material you submit to SCS should include the paper ID code, which will be assigned after uploading your paper to the submission Web site, http://www.scs.org/summersim/submission/. The paper code is the symposium acronym and the assigned Confirmation Number. Do not use the PASSCODE as the paper code. You should receive this information on a web page after submission and in an email. SCS is not responsible for correspondence or forms submitted without a paper code.

Manuscript Submission

Step 1: Prepare Your Manuscript
- Please refer to pages 4 through 8 for final manuscript preparation and formatting instructions.
- If your manuscript was created in Word, Insure that the printer driver selected when the file is saved is for a PostScript printer and the paper size is US Letter 8.5x11. A PostScript printer driver can be installed even if there is no actual printer attached

Step 2: Convert to a PostScript File (LaTex Documents Only)
- If your manuscript was created in Word, do not convert to a .ps file.
Simply leave it as a Word .doc and continue on to Step 3.
- Creating a PostScript file for LaTex involves using dvips or a close relative.
To insure that the PDF file generated from the postscript file prints clearly and is usable for the search index of the Proceedings on CD-ROM, refer to the information at
http://psfcwww2.psfc.mit.edu/library/fonts_epub_tex_to_pdf_via_dvips.html

Step 3: Convert to an Acrobat PDF file.
- You may convert your manuscript to Acrobat PDF format if you have the necessary software.
The paper size selected for the PDF file must be US Letter 8.5x11 inches.

Step 4: Upload your Manuscript to the SCS Electronic Submission Web Site
- All manuscripts must be uploaded to the appropriate SummerSim'06 site at
http://www.scs.org/summersim/submission/
- Once you submit your manuscript you will see a web page and receive an e-mail with a PASSCODE and a Confirmation Number. If you need to make any changes to your submission including changes suggested by reviewers, return to the submission site and enter your PASSCODE. When your paper is accepted, you will also need to return to the submission site, enter your PASSCODE and upload your final manuscript and ,possibly, the forms at the end of this document.
- Be sure to make note of the Confirmation Number and include it along with the Symposium acronym in all future correspondence with SCS or the Conference Chairs.

Step 5: Send Hard Copies to the SCS Office (Final Manuscripts Only)
- Print out two (2) hard copies of your final paper and send it to SCS, along with all the required material/forms at the end of this document unless they were uploaded to the online submission site. This is a backup measure to help ensure that your paper will be printed in case there are any problems with the electronic files.

Manuscript Preparation and Formatting

General Requirements

- In order to make your work available in both print and electronic formats, we require you to follow our formatting and file preparation guidelines.
- To format your paper and manuscript file, see Sample Formatting pages that illustrate the requested specifications.
- Set the paper size in your word processor to 8.5 x 11 inch US Letter before doing the final layout
- If you print to a postscript or PDF file, set the paper size in the printer driver to 8.5 x 11 inch US Letter
- If you are using Microsoft Word, select a postscript printer as the default while formating your paper. You can setup a postscript printer driver such as the Adobe generic postscript driver or the Apple Color LW 12/660 PS **EVEN IF YOU DO NOT HAVE A PHYSICAL POSTSCRIPT PRINTER**
- The quality of your article's appearance in the proceedings largely depends on the care you take in preparing it. Please check your final file and hard copy for typographical errors and omissions before you submit it.

Layout

- Manuscripts should be two (2) single-space columns per page, except for the main title, author information, and large figures and tables.

Length

- The registration fee covers the printing of eight (8) manuscript pages. Additional pages are charged at $40 (U.S.) per page.

Headers, Footers, and Page Numbers

- **DO NOT** include any kind of page numbers, headers, or footers. Final page numbers will be inserted by the publisher.

Title of Paper

- Font should be larger in size than body text.
- Type should be centered, bold, and with the first letter of each word capitalized (i.e., initial caps).
- Start title of paper one inch from top of paper.

Author Information

- Include all authors' names with first names first. Include affiliations, and where appropriate, full street and email addresses.
- Start this on the third line after the title.
- Font should be smaller than title.
- Type should be centered, bold, and single spaced, with the first letter of words capitalized.

Keywords

- A list of no more than five keywords that will identify your paper in indices and databases. Do not use the words "computer," "simulation," "model," or "modeling," since these are all assumed.
- Begin the two-column layout.
- Start the text about three lines below the author information.
- Use the same type as the body text.
- Use boldface for the word "Keywords," then regular text for the keywords themselves.

Body Text

- Use text of about 10 points in size, but never smaller than 8 points.
- Fonts must be one or more of the following: Times New Roman, Arial, Symbol, or Courier. These fonts are installed on almost all computers, and are also included with the downloadable template.
- Text should be justified.

Manuscript Preparation and Formatting

Headings

- If a heading appears by itself at the end of a page or a column, try to place it with at least two lines of the subsequent text.
- Please number the headings and the subheadings. I.e., 1, 1.1, 1.2, 1.3, etc.

Major Headings

- All caps, bold, flush left. Skip one space, then start the text.

Subheadings

- Initial caps, bold, flush left. Start the text on the next line.

Secondary Subheadings

- Initial caps, bold, indented about five spaces. Start text on next line.

Footnotes

- Use footnotes sparingly; endnotes can be substituted.
- Begin two lines below the end of the column. Include a line or underscore between the body text and the footnote.
- Use superscripted sequential numbers, or conventional footnote symbols in the order of asterisk (*), double asterisk (**), dagger (†), and double dagger (‡). In most word processors, the latter two are combination characters.

References

- You can list your references either in a numbered list in the order that the citations appear in the text, or in an alphabetical listing by author name.

Reference Citations in Text

- If using references by numbered list, cite the reference in the paper's body with square brackets around the numeral, e.g., [1], [2-5].
- If listing references by author name, use the following methods to cite them in the body text:

  [Smith 1999]   Single author
  [Smith 1999a]   Multiple papers by same author, published in the same year, with the final letter determined by the order in which the citations appear in the text
  [Smith and Jones 1999]   Two authors
  [Smith et al., 1999]   Three or more authors

Reference List

- For a numbered list, start each reference with the number inside square brackets.
- For an alphabetical list, start with the primary author's last name.
- Follow general guidelines from the Chicago Manual of Style. Generally:
- Use initial caps in titles.
- Use quotation marks around titles of articles, chapters, reports, theses, and dissertations.
- Put titles of books in italic type. If italic is not available, use an underscore.
- Include page numbers, volume, number and date of periodicals, and publisher when available.
- Samples of several types of reference listings follow on the next page.

Manuscript Preparation and Formatting

Journal

Obaidat, M.S., 1998, "Artificial Neural Networks to Systems, Man, and Cybernetics: Characteristics, Structures, and Applications, IEEE Transactions on Systems, Man and Cybernetics, 28, no.4, (August): 489-495.

Book

Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. Data Processing Documentation: Standards, Procedures and Applications. Prentice-Hall, Englewood Cliffs, NJ.

Book Chapter

Obaidat, M.S., and Sadoun, B.1999 "Keystroke Dynamics Based Identification." in Biometrics: Personal Identification in Networked Society, A.Jain et al, eds., Kluwer, MA, 213-229.

Conference Proceedings

Obaidat, M.S., and M.Rehiel. 1998. "A Performance Evaluation Study of Input Buffering in ATM Switches." In Proceedings of the 1998 International Symposium on Performance Evaluation of Computer and Telecommunication Systems, SPECTS '98, (Reno, NV ,July 19-22). SCS, San Diego, CA, 58-66.

Special Publication

National Bureau of Standards. 1976. Guidelines for Documentation of Computer Programs. Federal Information Processing Standards Pub. # 38. Govt. Printing Office, Washington, DC, Feb.

Research Report

Iglehart, D.L. and G.S. Shedler. 1983. "Simulation Output Analysis for Local Area Computer Networks." Research Report RJ 4020 (45068). Research Division, IBM, San Jose, CA (Sept.). PhD and MS Theses Miller, J. 1998. "Discrete Event Simulation in Rail Transit Systems." PhD dissertation, University of Central Florida.

Tables and Figures

- Your paper will be printed in black and white, so test print any color figures in black and white to ensure that they are legible.
- Make sure that text and legends in figures are readable.
- If a figure or table will not fit in a single column, extend it across two columns on the same page, or as close as possible to their mention in the body text.
- If you include an EPS, please use one of the standard fonts listed previously (Body Text).Also, please outline all fonts used in the EPS.

Table Headings and Figure Captions

- Number figures sequentially, and number tables separately, also sequentially.
- Start the caption with the number of the figure or table.
- When possible, figure captions should appear at the bottom of the figure itself, and table headings should appear at the top.
- A sample caption and heading:
  Figure 6. Graph of the output of the first simulation run
  Table 2. Comparison of the two methods used for each simulation run

Biography

- Please use the Author Biography form provided in the kit to assist session/track chairs with introductions.
- If space permits, include a brief biography of no more than 300 words for each author at the end of the article to give it greater impact and validity for the audience.

1"
6p

Center Title Here (12-14 pts.)
(One to three lines)

Center
Name of Author(s)
and Affiliation(s)
(One to Five Lines)
(Use Upper and Lower Case)

Text Begins Here
(first page only)

³/₄"
4p6

¹/₄"
1p6

³/₄"
4p6

This sheet should act as a guide for the form of your manuscript. ***Please keep your spacing as close to these figures as possible, to insure uniformity.*** Additional instructions may be found in this packet.

When using A4 paper, the size of the columns and the space between them should remain the same. The left and right margins should be 0.6" or 3p7, and the bottom margin should be 2" or 12p.

This page is only to be used as a reference. The template you download will meet these specifications.

1 ¹/₂"
7p6

This is the Title of the Work to be Published

Author's Name
Author's Affiliation
123 Anywhere Street, Rest of Mailing Address
Name@emailaddress.com

Keywords: Discrete event simulation, DEVS, environmental science, decision support systems

Abstract

The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words. The abstract is a concise summary of work. It should not be longer than 200 words.

MAJOR HEADING IN 12 POINT CAPS

Body text body textbody text body text body text body text body text body text body text body text body text body text. More body text body textbody text body text body text text body text body text body text body textbody text body text body text body text body text body text body text body text body text body text body text.

Body text body textbody text body text body text body text body text body text body text body text body text body text. Body text body textbody text body text body text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body text body textbody text body text body text body text body text body text body text body text body text body text.

Body text body textbody text body text body text body text body text body text body text body text body text body text. More body text body textbody text body text body text body text body text body text body text body text body text body text Body text body textbody text body text body text body text body text body text

Subheading in 12 Point Bold Type

Body text body textbody text body text body text body text body text body text body text body text body text body text. More body text body textbody text body text body text

body text body text body text body text body text body text body text Body text body textbody text body text body text body text body text body text

Body text body textbody text body text body text body text body text body text body text body text body text body text body text. Body text body textbody text body text body text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text

Secondary Subheading in Bold

Body text body textbody text body text body text body text body text body text body text body text body text body text body text. Body text body textbody text body text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text

Body text body textbody text body text body text body text body text body text body text body text body text body text.

Figure 1. This is a caption for a figure with a figure number in bold, and the caption in regular type

Figure 2. This is a figure that spans across two columns

Body text body textbody text body text body text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text body text body text body text body text body text body text body text body text.

MAJOR HEADING IN 12 POINT CAPS

Body text body textbody text body text body text body text body text body text body text body text body text. More body text body textbody text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text body text body text body text body text body text body text body text.

Body text body textbody text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text body text body text body text body text body text body text body text.

Body text body textbody text body text body text body text body text body text body text body text body text body text body text body text

text. More body text body textbody text body text body text body text body text body text body text body text body text body text body text body text Body text body textbody text body text body text body text body text body text

Subheading in 12 Point Bold Type

Body text body textbody text body text body text body text body text body text body text body text body text body text. More body text body textbody text body text body text body text body text body text body text body text body text body text body text body text Body text body textbody text body text body text body text body text body text

Body text body textbody text body text body text body text body text body text body text body text body text body text. Body text body textbody text body text body text body text body text body text body text body text body text body text body text body text. Here's more body text body text body text body text body textbody text body text

Table 1. This is a heading for a table, at the top of the table. Number tables separately from figures.

Heading 1	Heading 2	Heading 3
Text in table	12345	67890
Text in table	1234	6789
Text in table	123	678
Text in table	12	67
Text in table	123	678
Text in table	1234	6789
Text in table	12345	67890

REFERENCES

[1] You can list your references in a numbered list in order of citation in text, or alphabetically by authors' names.

[2] Balci, O. and R.G. Sargent. 1981. "A Methodology for Cost-Risk Analysis in the Statistical Validation of Simulation Models." *Communications of the ACM 24*, No. 4, April:19-197.

[3] Gass, S.I. 1978. "Computer Model Documentation." In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec. 4-6). IEEE, Piscataway, NJ, 281-287.

[4] Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications.* Prentice-Hall, Englewood Cliffs, NJ.

Audio/Visual Equipment Request

OVERHEADS/ 35MM PROJECTORS
Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

VIDEO EQUIPMENT
Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS TO PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high ($125-$300 PER DAY) and the 21" or 25" screens are undesirable for use with an audience of over 40 attendees.

LCD PROJECTOR
LCD projectors must be reserved with the SCS Office prior to the conference.

MICROPHONES/AMPLIFICATION EQUIPMENT
This will be available for every meeting room where more than 40 attendees are expected.

COMPUTERS
Speakers bringing microcomputers for demonstration during their session should notify the SCS office at least four weeks in advance of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

List of Audio/Visual Needs

PAPER CODE _____

List Audio/Visual needs:

_____

_____

To help SCS market the SummerSim'06 more effectively, please answer the following questions:

Target audience of your paper:

_____

_____

List of Hardware/Software used in your paper:

_____

_____

Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

_____

_____

Group: _____ Session: _____ Day: _____

AUTHOR CERTIFICATION FORM

PAPER CODE:_____

Paper Title:_____

_____

Names of authors: _____

Conference Name: _____

Note: This form must be signed by the corresponding author and be sent along with the signed copyright form, and completed registration form..

We (I) certify that one of the authors of our above referenced paper accepted in the above referenced conference will come to the conference to present the paper.

Name and Signature of Corresponding Author:

Signature: _____

Name (print): _____

AUTHOR'S BIOGRAPHY

Instructions: You may use this form or if you already have a biography in your paper. This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: _____

Address: _____

_____

_____ Phone No. (_____) _____

Present Employer: _____

    Duties or Job: _____

    Highlights about your present work: _____

_____

Past Employment: _____

_____

_____

Education: _____

_____

_____

Civic and professional activities, awards etc.: _____

_____

_____

Other: _____

_____

    Symposium: _____ Session: _____ Day: _____

Transfer of Copyright to Simulation Councils, Inc.
(The Society for Modeling and Simulation International)

PAPER CODE:_____

Present title of work: _____

_____

Author (s): _____

_____

Conference: _____

Part I: The Primary Author Must Sign This Form

US Government employees whose work is not subject to US copyright should so certify by signing Part II, below.

I hereby transfer exclusively to Simulation Councils, Inc. (SCi) all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below.

1. The transfer of copyright shall become effective only upon SCi's acceptance for publication of the work.
2. The authors reserve all proprietary rights (such as patent rights) in this work other than the copyright transferred to SCi by this document.
3. After this work has been published by SCi, the author retains the right to republish it in whole or in part in any book of which he is an author or editor and to make personal use of this work in lectures, courses, or otherwise.
4. If the work was performed under a US Government contract or grant, SCi recognizes that the US Government has royalty-free permission to reproduce all or portions of the work, and to authorize others to do so, for official US Government purposes only, if the contract or grant requires.
5. If this work is in the public domain, such as work done for the US Government, I simply authorize its publication.
6. If this work is subject to security clearance, I certify that as of the date below it has been cleared.

I
publication by SCi and that I will promptly supply SCi with wording for crediting the original publication and copyright owner.

_____   _____
Date   Signature of primary author

                                        _____
                                        Print name

Part II: US Government Employee Certification

Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part B certifies that ALL authors of the work are employees of the US Government and performed this work as part of their official duties and that the work is therefore not subject to US copyright protection.

_____   _____
Date   Signature of primary author

                                        _____
                                        Print name

Mail this form to The Society for Modeling and Simulation International, 4848 Ronson Court, Suite B, San Diego, CA 92111
or Fax this form to • 858-277-3930
or upload this form to the SCS online submission system with your final manuscript

SummerSim 2006

The Society for Modeling and Simulation International

2006 SUMMER SIMULATION MULTICONFERENCE
July 31 - August 2, 2006
The Coast Plaza Hotel and Conference Center
Calgary, Alberta, Canada

AUTHOR REGISTRATION FORM

Registrations must be received by May 31, 2006, to guarantee inclusion in proceedings.
Those received after this date will be accepted on a space available basis only.

This registration form must be completed and returned with your manuscript. Registration fee must be guaranteed by receipt of check or credit card number for paper inclusion in Conference Proceedings.

Registration fee includes: attendance at the conference, authors breakfast, a print proceedings or a CD of all papers that were electronically submitted for the SummerSim 2006 conference, and any planned all-conference function. Social events and additional proceedings are subject to additional fees.

Author name: (for badge) _____ Position: _____

Organization: (for badge) _____

Mailing Address: _____

_____

City: _____ State/Country: _____ ZIP: _____

Business Phone: _____ Home Phone: _____

FAX: _____ E-mail: _____

Paper Title (1): _____ Paper #: _____

Paper Title (2): _____ Paper #: _____

Please check the appropriate box to indicate your position in the Conference organization

_____Track Chair _____Group Chair _____Session Chair _____Author/Presenter _____Panel Chair _____Panelist

Please indicate conference preference_____SCSC _____SPECTS _____MS-MTSA

CONFERENCE FEES   **Member #:** _____

(Authors of published manuscripts must submit full registration fee with their final manuscript)
Registration received after March 2, 2006 may be subject to late fees.

Registration for 1st paper
SCS Members:	$450.00	
Non-Members	$550.00	$ _____
Student Member (Author**)	$250.00	
Student Non-Member (Author**)	$350.00	
Tutorial (1/2 Day)	$90.00	$ _____

Extra page charges **($40 per page over 8 pages)** $ _____
Additional Proceedings $35   Check CD-ROM___ or Print___ $ _____
Registration for 2nd paper:
Members: $450 or $40 per page, whichever is less
Non-members: $550 or $40 per page, whichever is less $ _____

TOTAL* $ _____

Method of Payment: *(No cash accepted)*

_____ VISA _____ Mastercard _____ American Express _____ Check* _____ Company Purchase Order _____ Gov't DD Form 1556

Card Number: _____ Exp. Date:_____

Authorizing Signature: _____

* All Checks must be made payable to SCS and drawn on US banks or International Money Orders in US funds
** Must provide proof of current student status; all authors must be students

SummerSim 2006

The Society for Modeling and Simulation International

2006 SUMMER SIMULATION MULTICONFERENCE
July 31 - August 2, 2006
The Coast Plaza Hotel and Conference Center
Calgary, Alberta, Canada

Hotel Reservation form for the
The Coast Plaza Hotel and Conference Center

Reservations must be received by June 29, 2006 to qualify for conference rate.
Those received after this date will be accepted on a space available basis only.

Arrival Date: _____/_____/_____   Departure Date: _____/_____/_____

Please reserve accommodations for:

Name: _____

Sharing room with: _____

Company: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone Number: _____ **Fax Number:** _____

Credit Card Number: _____ **Expiration Date:** _____

Cardholder's Name: _____

Room Preference: ❏ Smoking   ❏ Non-Smoking

Room Rate: Comfort ❏ Single: $134.00 ❏ Double: $134.00 ❏ Triple: $149.00 ❏ Quadruple: $164:00

Superior ❏ Single: $154.00 ❏ Double: $154.00 ❏ Triple: $169.00 ❏ Quadruple: $184:00

Add Provincial Accommodations Levy of 4% and Federal Goods and Service Tax of 7%
(note all prices shown in Canadian Dollars)(GST refundable to non-Canadian residents)
Children under 18 stay free in same room as parents
Rates are valid for 3 days prior and 3 days following the function dates noted above, subject to availability,
Hotel check-in is 3:00 p.m. and check-out is 12:00 PM.

RESERVATION METHOD
All reservations must be made individually through the Hotel's Reservation Department by calling
Res 1-800-716-6199 or Ph. (403) 248-8888 or on http://www.coasthotels.com/home/sites/calgaryplaza/
or by faxing this form to the Reservation Department at (403) 248-0749

> **Please return this reservation request to:**
> **The Coast Plaza Hotel and Conference Center**
> **1316 33rd Street Northeast, Calgary, AB, Canada T2A 6B6**
> **Ph. (403) 248-8888 Fax. (403) 248-0749**
> **Res 1-800-716-6199**
> **Email: info@calgaryplaza.com**
> **Check-In Time: 3:00 PM**