

Waldron Smith – WIPC:E 2008 Hotel Accommodation

Terms & Conditions

Terminology

“Double” refers to a room with one double bed. “Twin” refers to a room with two beds. “Single” refers to a single occupancy room. Accommodation rates are for room only and do not include breakfast, unless stated otherwise.

Payment of accommodation

The balance of your accommodation account and any incidental charges must be paid in full, directly to the hotel, on departure.

If you do not have a credit card, you will be asked for a \$100 per night cash deposit on arrival to cover any incidental charges.

Early arrival or late departure

Please note that the check in time for the Conference hotels is from 1400hrs. Please indicate or notify the Conference Organisers in writing if you will be arriving early, as you may be required to pre-register the night before to guarantee immediate access to your hotel room.

Please also indicate or notify the Conference Organisers in writing if you will arrive at your hotel after 1800hrs, to avoid your room being released.

Deadlines

The hotels impose strict release dates of 45 days prior to arrival; therefore any bookings made after 23 October 2008 will be subject to availability.

Change of booking

Any change to a reservation must be notified to the Conference Organisers in writing and not directly to the hotel.

Cancellation Policy

Hotel policy dictates a cancellation fee of the first night's accommodation is applicable forty five (45) days prior to arrival. Any amendments to original hotel bookings must be forwarded in writing to the Conference Office - do not contact the hotel direct.