

LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

Date: 14 November 2018

TO: Secretary-Treasurer, All School Divisions and Districts

FROM: Heather Demetriooff, Director, Education and Communication Services

RE: ***Booking Hotel Rooms for Our Annual Convention, March 14 and 15, 2019***



The guest room booking procedure for our 2019 Convention, which follows closely that which we instituted last year, is outlined in this memo. This simplified process was adopted to better serve school boards, and to minimize the number of vacant rooms that result from last-minute cancellations. Please review this information carefully.

From now until the end of day Monday, December 10, all divisions may reserve up to six (6) rooms at the Delta Winnipeg by completing and returning the attached hotel room reservation form to the email address indicated.

- Each division that returns the form by **Monday, December 10**, will receive the number of rooms requested, to a maximum of six (6), plus two guaranteed parking spots.
- While the number of rooms is guaranteed, the type of room (one bed, two bed, or suite) is not. Every effort will be made to accommodate requested room type, but this may not always be possible.
- All rooms must be guaranteed by a one-night deposit (refundable up until **Friday, February 15, 2019**). Direct billing or credit card billing can be arranged by completing the appropriate form (attached) and returning it with your room reservation form.

From Monday, December 17, 2018 to Friday, February 15, 2019, all rooms in our block that have not been reserved via the above process will be available for booking online. A booking link will be sent to all secretary-treasurers on or before **Monday, December 17, 2018**, and will be posted to our website. Rooms booked online must be guaranteed by a credit card. As well, any rooms booked as part of the division's guaranteed block of six (6) must have individual names attached to them by **Friday, February 15, 2019**.

As of Saturday, February 16, 2019, any rooms remaining in our block at the Delta Winnipeg will be released to the general public, and our preferred rate will no longer be available. Any room booked and not cancelled before this date, whether part of the division's guaranteed block of six (6) or booked online, will incur a penalty of one night's room charge.

Full program information for the Convention will be available in mid-January. For now, we can tell you that the event will follow a format similar to last year, beginning with breakfast on **Thursday, March 14**, and concluding with the President's Banquet on **Friday, March 15**. Thursday's program will be dedicated to professional development, while Friday's will focus on association business.

If you have any questions, please contact me at (204) 594-5175 or 1-800-262-8836, or via email at hdemetriooff@mbschoolboards.ca. Thank you.

:hd



**2019 Annual Convention
 March 14 and 15, 2019
 Delta Winnipeg**

HOTEL ROOM RESERVATION FORM

This is to confirm that we require ___ of our six (6) guaranteed rooms for the Manitoba School Boards Association Annual Convention.

School Division:	
Contact Person:	
Address:	
City/Town:	
Postal Code:	
Billing Name: (if different from above)	
Billing Information: (Indicate what should be billed to your account – e.g. room and tax only, meals, parking, all charges, etc.) *A completed credit application form (attached) is required to set up direct billing and must accompany the Hotel Room Reservation Form	
Phone:	
Fax:	
Email:	
Room Preference: (# of each; subject to availability)	One Bed _____ Two Beds _____ Suite _____
Check In Date:	
Check Out Date:	

PLEASE NOTE:

- A minimum of six rooms and two parking spaces will be guaranteed for each division that submits this completed form by **Monday, December 10, 2018**.
- Individual guest names for rooms booked via this form are required **by Friday, February 15, 2019**. Rooms without names attached by that date will be released.
- A one-night room deposit will be forfeited for cancellations received after **February 15, 2019**.
- Rooms booked via this form will receive the conference rate of **\$151.00**. Additional rooms may be booked at this same rate online from **December 17, 2018 to February 15, 2019**, or while rooms remain in our block. The link for online booking will be provided to all divisions on or before **December 17, 2018**.

COMPLETE THIS FORM AND CREDIT APPLICATION AND SEND TO:
laurie.gordon@deltahotels.com GROUP RESERVATIONS – DELTA WINNIPEG

TO ARRANGE FOR CREDIT CARD BILLING INSTEAD OF DIRECT BILLING, PLEASE FILL OUT THE 3RD PARTY CREDIT CARD FORM AND EMAIL TO LAURIE GORDON



Delta Hotels by Marriott Winnipeg

350 St. Mary Avenue, Winnipeg, Manitoba, R3C 3J2 Phone: 204-944-7291 Fax: 204-943-4627

C O N F I D E N T I A L

PLEASE PRINT OR TYPE THE INFORMATION REQUIRED.

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. FAILURE TO PROVIDE THE REQUIRED INFORMATION WILL RESULT IN A DELAY IN PROCESSING.

PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING.

Name of Company: _____

Business Address: _____

City: _____ Province/State: _____ Postal Code/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Billing Attention to: _____

Telephone Number: _____ Fax Number: _____

If Electronic Billing is preferred over a paper invoice, please supply

Accounts Payable Email Address: _____

Nature of Business: _____

The Business Is: () Individual () Partnership () Corporate

Name of OWNER, PARTNER, (If corporation, please state title of officers):

NAME: TITLE: PHONE NO.

CANADIAN TRADE CREDIT REFERENCES (Hotel/Hospitality Industry preferred – Min. 3 required)

COMPANY	ADDRESS	PHONE NUMBER	FAX NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Business Bank Account With: _____

Bank Address: _____

Bank Telephone Number: _____

Bank Account Number: _____

It is hereby understood that payment will be made in Canadian funds according to our terms, which are " Full Payment upon receipt of Invoice" Interest in the amount of 1.5% per month, 18% per annum will be applied to your account if payment has not been received within 30 days of the invoice date.

The Delta Winnipeg Hotel shall be notified immediately in writing, if there is any change in your organization. Also, we shall be authorized to obtain such credit reports or other information as may demand necessary connection with the establishment and maintenance of a credit account.

Signature: _____

Title: _____

For Company Use Only			
CREDIT APPROVED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> OTHER
OTHER TERMS	_____		
A/R BILLING NUMBER	_____	BY: _____	DATE: _____

For Sales Office Use Only	
Service Manager: _____	Date of Event: _____
	MM/DD/YY
Estimated Amount of Revenue: _____	
Notes: _____	
