Joint Meeting of PLC 2008 and the UArctic Council

Edmonton, June 2–6, 2008
Update
by Sandy Campbell and Elaine Maloney, University of Alberta

We are very proud and excited to welcome both the Polar Libraries Colloquy and the University of the Arctic (UArctic) Council to Edmonton in June 2008.

The two meetings are quite different in their function and purpose, but still have much in common. While PLC is a professional conference with papers and updates presented by members of the library, archives, and publishing community, the UArctic Council Meeting is a formal meeting with an agenda where resolutions are passed. That being said, both groups have a history of enjoying themselves and the host location intensely.

We are planning to hold several of the “extra-curricular” sessions jointly. Among these will be a reception and small group tours through the Bruce Peel Special Collections Library, which will be mounting an exhibition of its remarkable polar collection. [The exhibition, entitled A Most Dangerous Voyage: An Exhibition of Books and Maps Documenting Four Centuries of Exploration in Search of a North West Passage, is described elsewhere in this issue.]

UArctic Council Meetings and other activities, such as round-table discussions and thematic sessions, will take place over the course of several days. During the UArctic Council Meeting, plenary sessions will also be held. We are opening the non-business sessions of the UArctic Council Meeting to PLC members, and PLC sessions to UArctic members.

There will be a joint plenary session in which members of UArctic who are instructors, or are working with instructors and students, can speak to both groups about the information needs of UArctic students and instructors. We already have one Russian participant confirmed for this session.

We are looking forward to many paper and presentation submissions. Look elsewhere in this issue for the “Call for Papers.”

Of course, we will be continuing the PLC tradition of the silent and outcry auctions. So bring your goodies! Both auctions will be open to both groups, so we are hopeful that the Wenger fund will get quite a boost. And of course, all buyers will be able to take home some really cool souvenirs!

Tentative List of Social Events:

June 1 Optional pre-conference excursion to Fort McMurray (tentative)
June 2 Tour of University of Alberta Libraries
June 3 Reception and tours of the Bruce Peel Special Collections polar exhibit
June 4 Dinner at the Old Timers Cabin
June 5 Free evening (suggest Whyte Avenue pubs or shuttle to West Edmonton Mall)
June 6 Informal dinner and PLC outcry auction
June 7 Optional tour to the Royal Tyrrell Museum of Palaeontology at Drumheller (tentative)
Joint Meeting of PLC 2008 and the UArctic Council (continued)

Important Dates and Pricing


Preliminary Registration Pricing (includes two-year membership in PLC):

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| **Registration opens**                                          | **December 2007**                                              |
| **Last day of early bird rate**                                 | **February 1, 2008**                                           |
| **Last day of submission of abstracts**                         | **February 1, 2008**                                          |
| **Last day of registration**                                    | **May 1, 2008**                                                |
| **Last day of submission of papers (full text)**                | **June 1, 2008**                                               |

Travel Information

Visas

Citizens of some countries and territories are required to obtain a visa to visit or travel in Canada. Please visit the Government of Canada’s Citizenship and Immigration Canada website at http://www.cic.gc.ca/english/visit/visas.asp for a complete list of countries and territories whose citizens require a visa.

Letters of Invitation

If you require a letter of invitation, please contact Cindy Mason, Canadian Circumpolar Institute, 8625 - 112 Street, Suite 308 Campus Tower, University of Alberta, Edmonton, Alberta T6G 0H1. She can be reached via email at Cindy.Mason@ualberta.ca, by phone at (780) 492-4512, and by fax at (780) 492-1153.

PLC / UArctic Conference Accommodation Information

1. **Campus Tower Suite Hotel**
   11145 87 Avenue, Edmonton, Alberta, Canada T6G 0Y1
   
   Tel: (780) 439-6060
   Fax: (780) 433-4410
   Toll Free: 1-800-709-1824
   Email: info@unlimitedreservationservices.com

   Quote “PLC / University of the Arctic” for conference rate. Located across the avenue from the conference venue.

   One Bedroom Comfort Suite $139.00
   One bedrooms also have pull-out sofa beds. Airport shuttle direct to this hotel. Breakfast not included.

2. **University of Alberta Conference Centre**
   Lister Centre - Student Housing (see Registration Form in this issue)
   Tel: (780) 492-6057

   Lister Centre Dormitory Accommodation
   Guest Rooms $95.00/room/night
   Traditional Dorm (shared bath)
   Single $39.00/room/night
   Twin $49.00/room/night

   Lister Centre Schäffer Hall
   Private Dorm
   Single only $50.00/room/night
3. Varscona Hotel on Whyte
8208 - 106 Street, Edmonton, Alberta, Canada T6E 6R9
Tel: (780) 434-6111
Fax: (780) 439-1195
Toll Free: 1-866-465-8150
Email: information@varscona.com

Deluxe $135.00
Executive King $155.00
Executive Suite $225.00

Book directly with the hotel. Quote “PLC / University of the Arctic” for conference rate.
Twenty-minute walk to conference venue.

4. Metterra Hotel on Whyte
10454 - 82 Avenue, Edmonton, Alberta, Canada T6E 4Z7
Tel: (780) 465-8150
Fax: (780) 465-8174
Toll free: 1-866-465-8150
Email: information@metterra.com

Deluxe $155.00
Studio $195.00
Patio $235.00
Executive Suite $285.00

Book directly with the hotel. Quote “PLC / University of the Arctic” for conference rate.
Twenty-minute walk to conference venue.

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Polar Libraries Colloquy 2008—Call for Papers

The Canadian Circumpolar Institute and the University of Alberta Libraries invite submissions for presentations and poster sessions related to the theme *Currents of Change — The Future of Polar Information* for the 22nd Polar Libraries Colloquy, which will be held at Edmonton, Alberta, Canada, June 2–6, 2008.

Many currents are moving through the Polar Regions. Cultural and linguistic currents are always changing, ebbing, flowing, and adapting. Physical and ecological currents are changing the landscape. This year, PLC 2008 and the 2008 University of the Arctic Council Meeting will run simultaneously. The University of the Arctic is a current of change in arctic post-secondary education, while a strong current of information flows among PLC members.

For this conference, the currents of the Colloquy and the UArctic meeting will flow together and occasionally take different channels. Some of the keynote addresses and social and cultural events will be held together; others will be held separately. We hope through this exchange that administrators of arctic post-secondary institutions and polar librarians will come to know each other and that the flow of information within and among the two organizations will be strengthened.

The PLC program will be five full days packed with the latest from the polar information community. We will have one half-day dedicated to information related to the International Polar Year and another featuring a panel on information needs within the University of the Arctic. We invite you to add your contribution to the Colloquy.

**Abstract Deadline:** February 1, 2007
**Paper Deadline:** May 1, 2008

This conference uses Open Conference Systems developed by the Public Knowledge Project, which enables participants to submit abstracts online at [http://www.library.ualberta.ca/ocs2/index.php/plc/](http://www.library.ualberta.ca/ocs2/index.php/plc/).

To submit a proposal, you will need to create an account with the conference first. Make sure that you check the “author” box at the bottom of the account page.

Submit abstracts of no more than 500 words for poster and paper presentation proposals addressing the theme, *Currents of Change—The Future of Polar Information*. Paper presentations should address the results of recent research or present content that advances the field of polar libraries or information.
PLC 2008—Call for Papers (continued)

Proceedings of this conference will be published online through an open-access, fully indexed system compliant with Open Archives (http://www.openarchives.org) standards for research databases. Watch the conference site at http://www.library.ualberta.ca/ocs2/index.php/plc/PLC2008 for updated information. Send questions to Sandy Campbell, Acting Government Publications Librarian and Canadian Circumpolar Librarian, at sandy.campbell@ualberta.ca or (780) 492-7915.

Announcing a Special Exhibit at the University of Alberta

A Most Dangerous Voyage: An Exhibition of Books and Maps Documenting Four Centuries of Exploration in Search of a North West Passage

Curated by Robert Desmarais and Jeannine Green, the exhibition will be held from May 1 to August 15, 2008, in the Bruce Peel Special Collections Library at the University of Alberta.

The disappearance of Sir John Franklin in 1847 gave an even greater impetus to arctic exploration. Many expeditions searched for Franklin and his crew, and in doing so, explored and charted most of the entire southern expanse of the Arctic Archipelago. When these expeditions confirmed that no easily navigable route existed in the Arctic, commercial and political interests waned. However, in response to enormous popular appeal, accounts of scientific and geographic exploration continued to be published in handsome, copiously illustrated books.

The majority of the books in this exhibition were part of Alexander Cameron Rutherford’s (1857–1941) outstanding collection of Canadians. Dr. Rutherford was the first Premier of Alberta (1905–1910) and the founder of the University of Alberta. His personal library was donated to the University after his death.

The International Polar Year Publications Database

by Ross Goodwin, Arctic Institute of North America
Sharon Tahirkhel, American Geological Institute
Heather Lane, Scott Polar Research Institute
Ruth Duerre, National Snow and Ice Data Center
Allaina Wallace, National Snow and Ice Data Center

As of early November 2007, the International Polar Year Publications Database (IPYPD) described 321 publications. The database is freely available online at http://www.nisc.com/ipy.

IPYPD attempts to identify and describe all publications that resulted from, or that are about, the International Polar Year (IPY) 2007–2008 and the three previous IPYs. Publications containing research results of IPY 2007–2008 will not be available in large numbers until 2009. Coverage of the publications of the three previous IPYs is being developed during 2007 and 2008. The database, part of the IPY Data and Information Service, is expected to describe approximately 20,000 publications 10 years from now. Records in IPYPD contain citations, abstracts, subject and geographic indexing terms, and, in most cases, links to the online full text of the publications. The success of IPYPD depends on the willingness of IPY researchers, educators, and communicators to report their publications, as requested by the IPY Data Policy.

IPYPD was created by the Arctic Science and Technology Information System (ASTIS) at the Arctic Institute of North America at the University of Calgary, the Cold Regions Bibliography Project (CRBP) at the American Geological Institute, the Scott Polar Research Institute (SPRI) Library at the University of Cambridge, the Discovery and Access of Historic Literature of the IPYs (DAHLI) project at the National Snow and Ice Data Center at the University of Colorado, and the National Information Services Corporation (NISC).
The design of IPYPD takes advantage of the fact that many polar library catalogues and bibliographic databases contribute records to NISC. IPYPD is a subset of the more than one million polar bibliographic records in NISC’s Arctic & Antarctic Regions database. Any library contributing records to NISC can help build IPYPD. To learn how, see the link to “Contributing Records” on the IPYPD “About” page.

Colloquy members who do not contribute directly to NISC can report publications about IPY 2007–2008 to ASTIS, CRBP, or SPRI as described on the “Reporting Your Publications” page of the IPYPD website. Publications about the three previous IPYs can be reported to DAHLI at http://nsidc.org/dahti/contact.html.


To make IPYPD available to the users of your library, and to remind IPY researchers that they should let us know about their publications, please put a link to IPYPD on your library’s website. Thanks.

**Stam Covers Greenland Operations: Part One**

During mid-June 2007, the New York Air National Guard Wing 109, based in Scotia, NY, hosted a media week in Greenland to demonstrate its services to the National Science Foundation (NSF) and to polar research. Professor and polar historian David Stam of the History Department at Syracuse University was invited on the trip to cover the operation for various polar journals. Also on the trip were film crews from Dan Rather Reports and the Voice of America, along with print journalists from the Albany area. What we discovered is one of New York’s best-kept secrets.

The 109th Wing is the only Air National Guard unit equipped with ski landing gear for ice operations occurring anywhere from the South Pole to northern Greenland, and the only unit supporting NSF operations in Antarctica and in the Arctic. It was the unit involved in the dangerous rescue of cancer patient Jeri Nielsen from the South Pole in 1999.

The trip began at the air base near Schenectady on Monday, June 18th, flying nonstop over Quebec and Labrador to Kangerlussuaq on the west coast of Greenland, north of the Arctic Circle and nicely sited at the end of a long fiord. The airplane was a fairly large cargo plane, a Hercules C-130 of 1960s vintage, loaded with substantial equipment and supplies destined for scientific research stations, and on this trip, about 20 passengers.

Tuesday, June 19th, involved a flight to a former station of the distant early warning system, a camp called Raven on the icecap at about 7,000 feet, where some limited meteorological research is still maintained. Landing on skis was a bumpy affair, and engines were left running for the entire two-hour visit to avoid possible freezing.

There is no scenery to speak of on the vast Greenland icecap, but the coastline of the west is spectacular: full of glaciers, long fiords, valleys with dramatic cliffs, and from the air, apparently quaint and colorful villages, all of which we observed from low altitudes.

We returned from Kangerlussuaq in time for an excursion to the Russell Glacier, a site featured in Al Gore’s An Inconvenient Truth, where large chunks of ice fell from the glacier face as we watched.

Flight operations were cancelled on Wednesday, June 20th, due to icecap summit weather conditions and the malfunction of one of three planes involved in the operation. That day was spent in the town, visiting its small museum (mostly devoted to the history of aviation in Greenland), talking to scientists and military people, and meeting with a well-known Antarctic writer, Sara Wheeler, now writing about the Arctic.

The most memorable trip was on Thursday, the summer solstice, to Summit camp, a winter research...
station at 72+ degrees north and at 11,000 feet. Unfortunately, Stam needed oxygen at that altitude and he missed some of the operations, including snowfall measurements, balloon tests, and ice-core drilling. The cold temperatures and driving snow at the Summit required the use of rocket-assisted takeoff devices for the return voyage which, after leaving the icecap, was again visually stunning.

Solstice celebrations on our last twilight in Greenland were somewhat muted, and the flight back to Scotia on Friday, June 22nd, was without incident.

In a time when the U.S. military is weary with war and its casualties, it was encouraging to see an important unit of that military engaged in productive support in the search for scientific knowledge. Certainly the exemplary work of the 109th is one of New York’s least-known assets.

Interest in global warming was intense during the trip, but hardly conclusive, anecdotaly ranging from melting glaciers to a very cold icecap. The view that there have always been hot and cold cycles was cited like a mantra, but the uncertainty of whether these are the result of human activity remains the crucial issue.

- David H. Stam, June 28th, 2007

Editors’ note: We hope to bring you further photographs from this excursion in Part Two, which will run in the Bulletin’s Spring 2008 issue.

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**Canadian Arctic Summit to Meet in Edmonton the Week Before PLC**

PLC members who have broad arctic interests may want to come to Edmonton a week early to attend the Canadian Arctic Summit. See the preliminary announcement below.

**The Canadian Arctic Summit**  
May 28–30, 2008  
Edmonton, AB, Canada

The Arctic Regions are receiving a great deal of attention. With the vast economic potential of its natural resources, the circumpolar region will see previously unknown or inaccessible reserves of oil and natural gas, and diamonds and other minerals being developed. What is the nature of the institutions and regulations governing development in these northern regions?

Rapid climate change is reshaping the physical, biological, and human environments. The Arctic Ocean will be largely ice-free in summer within the next two decades, and on land, permafrost is melting, with significant implications for wildlife, people, transportation, and economic development. What adaptations and changes are necessary in anticipation of a much warmer Arctic?

Political boundaries are also being redrawn. The seabed of the Arctic Ocean is being mapped in a race to submit territorial claims to the United Nations Convention on the Law of the Sea. And in Canada, governments have settled land claims and are in the process of devolving more responsibilities to northern governments.

How will arctic nations and especially residents of the North benefit from this renewed interest and development? The answers to these questions are not simple, and require an interdisciplinary and international approach.

As part of a year-long celebration of the centenary at the University of Alberta, the School of Energy and the Environment (SEE) we would like to invite you to participate in its signature event—the Canadian Arctic Summit, May 28–30, 2008. Over the course of three days, invited experts in northern development, economics, politics, environmental change, northern culture, technology, and innovation will lead panels in a discussion of these issues.

Participants, and especially students, are invited to submit posters for display during the meetings. For current information, go to www.see.ualberta.ca.
University of the Arctic Council Meeting Report

By Sandy Campbell, University of Alberta

Report to the Polar Libraries Colloquy on the University of the Arctic Council Meeting held at Arkhangelsk, Russia

June 4–9, 2007

Preamble

Members of the Polar Libraries Colloquy will recall that in 2005 PLC became a member of the University of the Arctic (UArctic) in the International Organizations category. The purpose of this was to become a network for information professionals who work in UArctic institutions, recognizing that a number of our current PLC members were in that situation. Through UArctic we have been able to pass information about PLC to library professionals in arctic post-secondary institutions, who might otherwise have been unaware of PLC.

As the PLC liaison to the UArctic, I attended the Council Meeting at Arkhangelsk, Russia, June 4–9, and exercised the PLC vote. UArctic is now five years old and still growing and organizing. For example, this year the rectors of the institutions met earlier in the year, and their group was formally recognized at this meeting, with the understanding that the relationship between the two groups would develop over time. Much of the business that the Council conducted was related to the development of UArctic structures.

Pre-Council Sessions

On the first day, I attended two Thematic Network meetings: Thematic Network on Global Change in the Arctic, and Thematic Network on Images of Indigenous Peoples of the North. Thematic networks are structures within UArctic that allow people with similar interests to get together. I attended just to learn more about the people and their interests. I had imagined that the one on images might have to do with photographic or video images, but it turned out to be about how people view themselves or “world view.”

I spent the entire second day at the Program Team meeting of the Circumpolar Studies Program. This is the group that coordinates delivery of the seven Bachelor of Circumpolar Studies (BCS) courses. I joined this group because it seems to me that this is the part of UArctic that most needs information infrastructure. As UArctic evolves, there may be other logical places for PLC to fit into the UArctic structure.

Nine students who had completed the seven core Bachelor of Circumpolar Studies courses offered through UArctic were present at the meeting. Most of the students were resident in Arkhangelsk, Russia, and one in Iceland. As many students from Murmansk, Norway, and California had completed the program, but were unable to attend.

The students were all asked to describe what they liked most about the program and what they liked least. Nearly every one cited access to the required materials as one of the greatest difficulties with the program. The difficulties they had seemed to be with all forms of information: the availability of print books and journal articles, access to electronic materials, slowness and high cost of Internet connections, extreme cost of printing, and lack of alternative sources.

It was also apparent that some of the material might have been made available locally at libraries, but the students did not know that. I was later told that the information problems might be more acute in Russia than in other parts of UArctic, but I also heard from one instructor that some Canadian students had had information access problems as well. Clearly there is some work to be done by librarians.

Council Meeting

The Council Meeting ran for the next three days, with an intensive agenda of eight sessions with a total of 29 agenda items. There were several highlights.

Agenda Item 8 was the Circumpolar Studies Program Graduation Ceremony in which the nine students proceeded across the stage to receive their certificate of completion and a rose.

Agenda Item 9 was the Approval of New Members. In the Higher Education Institution category, Northwest Community College (Canada), Royal Military College
Canada, Stockholm University (Sweden), The State Polar Academy (Russia), and University of Winnipeg (Canada) were approved. In the Other Organizations category, Abisko Scientific Research Station (Abisko Naturvetenskaplig Station), Barents Institute, GALDU Resource Centre for the Rights of Indigenous Peoples, and Nordland Research Institute were approved.

Agenda Item 17 saw the Council endorse the establishment of a UArctic Master’s Program. Among its several goals are to “support and build the next generation of northern researchers,” and to “provide paths to graduate education for students of northern issues.”

Agenda Item 18 consisted of 12 break-out sessions on various themes. I attended the one related to BCS, where I was able to meet some of the instructors in this program. From them, I again heard about frustrations surrounding the location and delivery of appropriate information resources to UArctic students.

Reports from two other break-out sessions, Theme VI: Next Steps in Developing UArctic’s Graduate Area and Theme XI: What should UArctic do to meet the needs of Russian institutions better?, contained references to the need for support for information infrastructure or access to a UArctic resource centre or library.

Agenda item 25 approved the next Council Meeting to be held in Edmonton, Canada, in conjunction with the 2008 meeting of PLC. Elaine Maloney (Canadian Circumpolar Institute) and I are co-organizing these two events. We will be working to integrate the programs of the two meetings where it makes sense. The two meetings are quite different in structure and function, so will largely run on parallel tracks. However, we see opportunities for some common sessions, excursions, and cultural and hospitality events.

**Excursion**

At each Council Meeting there is at least one excursion planned to aid members in getting to know different parts of the Arctic. Our meeting ended with an air excursion to the Cultural and Historic Ensemble of the Solovetsky Islands, a UNESCO World Heritage Site. Services are tenuous there. The runway on Great Solovetsky Island is metal-clad and slippery when wet. Our small plane slid on landing and hit a runway light, which damaged the wheel fairing. The bio-stations at the airport are a pair of green wooden outhouses, with holes in the floor and no amenities. The road between the two sites we visited is a single track that has mud-holes large enough to swallow a bus.

However, the monastery and lighthouse hermitage are well worth the visit. These places have the double history of being a Russian Orthodox religious community that dates to the 15th century, as well as the first Soviet prison camp or gulag established after the October Revolution. The extremes of torture practiced here became the blueprint for other gulags, made known to us through Aleksandr Solzhenitsyn’s *One Day in the Life of Ivan Denisovich*.

The monastery is an impressive fortress with five towers. It was unsuccessfully attacked at least four times, and it was besieged for eight years from 1668 to 1676. Inside the fortress are a number of buildings, including a huge church with wood-shingled onion domes. The rich interiors of both this church and the one at the lighthouse hermitage were demolished during the time of the gulags and military use, and were later whitewashed. Much repair and restoration is going on inside the monastery. At the hermitage, the interior of the church is being repainted with traditional images.

I would like to acknowledge the Canadian Circumpolar Institute, PLC, and the University of Alberta Libraries for their financial support of my attendance at the UArctic Council Meeting.

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**With Sadness**

*We are extremely sorry to note the passing in 2007 of two of our colleagues, Susan Grigg and Jim Anderson, both of the University of Alaska Fairbanks. Susan was the Alaska and Polar Regions Librarian, and also served as the PLC archivist. Jim was the BioSciences Librarian and a long-time PLC member. They will be sorely missed.*
Nominations Needed for the 2008 William Mills Award

Nominations are needed for the 2008 William Mills Award for non-fiction polar books. Requirements are that the book be:

1. About the Arctic or Antarctic.
2. Any type of substantive work of nonfiction or reference resource. Textbooks, anthologies, edited works, and other small-scale efforts will not be considered unless they are truly outstanding contributions to the polar literature.
3. Published for the first time between the dates of the last Colloquy (2006) and the Colloquy at which the award will be given (2008). Re-releases, translations of older materials, and updated editions are not eligible.
4. Published in an English-language version (the official language of the Colloquy is English).

Please send your nominations to:

Jude Baldwin  
Reference Librarian  
Fairbanks North Star Borough Public Library  
P.O. Box 203  
Ester, AK 99725 USA  
Phone: (907) 459-1425  
Email: jude.baldwin@taos.fnsb.lib.ak.us
PLC/University of the Arctic Meetings (May 31 to June 8, 2008)  
**Accommodation Reservation Form**  
Conference Services - University of Alberta - Lister Centre  
*(Please print clearly)*

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**Arrival Date**  
**Departure Date**

**Check in Time** is 4:00 pm – **Check out Time** is 11:00 am

**Preferred Room Type** – Your reservation and/or preferred room type are NOT guaranteed until confirmation is sent by Conference Services, University of Alberta. Room Rates DO NOT include applicable taxes & Fees, (6% GST, 4% Tourism Levy & 1% Destination Marketing Fee will be added). Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room and a confirmation will be provided via email.

**Guest Room** - Accommodation is provided in a limited number of guest rooms (20 in total) with private washrooms in either queen or double occupancy. Queen rooms offer one queen size bed; double rooms offer two double beds. Rates listed are based on single or double occupancy and include overnight parking, high-speed internet access, and continental breakfast. Guest rooms offer televisions, telephones, and clock radios as well as daily housekeeping service. Contact 780-492-6057 for information on accommodation for 3 or 4 people.

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**Private Dorm Rooms** - Accommodation is provided in private dorm rooms in SINGLE OCCUPANCY. Each room has its own private washroom with a toilet, sink, and shower. Linen and towel services are provided. Contact 780-492-6057 for information on twin private dorm rooms.

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**Traditional Dorm Rooms** - Accommodation is provided in traditional dorm rooms. Single and twin rooms are available; washrooms are centrally located on each floor. Linen and towel services are provided. Please note, twin rooms are either dedicated twin rooms or single rooms are used with the provision of cots -- availability of dedicated twin rooms cannot be guaranteed. Guests not wanting to utilize cots to twin rooms will be required to pay single rates. AVAILABLE MAY to AUGUST ONLY.

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**Please Note:** Reservations will be confirmed if this form has complete credit card information or is accompanied with a cheque or money order in Canadian funds equal to the first night’s stay. A full refund will be given if notice of cancellation is received 2 business days prior to arrival. Cancellations can only be taken Monday through Friday, 8:30 am to 4:30 pm. By signing below, you agree with this policy and authorize the University of Alberta to charge your credit card for the first night should you fail to provide sufficient notice. Cheques and/or money orders will be processed upon receipt, with the balance due upon check-in. Credit Card numbers will be used to guarantee the reservation with full payment required at check-in (cash or credit card). Please make cheque or money order payable in Canadian funds to the University of Alberta.

Payment Type (please circle): Visa MasterCard Cheque/Money Order

If paying by Credit Card, please complete the following:

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Cardholder Signature

Date

**Please Fax your Completed Reservation Form to 780-492-7032**
Conference Services
University of Alberta

ACCOMMODATION INFORMATION

Conference Services at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6057, by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-7032.

**Please note, Conference Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Conference Services.**

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect. Calling cards can be purchased from the vending machine located in Lister Centre.

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**FOR OFFICE USE ONLY:**

| Date Received: | ____________________________ |
| Confirmation Mailed: | ____________________________  By: ____________________________ |
| Room Assigned: | ____________________________  By: ____________________________ |
| Amount: | ____________________________  Receipt No. ____________ |

A credit card number or payment of your first night’s stay is required to confirm your reservation. Please provide 48 hours notice of cancellation or you will forfeit the cost of one night’s accommodation.