



PRE-RESERVATION FORM – ACCOMMODATION

Media

Please complete the form on-screen or print it out and complete it in block letters.

IMPORTANT:

Hotel rooms are being held for media organizations (group or independent journalist). Rates vary depending on quality and comfort. These hotels will all be serviced by shuttles to provide quick access to the Centre des congrès de Québec. Please complete this form to reserve the number of rooms required by your media organization (group or independent journalist) for your stay in Québec City. It is important that you return this form, duly completed, as quickly as possible by email at hebergement@francophoniequebec2008.qc.ca or by fax to 1-418-649-3251, since the number of rooms is limited. If unable to send by email or by fax, please mail to the following address: **Secrétariat d'organisation du XII° Sommet de la Francophonie – Hébergement P.O. Box 430 Haute-Ville, Québec City, Québec, Canada G1R 4R5.**

1. MEDIA ORGANIZATION (GROUP OR INDEPENDENT JOURNALIST)

Name of your media organization

2. CORRESPONDENT IN CHARGE OF ACCOMMODATION (GROUP OR INDIVIDUAL)

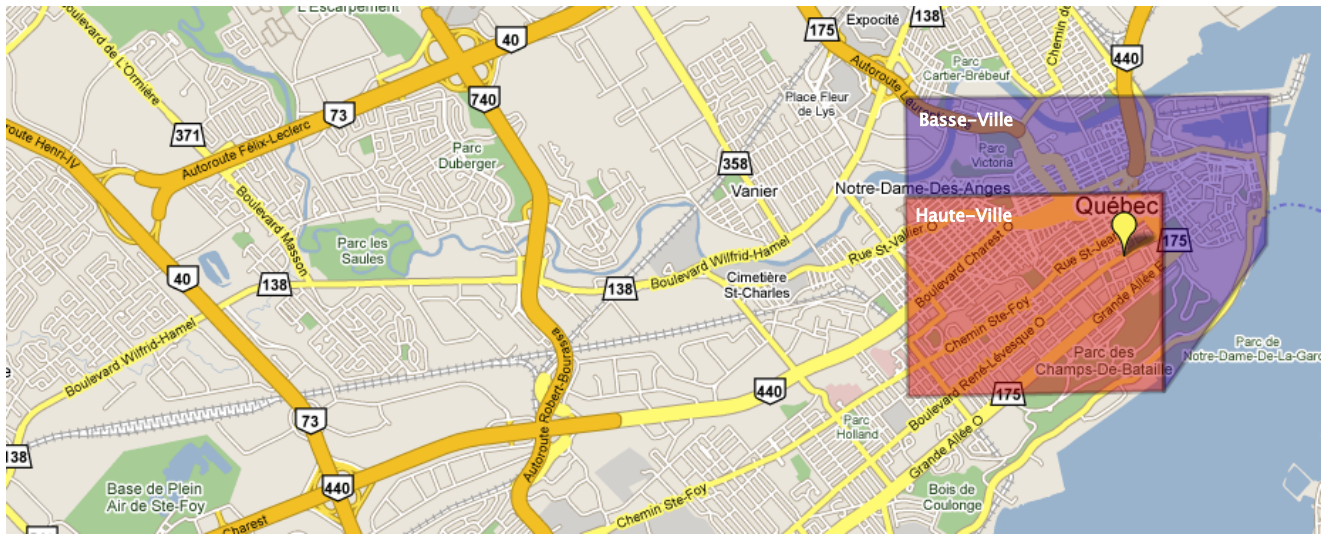
Identification	Surname		First name	
Title and function	Title		Function	
Address	Street number		Street	
	City	Province / State		Country
Contact information	Fixed line telephone (country code, area code and number)		Mobile telephone (country code, area code and number)	
	Fax (country code, area code and number)		Email	

3. HOTELS, ROOMS AND NUMBER OF NIGHTS DESIRED

Select four (4) hotels in order of preference (see the list of hotels and the sector map on page 2 of this form). Rooms will be assigned on a first-come-first-served basis and based on the choices indicated and places available.

Indicate hotel number	First choice	Second choice	Third choice	Fourth choice				
Number of rooms per night								
	Oct. 13	Oct. 14	Oct. 15	Oct. 16	Oct. 17	Oct. 18	Oct. 19	Oct. 20
Standard rooms								
Luxury rooms								
TOTAL								
Total number of occupants								
Special requests								

Reservation guarantee	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amex <input type="checkbox"/>	Other <input type="checkbox"/> Specify:
Number			Expiry date	
4. GENERAL INFORMATION				
Following receipt and verification of your duly completed form, we will email you confirmation of your reservations.				
For groups	Please provide the Organization Secretariat with the list of participants from your media organization (see chart on page 3 of this form) by September 25, 2008.			
Please note that this form is for accommodation requests only. You must complete the accreditation form in order to obtain access to the sites of the XII ^e Sommet de la Francophonie.				



**** The yellow marker indicates the location of the Centre des congrès de Québec, the main site of the Summit****

Haute-Ville Sector	Number	Basse-Ville Sector	Number
3 ★ Acadia (172\$)	1	3 ★ Des Coutellier (220\$)	7
3 ★ Château Grande-Allée (172\$)	2	3 ★ Saint-Paul (230\$)	8
3 ★ Château Bellevue (179\$)	3	4 ★ Le Saint-Pierre (199\$)	9
4 ★ Clarendon (182\$-195\$)	4	4 ★ Le Piori (189\$-234\$)	10
4 ★ Le Capitole (200\$)	5	4 ★ Pur (229\$)	11
4 ★ Manoir Victoria (245\$)	6	4 ★ Dominion 1912 (265\$)	12
		4 ★ 71, Hôtel Café (260\$)	13
		4 ★ Saint-Antoine (349\$)	14



LIST OF PARTICIPANTS – ACCOMMODATION

Media

GROUP

Please complete the form on-screen or print it out and complete it in block letters

IMPORTANT:

For groups, it is important to return the duly completed list of participants by September 25, 2008, by email at hebergement@francophoniequebec2008.qc.ca or by fax to 1-418-649-3251. If unable to send by email or by fax, please mail to the following address: **Secrétariat d'organisation du XIIe Sommet de la Francophonie – Hébergement P.O. Box 430 Haute-Ville, Québec City, Québec, Canada G1R 4R5.**

MEDIA ORGANIZATION

Name of your media organization

IDENTIFICATION OF PARTICIPANTS

1	Surname	First Name
2	Surname	First Name
3	Surname	First Name
4	Surname	First Name
5	Surname	First Name
6	Surname	First Name
7	Surname	First Name
8	Surname	First Name
9	Surname	First Name
10	Surname	First Name
11	Surname	First Name
12	Surname	First Name
13	Surname	First Name
14	Surname	First Name
15	Surname	First Name
16	Surname	First Name