

The 2017 AMO AGM/Conference will be held at The Shaw Centre and Westin Ottawa. The City of Ottawa has a number of accommodations available to AMO delegates. AMO has secured the Westin Ottawa as the main conference hotel, where this booking policy will apply. Rates have also been negotiated for AMO delegates at the following hotels.

Hotel	Location	AMO Room Rate (starting at)	Distance from Conference
Westin Ottawa*	11 Colonel By Drive	\$ 251/night plus taxes	n/a
Fairmont Chateau Laurier	1 Rideau St	\$ 255/night plus taxes	300 metres
Les Suites Hotel Ottawa	130 Besserer St	\$ 199/night plus taxes	500 metres
Novotel Ottawa	33 Nicholas St	\$ 175/night plus taxes	500 metres
Lord Elgin Hotel	100 Elgin St	\$ 174/night plus taxes	700 metres
Delta Ottawa City Centre	101 rue Lyon Street	\$ 200/night plus taxes	2.2 km

* Primary Conference Hotel

As in previous years, the AMO room blocks will not be released for booking until:

Monday, October 3rd, 2016 @ 10:00 a.m.

Also, a non-refundable cancellation fee is in place at the Westin Hotel for guest room reservations in order to deter the practice of overbooking guest rooms. Cancellation policies are in effect at the five secondary hotels; please refer to their websites and/or your confirmation notice for details.

The Booking Process

The 2017 block of guest rooms at the main conference hotels will be released for booking on October 3rd, 2016 at 10:00 a.m. Municipalities will be given the opportunity to make individual bookings at this time. All guest rooms must be booked using a credit card and must be assigned individual names, any multiple bookings under one guest name will not be allowed. We are therefore requesting your co-operation with the 2017 booking process.

- All reservations may be made either online through the AMO Group Links that will be available on **October 3rd, 2016 starting at 10:00 a.m.** on the AMO website (www.amo.on.ca), or by phone, unless otherwise indicated please identify yourself as part of the Association of Municipalities of Ontario (AMO) block:
 - **Westin Ottawa*:**
 - Group Block Code: RTH10A or AMO 2017
 - Reservations by calling 613.560.7000 or 866.716.8101 or using the web link available online
 - Cut off date is July 10, 2017
 - Please note the Westin will request a three-night deposit at time of booking. Full details* below.
 - **Fairmont Chateau Laurier:**
 - Group Block Code: AMO0817 or AMO Conference
 - Reservations can be made by calling 1.800.441.1414 or using the web link available online
 - Cut off date is July 13, 2017
 - **Les Suites Hotel:**
 - Group Block Code: AMO2017
 - Reservations can be made by calling 1.800.267.1989 (US & Canada) 1.613.232.3000 (International)
 - Cut off date is June 30, 2017

- **Novotel Ottawa:**
 - Group Block Code:
 - Reservations can be made by calling 1.855.677.3033 or 613.230.3033 or using the web link available online
 - Cut off date is July 14, 2017
 - Please note the Novotel will request a one-night deposit at time of booking.
- **Lord Elgin Hotel:**
 - Group Block Code: AMO Conference
 - Reservations can be made by calling 1.800.267.4298 or using the web link available online
 - Cut off date is July 13, 2017
- **Delta Ottawa City Centre:**
 - Group Block Code: 0817AMO
 - Reservations can be made by calling 613.237.3600 ext 6200 or 1.855.330.5360 or using the web link available online
 - Cut off date is June 20, 2017

*** Please note the following booking policy applies only to the Westin Hotel.**

- At time of booking the hotel will charge a deposit that will guarantee your stay. Hotels will charge up to three-nights on all reservations, securing rooms over the peak conference dates of August 13 - 16, 2017.
- Should you wish to reduce the number of nights you are staying, the hotel has the discretion to consider this a cancellation and rebooking for a shorter duration, and may choose not to refund the cancelled night(s).
- Should you cancel your reservation between the date of booking your reservation and the hotel cut-off date listed you will be charged a one night non-refundable cancellation fee and have the remainder of the deposit in excess of one-night credited back to your credit card.
- After the hotel cut off date listed above if you cancel the guest room reservation or reduce the number of nights you plan on staying at the hotel then **none** of the deposit will be refunded.
- You may change names on the reservation without penalty at any time.
- Please review the confirmation notice sent to you by the hotel as soon as you receive it to ensure the information is correct.

We hope that this process will encourage municipalities to book only those guest rooms that are actually needed so that more delegates will have the opportunity to stay at the official conference hotels. If you have any questions about this policy, please contact Navneet Dhaliwal at 416.971.9856 ext. 330, toll free 1.877.426.6527 or by email at ndhaliwal@amo.on.ca.

To Recap

- Bookings open on October 3rd, 2016 at 10 am.
- Bookings made will be secured to a credit card.
- A deposit in the full amount of the booking will be taken at this time.
- If you cancel your booking before June 26, 2017 you will lose the equivalent to one-night accommodation.
- Any changes or cancellations made after June 26, 2017 will not be refunded. Any concessions on this are at the discretion of the hotel you have contracted your accommodations with.
- Please review the confirmation notice from the hotel as soon as it is received to ensure the details are correct.