

Registration and Travel

CONFERENCE REGISTRATION

To pre-register for the NSREC, complete the conference registration form enclosed in this booklet, or register on-line at www.nsrec.com. **Please note that registration fees are higher if the payment is received after June 19, 2009.**

**ETC SERVICES, INC.
2254 EMERALD DRIVE
CASTLE ROCK, CO 80104**

**720-733-2003
FAX: 720-733-2046**

**ETCSERVICES@
QWESTOFFICE.NET**

Mail the conference registration form with your remittance to ETC Services, Inc. The registration form, **with payment**, should be mailed to arrive no later than seven days prior to the conference, or arrangements should be made to hand carry fees for on-site registration. Faxed registrations will be accepted with credit card payment. Telephone registrations will not be accepted. You can also register via the internet, as long as all of the credit card information is included. Go to the NSREC web site for on-line registration at www.nsrec.com.

Registration fees should be made payable to the "IEEE NSREC" and must be in U.S. funds only. There are three ways to remit advanced payment of registration and activity fees: 1) check made out in **U.S. dollars** and drawn on a U.S. bank, 2) U.S. Money Order, or 3) Mastercard, VISA, or American Express credit card.

ON-SITE REGISTRATION LOCATION

On-site conference registration will take place at the Hilton Québec in the Pre-Function area outside the Hilton's ballroom on the first floor. If you have not yet registered, go to the hotel's built-in Conference Registration Counter for your initial registration. For those who had already pre-registered, your packets can be picked up at the Conference Registration tables. Please note that this area is actually on the second floor of the hotel, above the hotel lobby. However, in the elevator, it is shown as "Level 1."

ON-SITE REGISTRATION HOURS

Sunday, July 19	5:00 PM – 9:00 PM
Monday, July 20	7:30 AM – 4:00 PM 6:00 PM – 9:00 PM
Tuesday, July 21	7:30 AM – 5:30 PM
Wednesday, July 22	7:30 AM – 3:00 PM
Thursday, July 23	7:30 AM – 3:00 PM
Friday, July 24	7:30 AM – 10:00 AM

CONFERENCE CANCELLATION

A \$25 processing fee will be withheld from all refunds. Due to advance financial commitments, refunds of registration fees requested after June 19, 2009 cannot be guaranteed. Consideration of requests for refunds will be processed after the conference. To request a refund, you must notify ETC Services by fax at 720-733-2046 or e-mail at etcservices@qwestoffice.net.

Registration and Travel

HOTEL RESERVATIONS AND INFORMATION

HILTON QUÉBEC

1100 BOUL. RENE-
LEVESQUE EST
QUÉBEC, QC G1R 4P3
CANADA

418-647-2411

FAX: 418-647-3737

WWW.HILTONQUEBEC.
COM

HOTEL RESERVATIONS

Our conference hotel will be the Hilton Québec located at the edge of the charming Old City. Hotel amenities include a restaurant, a lounge, heated outdoor pool, well-equipped health club, concierge, business center, babysitting, room service, laundry service, and a Club Level. A small food-court is located below the hotel in the underground walkway.



Photo: Courtesy of Hilton Québec

The 571-room Hilton offers the following in each room: individual climate control, TV with pay movies, high-speed internet (at a fee), large work table, AM/FM radio, coffee maker, hairdryer, iron and ironing board, multiple phones with voice mail, one king or two double beds.

The negotiated group rate for a standard room is Canadian \$216.00 + tax for single or double occupancy. Since the U.S. government per diem is higher than this amount, there is no special government block. Rooms on the Executive Level (concierge club privileges) are at the rate of Canadian \$276.00 + tax for single or double occupancy. There is no additional charge for children 12 years of age and younger when sharing a room with an adult and utilizing existing beds. Each third and fourth person in the room (13 years of age and older) will be charged Canadian \$25.00 + tax per night.

All rooms must be guaranteed with a credit card or deposited by check. The cut-off for IEEE NSREC reservations is at 5:00 PM Eastern Time on **June 19, 2009**. Once the room block has been filled OR after the cut-off date (whichever comes first!), room accommodations will be confirmed on a space available basis and the room rate may be higher. This is HIGH season in Québec so early reservations are strongly suggested!

When you check into the hotel, please be sure to verify your departure date. Leaving the hotel earlier than that shown on your reservation will result in a \$50.00 + tax "early departure" fee. However, if you advise them by no later than 4:00 PM on the day prior to your departure, there will be no fee assessed.

Reservations can be made by calling Hilton Central Reservations, toll-free, at **800-445-8667 within the U.S.** or **800-447-2411 within Canada**. You can also call the hotel directly for reservations at **418-647-6500**. Provide the following to ensure that you are getting our special rates:

Group rate booking code: IEEE NSREC

OR you can book through the internet on the following website:

www.hilton.com/en/hi/groups/personalized/YQBHIHH-IEEA09-20090718/index.jhtml

Click on "Book a Room," enter your dates, and then follow the prompts to complete your reservation.

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AIRPORT AND TRANSPORTATION INFORMATION

Jean-Lesage International Airport (code YQB) is about 18 kilometers (25 - 30 minutes) west of the Hilton Québec. The taxi rate is "fixed" at \$30.00 Canadian one way.

AIRPORT SHUTTLE

There is no scheduled shuttle service from the airport.

DRIVING DIRECTIONS FROM JEAN LESAGE INTERNATIONAL AIRPORT

Depart airport south on Rue Principale
 Turn right at Route De l'Aéroport
 Continue on Auto Route Duplessis / Auto Route 540
 Continue on Boulevard Laurier / Route 175
 Continue on Rue Grande Allee / Route 175
 Turn left at Avenue Honoré-Mercier
 Take first exit on roundabout to stay on Avenue Honoré-Mercier
 Turn left onto Boulevard René Lévesque E (second exit on round about)
 Hilton Québec is immediately on the right

PARKING

Space is at a premium in this small enclave so there are fees for parking. Within the hotel, self-parking is at \$23.00 per day (no in/out privileges) and valet is at \$25.00 per day, (with in/out privileges). Both are chargeable to your room account.

RENTAL CAR DISCOUNT AVIS

AVIS NUMBER AWD #A606096

Avis has been selected as the official rental car agency for the 2009 IEEE NSREC and is offering discounted rates to the conference attendees. For reservations and information, call Avis at 1-800-331-1600 and be sure to mention AWD #A606096 in order to get the special conference rate. Or, you can go online at www.avis.com/AvisWeb/reservation/ReservationsInitializer?AWD_NUMBER=A606096. These rates are valid at participating locations in Canada as long as you pick-up and return the car to the same station.

Car class	Car group	Daily	Weekly	Weekend (daily)
Sub Compact	A	\$50.00	\$214.00	\$25.00
Compact	B	\$50.00	\$215.00	\$25.00
Intermediate	C	\$52.00	\$225.00	\$27.00
Full-size 4Dr	E	\$55.00	\$236.00	\$29.00
Premium	G	\$57.00	\$256.00	\$31.00
Luxury	H	\$65.00	\$298.00	\$42.00
Sport Utility	W	\$81.00	\$349.00	\$56.00
Minivan	V	\$85.05	\$366.55	\$59.00

- Renter must meet Avis' age, driver, and credit requirements.
- The above rates are subject to change.
- Discount is effective 7 days before and 7 days after the conference.
- Return to the same renting location or additional surcharges may apply.
- Weekend daily rates are available from noon Thursday - Monday at 11:59 PM (vehicle must be checked out by 3:00 PM Sunday).
- When reservations are booked, the above rates will be automatically compared to Avis' published rates, including internet rates, to ensure the attendees receive the lowest rate that they have to offer.
- The attendees must use the assigned AWD# to receive the discounts being offered.
- Rates do not include any state or local surcharges, tax, optional coverages or gas refueling charges.