

Jan 7

**Sue Johnson**

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**From:** Rebekah Msuya-Collison  
**Sent:** Thursday, December 6, 2018 10:00 AM  
**To:** Sue Johnson  
**Subject:** FW: 2019 AMO Conference Guest Room Booking Details

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**From:** AMO Communications [mailto:communicate@amo.on.ca]  
**Sent:** Monday, November 12, 2018 5:03 PM  
**To:** Rebekah Msuya-Collison <clerk@southhuron.ca>  
**Subject:** 2019 AMO Conference Guest Room Booking Details

Attention: To those who book for and attend the AMO AGM Annual Conference

The 2019 AMO AGM and Annual Conference will be held in Ottawa from August 18- 21, 2019. AMO has negotiated Conference rates at eight hotels. In order to ensure the booking process goes smoothly please read the details of the guest room booking policy and make note of all deposit and cancellation policies for the individual properties. Details can be found at <http://www.amo.on.ca/Events/AMOCConference/Hotels>

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. Please keep in mind that:

- Guest rooms can be booked as of **Wednesday, January 9th, 2019 at 10:00 a.m.**
- All the hotels included in the AMO blocks have a deposit policy in place to reserve your room. You will require a valid credit card at time of booking.
- Name changes on a reservation can be made up to the date of arrival at all hotels.
- Any reservations made into an AMO block prior to January 9th, 2019 will not be honoured.

If you have any questions or concerns about this change or about bookings in general please do not hesitate to contact AMO Events at [events@amo.on.ca](mailto:events@amo.on.ca) or at 416.971.9856 ext. 330.

Thank you

AMO Events

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