



OGRA Annual Conference Housing - Possible Action Required BEFORE February 2nd

You are receiving this email because you have a room or suite booked at the Fairmont Royal York during the OGRA Annual Conference February 25 – 28.

Please review your reservation **BEFORE** February 2nd to confirm your arrival and departure dates. If there have been any changes to your plans you must update your reservation by February 2nd to avoid additional charges.

- Online reservations must be changed online
- Phone reservations can be changed by email only
- Suite reservations can be changed by email only
- Email address ryh.groupreservations@fairmont.com

After February 2nd - all reservations will be automatically charged for the full amount of the stay. Rooms/suites will be considered fully pre-paid and non-refundable. Any reduction in the number of nights or cancellation will result in forfeiture of the whole amount. Substitutions are permitted.

Also note that up to and including February 2nd, 2018 – cancellation fee (equal to one night's accommodation plus applicable taxes) will be charged on each room or suite cancelled subsequent to the initial booking. Changes and substitutions are permitted.

[Please click here to go the Fairmont Royal York Housing.](#)