

## RCAF Ball 2023 – 3 June 2023 – Hotel Booking

If you wish to book a room for the night, here are the instructions:

**Group Name: RCAF Gala 2023**

**Arrival: June 3<sup>rd</sup>, 2023**

**Departure: June 4<sup>th</sup>, 2023**

**Group Code: RCA**

- Complimentary hot and cold buffet breakfast
- Complimentary WiFi
- Complimentary parking
- Complimentary airport shuttle service

| Hotel   | Number of Rooms | Room Type     | Group Rate |
|---|-----------------|---------------|------------|
| Holiday Inn Express and Suites Ottawa Airport | 10              | Double Queens | \$149.00   |
| Holiday Inn Express and Suites Ottawa Airport | 10              | Single Kings  | \$159.00   |

**To book at the Holiday Inn Express & Suites Ottawa Airport, here are your booking options:**

- 1) Call the hotel directly (613-247-9500) and provide the reservation dates and Group Code “**RCA**”, and the front desk staff will take care of the rest;
- 2) Go to [www.hieottawa.com](http://www.hieottawa.com) and follow the steps below:
  - a. Put in the exact dates of check-in and check-out (they have to coincide with the group block dates)
  - b. In the “Group Code” field, under the “Group Rate” option, enter “**RCA**”
  - c. The group rate with the group name will automatically populate.

Please note, there is a cutoff date of **3 May 2023**, where any rooms that have not been picked up will be released back into their system and the discounted rate will no longer apply.