



2011 Bird Strike North America Conference
Discounted Shuttle Service for Delegates

Basic instructions for the use of the on-line system are as follows:

In your internet browser, simply go to the link: <http://bit.ly/NAB562>.

You do not need to login. You can simply begin making a reservation from that page. Near the end of the reservation, you will be asked for your name and phone number information. Once you complete the reservation (after entering credit card information), you will be taken to the Reservation Confirmation page which will provide you with your login information for future use. Please ensure you copy this login and password as this is required to make changes to your reservation.

Please have the following information ready:

- Dates of travel
- Airline and flight number information--- we require the airline and flight number of the flight that arrives/departs the Toronto or Buffalo Airport (not the initial flight if it isn't landing in Canada)
- The name of the hotel you will be staying at in Niagara. A default hotel (Marriott Gateway Hotel - formerly Sheraton) has been chosen - if yours is different please click on the drop down box for the appropriate hotel.
- Valid credit card number and expiry date to at least guarantee the reservation.

On the first page, you will see a summary of all of the services we offer. Airport Transportation is at the top. Please choose whether you wish to book shuttle or exclusive (private) service, and then the direction of your first trip (i.e. Select - Round Trip, One way from the Airport or One way to the Airport).

The next few screens gather information we require to provide you with the appropriate pick up times, etc. The pick up and drop off information pages contain list boxes from which you can simply choose your hotel - our system will then fill in the address information.

After completing the Airport Requirements, you will have the ability to choose individual sightseeing or winery Tours at a discounted rate before completing your Airport Reservation.

On the passenger information screen - it is here that you choose to pay for your reservation with the credit card. Simply ensure 'credit card' is ticked off, and enter the information.

If you would prefer to pay our driver, click on 'Cash/Travelers Cheqs', and then you must fill out the credit card information.

When this is the case, we do not charge your card, but we do pre-authorize the amount of the reservation, to ensure we have a valid credit card for guarantee purposes. Please then click (only Once) the 'Done' button.

The next screen is the Reservation Confirmation Screen. It will provide a confirmation number, which you can print as your receipt, or choose to receive an email confirmation of the reservation.

Should anyone require further assistance with the on-line system, they should contact our Support Desk by email at support@niagaraairbus.com.