

Instructions for booking Shuttle service from Toronto International Airport & Buffalo-Niagara International Airports

Dear Dr. Tharapel:

We have set up a conference code for your delegates for the American Cytogenetics Conference. The Code number is **454**

The above code will give your delegates a 10% discount from our retail airport transportation fares, and they will receive an additional 10% discount by booking on-line. The code is valid for transportation between May 6 and 21, 2010, to allow for travel before and after the conference.

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

In your internet browser, simply go to www.niagaraairbus.com.

You do not need to login... you can simply begin making their reservation from that page. Near the end of the reservation, you will be asked for your name and phone number information, and when you complete the reservation (after entering credit card information)... on the Reservation Confirmation page... you will be given login information for future use.

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.

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 left. Please indicate where your trip is to start... (eg. If you need a pick up first at the airport, choose 'Airport to Niagara Region'). You'll need to choose this under EITHER 'Airport Shuttle' or 'Airport Exclusive' to indicate the type of service you wish to book. Next, choose the airport, and click on 'book now'.

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.

On the Passenger Information Screen... this is where you will find a 'conference number' field. Your conference discount code must be entered into this field without any spaces or dashes, or other characters.

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 they would prefer to pay our driver, click on 'Cash/Travellers 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) on the 'OK' or '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 at support@niagaraairbus.com.