

# WMC 04



**The Society for Modeling and Simulation International**  
**2004 WESTERN SIMULATION MULTICONFERENCE**  
**January 18–22, 2004 • Catamaran Resort Hotel • San Diego, California, USA**

## AUTHOR KIT

For additional information on the WMC 2004 Conference and Proceedings, contact the SCS office at the address below, or visit the Conferences section of the SCS Website at [www.scs.org](http://www.scs.org).

**The Society for Modeling and Simulation International**  
**4838 Ronson Court, Suite L , San Diego, CA 92111-1800**  
Tel: (858) 277-3888; Fax: (858) 277-3930; [scs@scs.org](mailto:scs@scs.org)

**DUE DATE: Oct. 31, 2003**

Dear Author:

We are pleased to tell you that your paper has been accepted for presentation at this conference and for publication in the Conference Proceedings and inclusion on the CD-ROM.

Your final manuscript will need to be submitted to the <http://scs.proceedingscentral.com> site by Oct. 31, 2003 to guarantee inclusion in the conference CD, proceedings, and final program. Directions for formatting and submission will be found on that site in your Author Center and also at the SCS website at <http://www.scs.org>, as well as in this author kit.

Authors of accepted papers are expected to attend the conference, present their work to their peers, transfer copyright, and pay a conference registration fee at the time their camera-ready paper is submitted. **If your registration is not complete by the deadline, your paper cannot be published or included on the CD.**

This author kit contains the following registration forms:

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On the SCS website you also find the following Presentation kit:

Presentation Kit      <http://www.scs.org/confernc/wmc/wmc04/cfp/wmc04presentkit.pdf>

The Hotel Reservation form goes directly to the hotel. The other forms can be mailed to SCS or faxed to 858-277-3930.

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## Vital Information

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- **Conditional Acceptance**—Final acceptance of your paper is conditional upon an additional review of your paper in electronic form, and upon the SCS receiving from you:
  1. Your final paper in electronic *and* in paper form by the due dates noted previously,
  2. A registration form and payment (or valid purchase order) for at least one of the authors of each paper, and
  3. A signed Transfer of Copyright form. If you send your payment and manuscript to the SCS separately, please include a note with your registration form indicating this.
- **Transfer of Registration**—Although the registration fee is *not* refundable, you can transfer it to someone you designate to present your paper at the Conference if you are unable to attend.
- **Clearances**—If your work must be cleared or approved by your institution, company or government agency before publication, please be sure to secure the written approval and submit it to SCS prior to the due dates, or we will not be able to include your article in the Proceedings. If you have not received approval before the due date, you can discuss with your Chair the possibility of presenting it as a late paper. It will not, however, appear in the Proceedings.
- **Transfer of Copyright**—This form merely grants SCS permission to publish your paper. The Society controls the commercial use of material that we publish, while you or your company retain the right to reuse the work in whole or in part. This form does *not* conflict with material that is in the public domain, such as articles written by government employees or contractors.
- **Page Limits**—The registration fee covers the printing of six (6) pages. Additional pages are charged at US \$40 per page.
- **Multiple Papers**—If you are presenting multiple papers, please note that the first submission must be accompanied by the full registration fee. Subsequent submissions are charged either at the full registration fee or US \$40 per page, whichever is less.
- **Audio/Video Equipment**—Please submit this form with your paper if you need special equipment. SCS cannot guarantee to meet special A/V requests. Availability is limited and reservations are on a first-come, first-served basis. The equipment provided free of charge includes transparency overhead projectors, which are available in each room, and 35mm projectors, which are available only if specifically requested with your registration. All other equipment requires payment to cover rental fees, which are listed on the A/V Equipment Request form.
- **Transparencies and Handouts**—SCS will not be able to print your transparencies or make copies at the Conference. Although some office facilities may be available at the hotel, it is best if you prepare your handouts and transparencies ahead of time.
- **Author's Biography**—This will help your session leader introduce your presentation at the Conference. You can submit your own biographical note, or use the form in this kit.
- **Paper Codes**—All material you submit to SCS should include the paper ID code, which will be assigned *after* uploading your paper to the submission website, <http://scs.proceedingscentral.com>. SCS is not responsible for correspondence or forms submitted without this code.

**Note:** If you do not receive e-mail notification (with paper code) after submitting your final draft paper to the submission website, your paper has not been completely entered into the system and may not be published. Please go back into your Author Center and complete the process to ensure publication.

# Manuscript Preparation and Formatting

## General Requirements

- In order to make your work available in both print and electronic formats, we require you to follow our formatting and file preparation guidelines.
- **There are two ways to format your paper and manuscript file.** One is to download the template available at the manuscript submission website, <http://scs.proceedingscentral.com> and choose a conference from the pulldown bar. You can copy and paste your file into the template.  
**OR,** save and upload your existing file. See Sample Formatting pages that illustrate the requested specifications.
- The quality of your article's appearance in the Proceedings largely depends on the care you take in preparing it. Please check your final file and hard copy for typographical errors and omissions before you submit it.

## Layout

- Manuscripts should be two (2) single space columns per page, except for the main title, author information, and large figures and tables.

## Length

- The registration fee covers the printing of six (6) manuscript pages. Additional pages are charged at US \$40 per page.

## Headers, Footers, and Page Numbers

- **DO NOT** include any kind of page numbers, headers, or footers. Final page numbers will be inserted by the publisher.

## Title of Paper

- Font should be larger in size than body text.
- Type should be centered, bold, and with the first letter of each word capitalized (i.e., initial caps).
- Start title of paper about one inch from top of paper.

## Author Information

- Include all authors' names with first names first. Include affiliations, and where appropriate, full street and e-mail addresses.
- Start this on the third line after the title.
- Font should be smaller than title.
- Type should be centered, bold, and single spaced, with the first letter of words capitalized.

## Keywords

- A list of no more than five keywords that will identify your paper in indices and databases. Do not use the words "computer," "simulation," "model," or "modelling," since these are all assumed.
- Begin the two-column layout.
- Start the text about three lines below the author information.
- Use the same type as the body text.
- Use boldface for the word "Keywords," then regular text for the keywords themselves.

## Body Text

- Use text of about 10 points in size, but never smaller than 8 points.
- **Fonts** *must* be one or more of the following: Times New Roman, Arial, Symbol, or Courier. These fonts are installed on almost all computers, and are also included with the downloadable template.
- Text should be justified.

# Manuscript Preparation and Formatting

## Headings

- If a heading appears by itself at the end of a page or a column, try to place it with at least two lines of the subsequent text.
- Please number the headings and the subheadings. I.e., 1, 1.1, 1.2, 1.3, etc.

### Major Headings

- All caps, bold, flush left. Skip one space, then start the text.

### Subheadings

- Initial caps, bold, flush left. Start the text on the next line.

### Secondary Subheadings

- Initial caps, bold, indented about five spaces. Start text on next line.

## Footnotes

- Use footnotes sparingly; endnotes can be substituted.
- Begin two lines below the end of the column. Include a line or underscore between the body text and the footnote.
- Use superscripted sequential numbers, or conventional footnote symbols in the order of asterisk (\*), double asterisk (\*\*), dagger (†) and double dagger (‡). In most word processors, the latter two are combination characters.

## References

- You can list your references either in a numbered list in the order that the citations appear in the text, or in an alphabetical listing by author name.

### Reference Citations in Text

- If using references by numbered list, cite the reference in the paper's body with square brackets around the numeral, e.g., [1], [2-5], etc.
- If listing references by author name, use the following methods to cite them in the body text:

[Smith 1999]                      Single author

[Smith 1999a]                    Multiple papers by same author, published in the same year, with the final letter determined by the order in which the citations appear in the text

[Smith and Jones 1999]        Two authors

[Smith et al., 1999]            Three or more authors

### Reference List

- For a numbered list, start each reference with the number inside square brackets.
- For an alphabetical list, start with the primary author's last name.
- Follow general guidelines from the Chicago Manual of Style. Generally:
  - Use initial caps in titles.
  - Use quotation marks around titles of articles, chapters, reports, theses and dissertations.
  - Put titles of books in italic type. If italic is not available, use an underscore.
  - Include page numbers, volume, number and date of periodicals, and publisher when available.
  - Samples of several types of reference listings follow on the next page.

# Manuscript Preparation and Formatting

## Journal

Obaidat, M.S., 1998, "Artificial Neural Networks to Systems, Man, and Cybernetics: Characteristics, Structures, and Applications, IEEE Transactions on Systems, Man and Cybernetics, 28, no.4, (August): 489-495.

## Book

Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, NJ.

## Book Chapter

Obaidat, M.S., and Sadoun, B.1999 "Keystroke Dynamics Based Identification." in Biometrics: Personal Identification in Networked Society, A.Jain et al, eds., Kluwer, MA, 213-229.

## Conference Proceedings

Obaidat, M.S., and M.Rehiel. 1998. "A Performance Evaluation Study of Input Buffering in ATM Switches." In Proceedings of the 1998 International Symposium on Performance Evaluation of Computer and Telecommunication Systems, SPECTS '98, (Reno, NV ,July 19-22). SCS, San Diego, CA, 58-66.

## Special Publication

National Bureau of Standards. 1976. *Guidelines for Documentation of Computer Programs*. Federal Information Processing Standards Pub. # 38. Govt. Printing Office, Washington, DC, Feb.

## Research Report

Iglehart, D.L. and G.S. Shedler. 1983. "Simulation Output Analysis for Local Area Computer Networks." Research Report RJ 4020 (45068). Research Division, IBM, San Jose, CA (Sept.). PhD and MS Theses Miller, J. 1998. "Discrete Event Simulation in Rail Transit Systems." PhD dissertation, University of Central Florida.

## Tables and Figures

- Your paper will be printed in black and white, so test print any color figures in black and white to ensure that they are legible.
- Make sure that text and legends in figures are readable.
- If a figure or table will not fit in a single column, extend it across two columns on the same page, or as close as possible to their mention in the body text.
- If you include an EPS, please use one of the standard fonts listed previously. (Body Text) Also, please outline all fonts used in the EPS.

## Table Headings and Figure Captions

- Number figures sequentially, and number tables separately, also sequentially.
- Start the caption with the number of the figure or table.
- When possible, figure captions should appear at the bottom of the figure itself, and table headings should appear at the top.
- A sample caption and heading:  
**Figure 6.** Graph of the output of the first simulation run  
**Table 2.** Comparison of the two methods used for each simulation run

## Biography

- Please use the Author Biography form provided in the kit to assist Session/Track Chairs with introductions.
- If space permits, include a brief biography of no more than 300 words for each author at the end of the article to give it greater impact and validity for the audience.

# Sample Formatting

1"  
6p

Text Begins Here  
(on subsequent pages)

Center Title Here (12-14 pts.)  
(One to three lines)

Center  
Name of Author(s)  
and Affiliation(s)  
(One to Five Lines)  
(Use Upper and Lower Case)

Text Begins Here  
(first page only)

$\frac{3}{4}$ "  
4p6

$\frac{1}{4}$ "  
1p6

$\frac{3}{4}$ "  
4p6

This sheet should act as a guide for the form of your manuscript. *Please keep your spacing as close to these figures as possible, to insure uniformity.* Additional instructions may be found in this packet.

**When using A4 paper,** the size of the columns and the space between them should remain the same. The left and right margins should be 0.6" or 3p7, and the bottom margin should be 2" or 12p.

This page is only to be used as a reference. The template you download will meet these specifications.

1  $\frac{1}{4}$ "  
7p6



# Manuscript Submission

## Step 1: Prepare Your Manuscript

- Save your file, using your last name, or the first six letters of your last name, as the file name. If you are submitting multiple papers, then use the first five of your last name plus a numeral (e.g., fairc1, fairc2, etc.).

## Step 2: Convert to a PostScript File (LaTeX documents only)

- **If your manuscript was created in Word, *do not* convert to a .ps file.** Simply leave it as a Word .doc and continue on to step 3.
- Creating a PostScript file for LaTeX involves using dvips or a close relative.

## Step 3: Upload your Manuscript to the SCS Electronic Submission Site

- All manuscripts must be uploaded to the WMC portal on <http://scs.proceedingscentral.com>
- For an initial submission, whether it is an abstract, a draft, or the final paper, choose “Submit First Draft.”
- For a final submission of a paper that was first submitted as a draft or as an abstract, follow the directions for submitting a revision. **DO NOT** submit the final paper as a first draft if you have already submitted an abstract or earlier version of your paper. Final papers should have the same number as the first draft or abstract submissions with an “R1” added.
- Enter the metadata screens that follow: Institutions, Authors, Title, Keywords, Abstracts, and Comments. To close one screen and move on to the next, click on the Save and Continue button.
- If you are submitting a revision, click on the title of your paper in the revision section. This will take you directly to the screen where you will upload the final paper.
- Choose “Use the File Manager.”
  - 1) Choose “Browse” to locate/select your manuscript.
  - 2) Choose designation. (Main Body)
  - 3) **Is paper for review? Answer “yes.” Your paper will not be submitted unless you answer that it is for review.**
  - 4) Choose “upload.” When complete, an Upload Confirmation Box will state if the upload was a success or not. Click on the “Close Window” button. Save and Continue.
- Choose “View Your Proof as it will be Seen by Reviewers.”
  - Click on the underlined title.pdf of your manuscript and Adobe Acrobat will open a proof.
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- Choose “Submit Your Manuscript.”
- A confirmation screen will appear giving you a Paper Code. You will also receive an e-mail stating the paper code and title.
- Once you submit you can no longer edit. If you need to make changes, contact the SCS editor at [sodegaard@scs.org](mailto:sodegaard@scs.org).
- If you have any troubles during these uploads, choose the Get Support Now button available on every screen to get help.
- Additionally, if your upload takes more than 20 minutes, use the support button to send your Word file to the support team, who will convert and upload the file into your Draft Center for your review.

## Step 4: Send Hard Copies to the SCS office (Final Manuscripts only)

- Print out two (2) hard copies of your final paper and send it to the SCS, along with all the required material/forms in the conference Author Kit found on line at [www.scs.org](http://www.scs.org). This is a backup measure to help insure that your paper will be printed in case there are any problems with the electronic files.



# Audio/Visual Equipment Request

## OVERHEADS/ 35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

## VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS TO PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (\$125-\$300 PER DAY) and the 21" or 25" screens are undesirable for use with an audience of over 40 attendees.

## LCD PROJECTOR

LCD projectors **must be reserved** with the SCS Office **prior to the conference**.

## MICROPHONES/AMPLIFICATION EQUIPMENT

This will be available for every meeting room where more than 40 attendees are expected.

## COMPUTERS

Speakers bringing microcomputers for demonstration during their session should notify the SCS office *at least four weeks in advance* of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

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## List of Audio/Visual Needs

WMC 2004 PAPER CODE \_\_\_\_\_

List Audio/Visual needs:

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To help SCS market the WMC'04 more effectively, please answer the following questions:

Target audience of your paper:

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List of Hardware/Software used in your paper:

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Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

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Group: \_\_\_\_\_

Session: \_\_\_\_\_

Day: \_\_\_\_\_

# AUTHOR CERTIFICATION FORM

Paper ID Number: \_\_\_\_\_

Paper Title: \_\_\_\_\_

\_\_\_\_\_

Names of authors: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Note: This form must be signed by the corresponding author and be sent along with the signed copyright form, and completed registration form..

We (I) certify that one of the authors of our above referenced paper accepted in the above referenced conference will come to the conference to present the paper.

Name and Signature of Corresponding Author:

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Name (print): \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO:**

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**AUTHOR'S BIOGRAPHY**

Instructions: You may use this form or if you already have a biography in your paper. This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: \_\_\_\_\_

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Present Employer: \_\_\_\_\_

Duties or Job: \_\_\_\_\_

Highlights about your present work: \_\_\_\_\_

\_\_\_\_\_

Past Employment: \_\_\_\_\_

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\_\_\_\_\_

Education: \_\_\_\_\_

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\_\_\_\_\_

Civic and professional activities, awards etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**Group:** \_\_\_\_\_ **Session:** \_\_\_\_\_ **Day:** \_\_\_\_\_

**Transfer of Copyright to Simulation Councils, Inc.  
(The Society for Modeling and Simulation International)**

Present title of work: \_\_\_\_\_

Author (s): \_\_\_\_\_

Conference: \_\_\_\_\_

**Part I: The Primary Author Must Sign This Form**

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Signature of primary author

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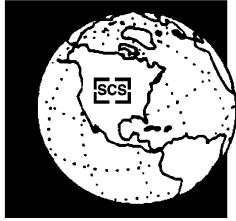
**Part II: US Government Employee Certification**

Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part B certifies that ALL authors of the work are employees of the US Government and performed this work as part of their official duties and that the work is therefore not subject to US copyright protection.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of primary author

\_\_\_\_\_  
Print name

**WMC 04**

**The Society for Modeling and Simulation International**  
**2004 WESTERN SIMULATION MULTICONFERENCE**  
**January 18–22, 2004 • Catamaran Resort Hotel • San Diego, California, USA**

## **AUTHOR REGISTRATION FORM**

Reservations must be received by December 17, 2003 to qualify for conference rate.  
 Those received after this date will be accepted on a space available basis only.

*This registration form must be completed and returned with your manuscript. Registration fee must be guaranteed by receipt of check or credit card number for paper inclusion in Conference Proceedings. Registration is not refundable.*

Registration fee includes: attendance at the conference, authors breakfast, a print proceedings or a CD of all papers that were electronically submitted for the WMC 2004 conference, and any planned all-conference function. Social events and print proceedings are subject to additional fees.

Author name: (for badge) \_\_\_\_\_ Position: \_\_\_\_\_

Organization: (for badge) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Paper Title (1): \_\_\_\_\_ Paper #: \_\_\_\_\_

Paper Title (2): \_\_\_\_\_ Paper #: \_\_\_\_\_

Please check the appropriate box to indicate your position in the Conference organization

Track Chair     Group Chair     Session Chair     Author/Presenter     Panel Chair     Panelist

<b>CONFERENCE FEES</b>		Member #: _____
<b>(Authors of published manuscripts must submit full registration fee with their final manuscript)</b>		
<b>Registration received after December 17th, 2003 may be subject to late fees.</b>		
<b>Registration for 1st paper</b>	<b>Full Reg.</b>	<b>Comprehensive Reg. (includes Sun. tutorial)</b>
SCS Members:	\$450.00	\$600.00
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Extra page charges ( <b>\$40 per page over 6 pages</b> ):		\$ _____
Additional Proceedings <b>\$35</b>		check CD-ROM _____ or Print _____ \$ _____
<b>Registration for 2nd paper:</b>		
Members: \$450 or \$40 per page, whichever is less		\$ _____
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<b>TOTAL*</b>		<b>\$ _____</b>

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Authorizing Signature: \_\_\_\_\_

\* All Checks must be made payable to SCS and drawn on US banks or International Money Orders in US funds

\*\* Must provide proof of current student status; all authors must be students

**WMC 04**



**The Society for Modeling and Simulation International**

**2004 WESTERN SIMULATION MULTICONFERENCE**

**January 18–22, 2004**

**Catamaran Resort Hotel • San Diego, California, USA**

**HOTEL RESERVATION FORM**

Reservations must be received by December 17, 2003 to qualify for the conference rate.  
Those received after this date will be provided on a space available basis at prevailing rates.

Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please reserve accommodations for:

Name: \_\_\_\_\_

Sharing room with: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Room Preference:  Smoking       Non-Smoking

**Room Rate:** \$ 139.00 US  Single  Double      \$ 159.00 US  Triple      \$ 159.00 US  Quadruple

**Add 10.5% Hotel Tax**

(All guest rooms are subject to the prevailing city transient occupancy tax. Currently, taxes total 10.5% and are subject to change)

***Hotel check-in is 4:00 p.m. and check-out is 12:00 noon.***

Reservations must be guaranteed by Master Account, credit card, or advance deposit received 30 days prior to arrival. Individual reservations will automatically be billed for one night unless canceled 24 hours prior to arrival.

*Please return this reservation request to:*

**Catamaran Resort Hotel  
3999 Mission Boulevard  
San Diego, California 92109  
Toll Free: 1-800-422-8386  
Phone: 1-858-488-1081  
Fax: 1-858-488-1387**