

MEETING BOOKING ENQUIRY 2021

Date of Enquiry	D	D	M	M	Y	Y	Y	Y
Contact Person								
Name of Unit					Work Tel			
Email Address					Mobile No.			

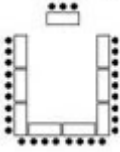
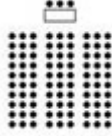
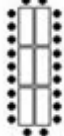
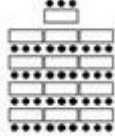
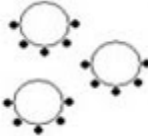
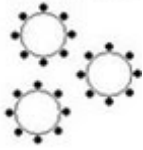
EVENT INFORMATION

Number of delegates (PAX)		Date of Event	D	D	M	M	Y	Y	Y	Y	
In which region will the event be hosted?			Preferred Venues								
Accommodation			Date (from)	D	D	M	M	Y	Y	Y	Y
			Date (to)	D	D	M	M	Y	Y	Y	Y
No. of delegates					No. of rooms						

Additional Comments

EVENT REQUIREMENTS

Tick as per your requirements. If yes, please provide any relevant information.

<input type="checkbox"/>	Day Conference package (includes venue hire, 2 teas and lunch)			
<input type="checkbox"/>	Venue Layout			
		<input type="checkbox"/> U-shape	<input type="checkbox"/> Cinema Style	<input type="checkbox"/> Boardroom Style
<input type="checkbox"/>	Equipment			
		<input type="checkbox"/> Classroom	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Banquet rounds
<input type="checkbox"/>		Flip chart and pens		
		Whiteboard and pens		
		PA System		
		Laptop		
		Printer		
		Data projector		
		Podium/Top table		
		Standing microphone		
		Roving microphone		
		Lapel microphone		
		Notepads and pens		