

## CONFERENCE BOOKING CONFIRMATION

<b>BOOKING DETAILS</b>	
<b>BOOKING DATE</b>	
<b>BOOKING NAME</b>	
<b>COMPANY NAME</b>	
<b>COMPANY ADDRESS</b>	
<b>COMPANY TEL NO</b>	
<b>EMAIL ADDRESS</b>	
<b>CONFERENCE DETAILS</b>	
<b>START TIME</b>	
<b>FINISH TIME</b>	
<b>NO. OF DELEGATES</b>	
<b>24HR/DAY DELEGATE</b>	
<b>ROOM LAYOUT</b>	
<b>FOOD REQ</b>	
<b>TEA/COFFEE REQ</b>	
<b>EQUIPMENT REQ</b>	
<b>INVOICE REQ</b>	
<b>ROOM ALLOCATED</b>	
<b>ADDITIONAL COMMENTS</b>	