Information about attendees (from Information about Me Forms and follow up)

		Quiet spa
Name of Meeting	Max room capacity:	arrangem

Date, time and place:

Quiet space arrangements:

Refreshments/meal times: ongoing drinks, lunch 12.30pm - 1.0pm

Society

Name	Role	Organisation	F-mail	Telephone (including on the day)	Travel by	Travelling with (and their on the day contact details)	Expenses claimed?	Dietary Requirements	Special requirements/Notes
Name	Note	Organisation	L-man	uayı	Traver by	details	ciaimeu:	Requirements	requirements/Notes