

## **CONFERENCE BOOKING FORM**

Date of Conference	:	
Time	:	
Number of Delegates	:	
Method of Payment	:	
Seating Arrangement		(Tick option)
U-Shape	:	
Cinema	:	
Boardroom	:	
Classroom	:	
Equipment Required		(Tick options)
Television	:	
Video	:	
Flipchart	:	
Overhead Projector	:	
Whiteboard	:	
Screen	:	
Data Projector	:	(R500.00 per day)
Tea/ Coffee Requirements		(Please specify times)
On arrival	:	Time
Mid-morning	:	Time
Afternoon	:	Time
Lunch Requirements		
Menu choice	:	
Time	:	
Company Name	:	
VAT Registration Number	:	
Address:	:	
Contact Numbers:		Tel : Fax :
Sign	:	
Print Name	:	