

Event title (and Organisation)
Arrivals from (include earlyies) and Departures until (include lates)
Swanborough
 (also staying in XXXXXXXXXXXX where applicable)

Check-in from **XX:XX hrs on DAY**

Check-out by **XX:XX hrs on DAY**

To authorise any changes to this list (including room swaps) please contact the Conference Organiser - contact details below

If a delegate is not listed, check the change sheet (final page) - they may have been added late and not in alphabetical order.

On site Conference Organiser's Name: **NAME IN BOLD**

On site Conference Organiser's Mobile/Contact Number: **NUMBER IN BOLD**

ROOM NO.	FLOOR	BLOCK	AD*	ARR	DEP	?day	?day	?day	?day	?day	TOTAL NIGHTS	SURNAME	FORENAME
1A	Ground	1	No								0		
1B	Ground	1	No								0		
1C	Ground	1	No								0		
1D	Ground	1	No								0		
2A	Ground	1	Yes								0		
2B	Ground	1	No								0		
2C	Ground	1	No								0		
2D	Ground	1	Yes								0		
3A	First	1	No								0		
3B	First	1	No								0		
3C	First	1	No								0		
3D	First	1	No								0		
3E	First	1	No								0		
3F	First	1	No								0		
4A	First	1	No								0		
4B	First	1	No								0		
4C	First	1	No								0		
4D	First	1	No								0		
4E	First	1	No								0		
4F	First	1	No								0		
4G	First	1	No								0		

AD* = adapted for wheelchair users

Breakfast numbers:

?day	?day	?day	?day	Day
0	0	0	0	0

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SURNAME	FORENAME	ROOM NO.	KR	DELEGATE SIGNATURE	DATE OF SIGNATURE	ARR	DEP	?day	?day	?day	?day	?day	TOTAL NIGHTS
0	0	1A				00-Jan	00-Jan	0	0	0	0	0	0
0	0	1B				00-Jan	00-Jan	0	0	0	0	0	0
0	0	1C				00-Jan	00-Jan	0	0	0	0	0	0
0	0	1D				00-Jan	00-Jan	0	0	0	0	0	0
0	0	2A				00-Jan	00-Jan	0	0	0	0	0	0
0	0	2B				00-Jan	00-Jan	0	0	0	0	0	0
0	0	2C				00-Jan	00-Jan	0	0	0	0	0	0
0	0	2D				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3A				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3B				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3C				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3D				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3E				00-Jan	00-Jan	0	0	0	0	0	0
0	0	3F				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4A				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4B				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4C				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4D				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4E				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4F				00-Jan	00-Jan	0	0	0	0	0	0
0	0	4G				00-Jan	00-Jan	0	0	0	0	0	0

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#REF!	#REF!	#REF!				#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
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