

**ICMA Regional Conference, Portsville, 28-31 May 2010**

Delegate name	Date of arrival	Time of arrival	Flight number	Airport transfer?	Pre-Conference Day 1		Conference Day 1		Conference Day 2		Conference Day 3		Conference Day 4		Post-Conference Day 1		Date of departure	Time of departure	Airport transfer?	Number of nights required	Notes	Single rooms	Double rooms
					Single	Double	Single	Double	Single	Double	Single	Double	Single	Double	Single	Double							
Anderson, Johanna	27/05/2010	23:00	LRC12345	yes	1		1		1		1		1				31/05/2010	19.00	yes	5	Presenter, needs single room & wifi	1	
Chang, Peter	28/05/2010	9.00	CHA43215	yes			1		1		1		1		1		01/06/2010	9.00	yes	5	Mobility difficulties, ground floor room	1	
Garcia, Juan	28/05/2010	10.30	MXG0897	yes			1		1		1		1		1		31/05/2010	22.00	yes	4	Willing to share room		1
Blanc, Jean	28/05/2010	11.00	MI687987	yes			1		1		1		1		1		31/05/2010	18.00	yes	4	Willing to share room		1
Smith, John	27/10/2010	15.15	BA45678	yes		1		1		1		1		1		1	01/06/2010	23.00	no	6	Travelling with spouse		1
Smith, Jane	27/10/2010	15.15	BA45678	yes		1		1		1		1		1		1	01/06/2010	23.00	no	6	Accompanying spouse		1
					1	2	2	4	2	4	2	4	2	4	2	4	1	2			2	2	