

Customize your conference package by selecting from the items below and entering the menu choices, mealtimes & bar times
 Enter the number of delegates per day (include facilitators, presenters & service providers)
 Indicate the number & type of special dietary requirements per meal (Halaal / Vegetarian / Vegan / Diabetic / Gluten Free / Food Allergies)

		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
	Date:										
	Delegates:										
	Meal / Session Times:										
BREAKFAST	Time:										
	Dietary Requirements:										
ARRIVAL TEA/COFFEE	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
ARRIVAL SNACKS	Option:										
	Dietary Requirements:										
CONFERENCE SESSION 1	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
MID-MORNING BREAK	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Dietary Requirements:										
CONFERENCE SESSION 2	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
LUNCH & SOFT DRINK	Menu Option:										
	Time:										
	Dietary Requirements:										
CONFERENCE SESSION 3	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
MID-AFTERNOON BREAK	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

	Dietary Requirements:										
CONFERENCE SESSION 4	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
DINNER	Menu Option:										
	Time:										
	Dietary Requirements:										
DESSERT	Option:										
DRINK WITH DINNER	Option:										
OR BAR AVAILABLE	Time Open:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Time Close:	Cash or Tab: R _____		Cash or Tab: R _____		Cash or Tab: R _____		Cash or Tab: R _____		Cash or Tab: R _____	
CONFERENCE SESSION 5	Time:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
ACCOMMODATION		1 person per bed = _____ people		1 person per bed = _____ people		1 person per bed = _____ people		1 person per bed = _____ people		1 person per bed = _____ people	
		1 person per room = _____ people		1 person per room = _____ people		1 person per room = _____ people		1 person per room = _____ people		1 person per room = _____ people	
		1 person per unit = _____ people		1 person per unit = _____ people		1 person per unit = _____ people		1 person per unit = _____ people		1 person per unit = _____ people	