• **Staff require written information and documentation which will cover the following circumstances**
  • Staff briefing
  • Hotel information
  • Catering
  • Inclusions in accommodation package
  • Facilities, transport, shuttle buses, tours, activities
  • Program or agenda items for conference/seminar

Summit will produce reports to enable information and documentation to be distributed efficiently other standard shell documents *highlighting the latest version.*

• *Establish a given set of requirements to setup a database.*
  • Establish whether a computerised or manual database
    Access, Summit, Events

• *Development of the database:*
  • The type of database and information to be input:
    Personal details
    Registration, flight or accommodation detail
    Payments
  • The information required as output – types specific searches
  • Common goals to be achieved utilising the database
  • Process to be undertaken in order to successfully utilise the database and achieve these goals