REGISTRATION CO-ORDINATION

1. Brief staff regarding reservations issues, taking into account the following factors:
   - Type of delegates
   - Expected delegates numbers
   - Size of tour group/s, excursion or activity
   - Length of stay/duration of meeting/conference
   - Specific session (specific) requirements
   - Cultural requirements – catering, prayer
   - Special requirements and requests – catering

2. Provide staff with written information and documentation according to organizational procedures to facilitate the smooth running of meeting
   - SUMMIT, RUNNING SHEETS AND OTHER REPORTS

3. Establish a action list for registration procedures in accordance with the given set of requirements
   - SUMMIT, BEFORE & DURING REGISTRATION, PERSONAL DETAILS, ACTION LIST (TASKS TO BE COMPLETED)

4. Produce registration materials appropriate to a given set of requirements using a database
   - SUMMIT, BEFORE & DURING REGISTRATION, DELEGATES LIST

5. Record registration rates and conditions on the materials produced
   - USE A SPREADSHEET, NAME, PAYMENT, SESSIONS
   - MANUALLY, WRITTEN UP IN THE FORM OF A SPREADSHEET