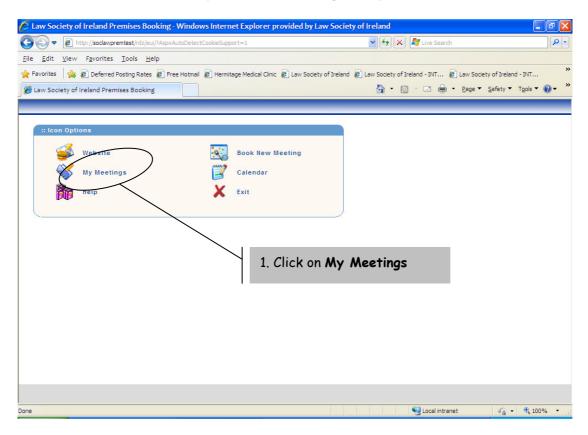
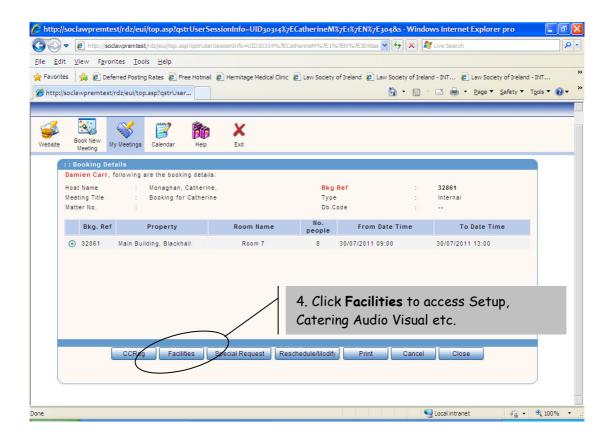
## How to... AMEND your catering requirements.



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| <ul><li>32861</li></ul> | 30/01/11             | 09:00     | 13:00    | Booking for<br>Catherine>>>          | Monaghan, Catherine,             | Room 7    | Main Building,<br>Blackhall | PROV   | 8          |
| 0 32864                 | 30/07/11             | 16:00     | 17:00    | Test Booking                         | Monaghan, Catherine,<br>>>>      | Room 3    | Main Building,<br>Blackhall | PROV   | 2          |
| 0 32863                 | 31/07/11             | 09:00     | 11:00    | Another Test<br>Booking>>>           | Morgan, Tony,                    | Room 14   | Main Building,<br>Blackhall | PROV   | 2          |
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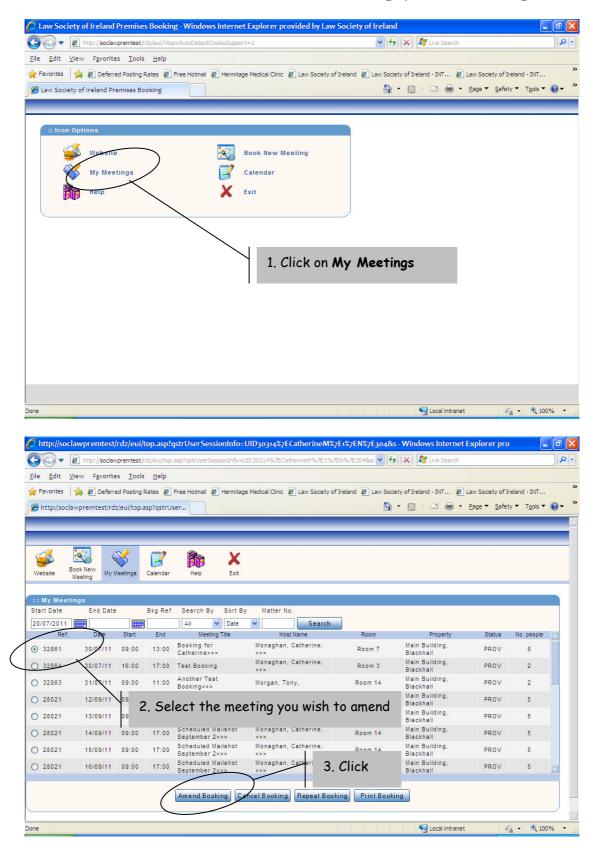
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## How to amend the numbers attending your meeting.



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|             | Host Name                       | :                   | Monaghan,       | Catherine,    |                     | Bkg                |                      | 4              | 32861<br>Internal            |                          |
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|   |   |                            |                        | /                       |               | 5. Select Cha<br>people for se<br>functions? | -         |
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Having clicked on Apply above, how to move your meeting to another room.

