Please complete the form below and send your request to [box.codes.mce@nationalgrid.com](mailto:box.codes.mce@nationalgrid.com)

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| --- | --- |
| Meeting Title | CMP320 Workgroup 2 |
| Meeting Date: | 8 October 2019 |
| Meeting Time: | 10:00 to 15:00 |
| Room Booking Time: | 9:00 – 16:30 (Andrew – I think L1-14 is already booked) |
| Room Layout: | Usual boardroom |
| Number of Attendees Expected: | 10 |
| WebEx: | Already set up for 10 – 3pm |
| Eventbrite required | No |
| Catering Requirements: *Numbers (if known) and timings for lunch etc* | Tea, Coffee, Biscuits, Water 9.30am and refresh at 12.30pm  Lunch 12.30pm |
| Dietary Requirements: | None I am aware of |
| Contact on the Day: | Paul Mullen |
| Additional Requests/Comments: |  |