Attendance Register

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# INFORMATION

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| **Event Title:**  |  |
| **Name of External Speaker:**  |  |
| **Name of Member of Staff in Attendance:** |  |
| **Date of Event:** |  |
| **Room:** |  |
| **Principal Organiser Name:** |  |

# ATTEndance register

| **No.** | **Name of attendee** | **Signature of attendee** |
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# declaration:

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| **External Speaker Signature:**  |  |
| **Member of Staff in Attendance Signature:** |  |
| **Principal Organiser Signature:** |  |