CONFERENCE ASSESSMENT FORM

Name of Conference: 28th Colmcille Winter School

Date(s): Friday 24th & Saturday 25th February 2017

Venue of Conference: Colmcille Heritage Centre, Gartan, Letterkenny

Officer’s Recommendation: Refer to Page 2

Estimated Cost of Conference

<table>
<thead>
<tr>
<th>Conference Fee</th>
<th>Day/Night Subsistence</th>
<th>Travel/Fares</th>
<th>Mileage 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>€150.00</td>
<td></td>
<td>£19.88</td>
<td></td>
<td>€150 + £19.88</td>
</tr>
</tbody>
</table>

Council Decision

Specify Meeting and Date: _____3rd January 2017 ________________

Names of Members attending: __________________________________________

Attendance by Officer(s): __________________________________________

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1 Costs are estimated. Flight costs may change from costing to booking of the conference. Additional incidental costs which are not known at the time of booking, may also apply e.g. taxi fares and parking fees.

2 Mileage will be calculated from the Members place of residence. For the purpose of estimated costs, mileage is calculated from the Council Offices, Strand Road. These costs will be subject to change depending on Members’ place of residence.
### Officer’s Comments and Recommendation

**Officer to provide any relevant additional information and a recommendation to Council.**

The Committee may agree that participation in this event is beneficial to the Council.

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**Job Title of Officer:** Karen Henderson, Mayoral & Member Services Officer