

Request for Conference and Travel Approval

FS-Case-769155590

Requester's details

Name of requester	Declan Connolly
Requester's email address	declan.connolly@coventry.gov.uk
Are you booking the conference/travel yourself or is someone else?	Myself

Conference Details

Title of conference/event	Host City 2025
Organising body	Cavendish Group International
Location	Glasgow
From date	01/12/2025
To date	03/12/2025
There are no councillors requesting to attend.	
Employee(s) requested to attend	
Employee name	Email address
Declan Connolly	declan.connolly@coventry.gov.uk
Jonathan Hunt	jonathan.hunt@coventry.gov.uk
Total employee(s) attending	2

Cost to the council per person

Delegation fee	£198
Accommodation cost	£188
Travel cost	£61.98
Subsistence cost	£25
Total per person	£472.98

Summary

Number of councillors attending	0
Number of employees attending	2
Total number of people attending	2
Cost per person	£472.98
Total cost	£945.96

Other Conference Details

Is the conference overseas?	No
Are there any contributions to the cost of the travel/conference from partners/hosts?	No
Are people from other organisations part of the delegation?	No
How many people IN TOTAL will be attending the event as part of the delegation?	2

Is there anyone travelling with the group in relation to whom any of the costs of travel, accommodation or any other expense will be NOT be paid by the Council?

No

What are the reasons for attendance and what benefits to the City Council are expected from attendance?*

Developing city events strategy, securing future sporting events for the city, raising the profile of Coventry creating potential economic impact on the City, meeting with National Governing Bodies, UK Sport and events rights holders.

Is this conference part of an overall project involving further visits in the future?

No

Budget Holder/Manager's Details

Budget holder/manager's name Jonathan Hunt

Budget holder/manager's email address jonathan.hunt@coventry.gov.uk