



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