

A Hello?

B Hi. It's Joel. I've just [redacted] an email from Doctor Doyle. He's changed his flight from the morning. He's landing at six thirty on Tuesday evening now, so we need a driver to pick him up.

A That's fine. We can take him [redacted] to the hotel.

B Actually, he wants to see the main auditorium and check the facilities before his talk on Wednesday morning, so the driver needs to collect him from the airport and [redacted] him off at the exhibition centre first. I'm there all day helping delegates with their stands, so I can meet up with him and show him [redacted]. Then we'll walk over to the hotel afterwards to check in.

A OK. But what about the excursion on the Tuesday afternoon? Should we [redacted] it?

B No, because Ms Cruz lands on Tuesday morning and has the whole day free. Besides, she would like to look around the old city and [redacted] some sightseeing.

A Right. Normal check-in is after two o'clock but I'll call the hotel and try to arrange an [redacted] check-in.

B Yes, she'll want to freshen up after the flight.

A Is someone taking her in the afternoon?

B The hotel [redacted] guide service offers an afternoon excursion, so I'll book it with them. It also includes eating out at a traditional restaurant and trying a few [redacted] specialities.

A Sounds perfect. Do you think that's something Doctor Doyle would like to do on Thursday?