

Naomi Hi, Bruce. It's Naomi here. I'm calling about the conference in Shanghai. We (1) have to _____ make some changes.

Bruce Hi, Naomi. OK, hang on, let me get a pen. Right, fire away.

Naomi I don't think the Yangtze Garden (2) be _____ big enough. We (3) need) _____ a centre that can seat at least 600.

Bruce That many? Any suggestions?

Naomi The Mandarin Palace Center (4) be _____ free that day. I've already spoken to them and I (5) meet) _____ the conference manager tomorrow. It (6) mean) _____ increasing the registration fee by \$50 though.

Bruce That (7) not / be) _____ a problem. Anything else?

Naomi Alasdair Ross can't do the morning session as his plane (8) not / land) _____ until 9:30, so I've arranged things with Jimmy Tan and they (9) switch) _____ slots. Also, Milan University say they (10) send) _____ Carla Marisco because Professor Bertoni can't make it. But the talk (11) be) _____ the same.

Bruce Fine. Make those changes and I (12) inform) _____ everyone at my end.