

- 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.