

Example Diet Requirement Communication



Dear.....

When you registered for CCI Europe 2007, you requested a special diet and gave me some information.

I would like to have a clearer idea of what you require, to help me to negotiate with the cooks at Soesterberg and plan a menu that is as suitable as possible. I have attached a form which I am asking you to complete.

Please look at the example given on the form and then fill in the second table with your requirements. Where possible give alternatives for each meal: breakfast, lunch and evening meal.

On the first day we will hold a short meeting to let you know the arrangements have been made. Please indicate if you are likely to come to that meeting.

Email the form to: mail address
or send it to:

xxxx xxxxx (Name)

xxxxxxxxxxx(Address)

xxxxxxxxxxx(Phone)

Kind regards

Xxxxxx xxx(Name contact person)

Appendix.

Here are examples, taken from previous years, of how you might fill in the form to tell us to help us.

Choice of meal

Name	<i>John Smith</i>		
Type of meal	Vegetarian	Fish	Meat
<i>Example 1</i>	<i>Yes - all meals</i>	<i>never</i>	<i>never</i>
<i>Example 2</i>	<i>Yes</i>	<i>Fish – max. Twice a week in the evening</i>	<i>never</i>

Alternative products

Diet	Alternative for breakfast	Alternative for lunch	Alternative for evening meal
Dairy free (cows)	<i>Not necessary</i>	<i>Goat (or sheep) cheese, milk Vegetable margarine</i>	<i>Goat (or sheep) cheese, yogurt</i>
Sugar free	<i>Not necessary</i>	<i>Nut spread without sugar Jams and spreads sweetened with brown rice syrup or fructose</i>	<i>Desert sweetened with brown rice syrup or fructose Soya yogurt or soya ice cream</i>
Yeast free	<i>Not necessary</i>	<i>Brown sour dough bread Multigrain crispbread, Rice crackers</i>	<i>Grain instead of potatoes, wholemeal pasta, yeast free soup</i>
Wheat free	<i>Spelt sour dough bread</i>	<i>Spelt sour dough bread, Rice crackers, ryebread, Amaranth crackers</i>	<i>Potatoes, buck wheat pasta, millet, polenta, rice</i>
Gluten free	<i>Polenta</i>	<i>Rice crackers, gluten free bread</i>	<i>Potatoes, buck wheat pasta, polenta, rice</i>

Delete one of the following:

On the first day of CCI 2007 I will / will not attend the meeting about special dietary requirements.

Confirmation Diet Requirements

Dear

This is the information that I have already received.

Check this and fill in the tables below. Then email or send it to xxx xxxxx(name contact person) at the address given earlier.

Choice of meal

Name	<i>John Smith</i>		
Type of meal	Vegetarian	Fish	Meat

Alternative products

Diet	Alternative for breakfast	Alternative for lunch	Alternative for evening meal
Dairy free (cows)			
Sugar free			
Yeast free			
Wheat free			
Gluten free			
Other			

Delete one of the following:

On the first day of CCI 2007 I will / will not attend the meeting about special dietary requirements.

If you have any further questions you can email or telephone me.

Thanks for your help

XXXXX name contactperson