

Conference Registration Form Sample (Excel Format)

This **conference registration form** sample in Excel includes sections for attendee information and accommodation details, ensuring seamless event planning. It simplifies data collection and enhances organization for both participants and organizers. Ideal for managing registrations efficiently while keeping track of lodging preferences.

Attendee Name	Email Address	Organization	Phone Number	Attendance Type	Arrival Date	Departure Date	Room Type	Special Accommodation Requests	Payment Status
John Doe	johndoe@email.com	ABC Corp	+1234567890	In-person	2024-07-10	2024-07-13	Single	Vegetarian Meals	Paid
Jane Smith	janesmith@email.com	XYZ Ltd	+0987654321	Virtual	N/A	N/A	N/A	--	Pending

Instructions:

- Please fill in all required fields accurately.
- Select room type if requesting accommodation (Single, Double, Suite, etc.).
- Indicate any special accommodation requirements (e.g., accessibility needs, dietary preferences).
- Submit the completed Excel form to the organizing committee by the registration deadline.

[Download Excel Sample Template](#)