

«Initial» «CONTACT_FirstNames» «CONTACT_Surname» «Branch»
«ADDRESS_PropertyName»
«ADDRESS_Street»
«ADDRESS_District»
«ADDRESS_Town»
«COUNTY_Desc»
«ADDRESS_PostCode»

August 2023

Dear «Initial» «CONTACT_Surname»

AGM/ANNUAL CONFERENCE 2024 - Delegate Accommodation

Head Office will be managing the hotel bookings for the AGM/Annual Conference 2024 at the Conference Hotel, being held on Tuesday 14th and Wednesday 15th May 2024 at the Waterfront Southport Hotel, Waterfront, Promenade, Southport PR9 0DZ.

RECOMMENDATION

As the Treasurer of your Branch/Group, Head Office want to confirm that the Executive Committee are again recommending and requesting that all Delegates stay at the Conference Hotel, being the Waterfront Southport Hotel, for the AGM/Conference 2024. Head Office will pay the Hotel and charge the Branch for its Delegate(s) accommodation.

GETTING SUPPORT FROM THE BRANCH FUND

We understand that accommodation costs can be a significant drain on Branch/Group resources and would like to remind you that there is a 'Branch Support Fund' for providing financial assistance to Branches/Groups to help with conference costs for their Delegates.

APPLYING FOR FINANCIAL SUPPORT

If you require assistance from the 'Branch Support Fund', please send the following to the CEO at Head Office:

- Covering letter detailing level of expected expenditure
- Copy of the Branch Annual Accounts

ACCOMMODATION COSTS

Both the Delegate Form and Observer Form have been created to be completed per individual Delegate/Observer not per Branch/Group. Included is a section on ATTENDANCE DETAILS, which covers their Hotel requirements. This section **must** be completed for each Delegate attending Conference and any Observers.

A special rate has been negotiated with the hotel to avoid confusion with bookings and it has been agreed that Head Office will handle **all room bookings of accommodation at the Waterfront Southport Hotel providing Dinner, Bed and Breakfast.**

- Single occupancy - £150.00 per room, per night.
- Double occupancy - £185.00 per room, per night.

Contribution to accommodation costs

The Executive Committee has decided a contribution to accommodation costs for 2024, for Delegates staying at the Conference Hotel, of £150 per Delegate, for up to two Delegates. Where the two delegates share a room, only the costs of the room for two nights will be met.

The cost of the accommodation at the Waterfront Southport Hotel will be paid by Head Office and the Branches/Groups will be invoiced accordingly:

- For two (2) Delegates the amount in excess of £150 contribution
- The full cost for any other Delegate
- The full cost for any Observer
- The costs of a Partner/Observer/Carer sharing with a Delegate
- The cost of a third nights accommodation for any of the above

The amount due for the above will be deducted from the July 2024 Rebate payment. If the Rebate payment does not cover the amount due an invoice for the amount due will be issued, which should be paid immediately.

Branches/Groups should minute whether they intend to pay for Observers, Partners or Carers. If they choose not to, the Branch/Group should claim the amounts from the individual or Delegate. Delegates will be responsible for paying any “extras” and will be asked to provide a debit or credit card to cover any charges to the room.

Cancellation of accommodation

Cancellation of accommodation must be sent to Head Office in writing or by email and receipt will be acknowledged, no receipt must be assumed if no acknowledgement has been received. **The hotel will charge for no-shows and cancellation charges will apply to rooms which may be charged to the Branch/Group.**

Delegates NOT staying at the Conference Hotel *(Claim forms included in pre-conference pack)*

Regarding Delegates not staying at the Conference Hotel, accommodation and dinner expenses may be claimed on the following basis for each Delegate, up to two (2) Delegates, up to £150 per Delegate:

- 70% of the Bed and Breakfast accommodation cost for two nights ***and***
- (a) up to £17.50 per night for Dinner for Monday and Tuesday evening ***or***
(b) up to 17.50 for dinner on the Monday night and Tuesday night attending the Conference Dinner (an additional £16.00 will be deducted from the claim to cover the additional cost of the Conference Dinner).
- Observers and Carers not staying at the Conference Hotel may attend the Conference Dinner but a charge of £33.50 will be charged to the Branch/Group.

TRAVELLING EXPENSES

Travelling by rail or any other form of public transport

If the Delegate is not the holder of a valid Senior Railcard or similar discount card, the cost for purchasing the discount card may be included in the claim, provided that the discount received on the ticket is greater than the cost of the discount card. **Receipts must be provided with the claim form.**

Travelling by car

Delegates are encouraged to car share where possible.

If an Observer is the driver of the car, the Delegate(s) should submit the claim.

The mileage rate for 2024:

- A Delegate may claim 45p per mile
- A Delegate may claim an additional 5p per mile if a second Delegate is travelling with them.

Submitting Claims

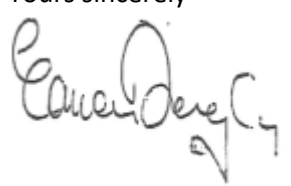
- In each Delegate conference pack will be a travelling expense claim form.
- Traveling expenses claims should be submitted as detailed above and will be paid direct to the Delegates' bank account.
- Claims submitted at Conference or by Monday 3rd June 2024 will be paid on the Monday 1st July 2024. Claims submitted after that date will be paid at a time convenient to Head Office.
- Claims for Contributions to accommodation costs for Delegates not staying at the Waterfront Southport Hotel must be submitted as soon as possible.

Claims submitted after Monday 29th July 2024 will not be accepted

Copies of the traveling expenses claim forms for the additional Delegates will be sent to the Branch/Group to reimburse their Delegates.

Any queries on the above, please contact Head Office.

Yours sincerely



Eamonn Donaghy
Chief Executive Officer