

# NFOP ANNUAL GENERAL MEETING & CONFERENCE 2026

## DELEGATE FORM

SUBMISSION DEADLINE – MONDAY 2<sup>nd</sup> FEBRUARY 2026

**\*\*\* Late submissions will NOT be accepted \*\*\***

BRANCH NAME: \_\_\_\_\_ BRANCH No.: \_\_\_\_\_

DELEGATE APPOINTMENT – Completed by the BRANCH		(*delete as appropriate)
DELEGATE	.....	
ADDRESS	.....	
POST CODE	.....	TEL.....
EMAIL	.....	
MEMBERSHIP ID NO.	.....	
<b>The member above has been appointed as a Branch Delegate at the Branch meeting held on:</b>		
Date of meeting:	.....	
Signed by the	Signed by the	
<b>Branch Chairman</b> .....	<b>Branch Secretary</b> .....	
ATTENDANCE DETAILS - Completed by the DELEGATE		(*delete as appropriate)
ATTENDING AGM/ CONFERENCE	Yes / No*	
<u>NOT</u> ATTENDING:	Proxy Vote - Yes / No* (Yes to Proxy - complete section overleaf)	
ACCOMMODATION REQUIREMENTS (*delete as appropriate)		
STAYING AT THE CONFERENCE HOTEL	Yes / No* (If NO complete section overleaf)	
SHARING ROOM:	Yes / No*	
PERSON SHARING:	Delegate */Observer*/ Partner* (not attend AGM/Conf)	
NIGHTS OF:	Mon 11 <sup>th</sup> May <input type="checkbox"/>	Tues 12 <sup>th</sup> May <input type="checkbox"/> <input type="checkbox"/>
ROOM TYPE:	Single <input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> A single room may be allocated if not sharing Cancellation charges may apply and be charged to the Branch.	
ACCOMMODATION SPECIAL REQUESTS (cannot be guaranteed as we are reliant upon the hotels availability)		
DIETARY NEEDS: THE CONFERENCE DINNER ON TUES 12 <sup>th</sup> MAY IS A PRE-ORDERED SET MEAL – MENU CHOICES WILL BE PROVIDED AT A LATER DATE & PRIOR TO THE EVENT & CANNOT BE CHANGED PLEASE CONFIRM ANY SPECIAL DIETARY NEEDS HERE:		

**PTO – Not staying at Conference Hotel / Proxy Form / Bank Details**

**IF YOU ARE NOT STAYING AT THE CONFERENCE HOTEL Completed by DELEGATE**

Name of other Hotel .....

Attending the Conference Dinner **Yes / No\*** (Evening of Tues 12<sup>th</sup> May 2026)

*(Those not staying at the Conference Hotel £16.00 will be deducted from your Hotel Expenses claim to cover the additional cost of attending the Conference Dinner)*

**PROXY VOTES**

I hereby authorise, with permission of my Branch, the following Member:

Name of Individual who will be the Proxy: .....

Branch of Proxy: .....

As my Proxy to vote at the Annual General Meeting & Annual Conference of NFOP to be held on 12<sup>th</sup> May 2026 at the Chesford Grange Hotel.

**\*\*\*Important Please Note\*\*\***

A Branch Delegate may only give a Proxy to another member authorised by their Branch.

Date of meeting: .....

Signed by the .....

**Branch Delegate**

Signed by the .....

**Branch Secretary**

**DELEGATE'S BANK DETAILS FOR EXPENSES CLAIMS**

BANK NAME .....

SORT CODE .....

ACCOUNT NUMBER .....

ACCOUNT NAME .....

(e.g. Mr and Mrs Bloggs) .....