

«CONTACT_PostName»

«Territory_Code»

«Address1»

«Address2»

«Address3»

«Town»

«County»

«PostCode»

August 2023

Dear «Title» «Surname»

CONFERENCE CIRCULAR 01/2023

Event: Annual General Meeting & Annual Conference 2024
Dates: Tuesday 14th & Wednesday 15th May 2024
Conference Hotel/Venue: Waterfront Southport Hotel, Waterfront, Promenade, Southport PR9 0DZ

1. AGM/Conference 2024 - Information Document

Enclosed is an information document for Branches about the Annual General Meeting and Annual Conference. It is important that it is read thoroughly to ensure you are aware of all requirements and how they should be dealt with by the Branch and those attending.

2. Branch Delegate Entitlement

The Branch is entitled to send «No_of_Dels» Delegates to the AGM/Conference based on your membership at 31st July 2023. If this number changes based on the figures at 31st December 2023 the Branch will be notified.

3. Delegate Hotel Accommodation

The Executive Committee **recommends** that ALL Delegates stay at the Conference Hotel, being the Waterfront Southport Hotel, which includes the Conference Dinner on the Tuesday evening with a guest speaker. A letter to Branch Treasurers will be sent separately to make sure they are aware of this and the associated costs. They will also be advised on what action to take if they feel that the Branch is unable to meet the costs.

Head Office will be managing ALL the Conference Hotel bookings for 2024 in Southport.

Please do not contact the hotel direct.

4. Cancellation of Accommodation

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

5. Getting Support from the Branch Fund

We understand that the 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 help with the conference accommodation costs for their Delegates. Branch Treasurers have been advised of the process. It is down to the Branch to contact Head Office with requests for assistance, not the Delegate.

6. Conference Forms

Conference forms are listed below, most of which are included in this circular. The submission deadline dates are printed on each form and will be printed within the NFOP Magazine from the September 2023 issue onwards leading up to the AGM/Annual Conference.

Name of Form	Submission Deadline	Regulation
Nominations for all Committees	Wednesday 31 st January 2024	10.1
Resolutions		12.3.1
Motions		13.2.1
Delegate Form*		-
Observers/Carers		-
Amendments to Resolutions/Motions	Friday 15 th March 2024	12.3.4
Appeals to Resolution/Motion Ruled Out of Order		13.2.3
Questions on Annual Report	Monday 1 st April 2024	-
Ballots for Elected Positions (not included)		- 10.2

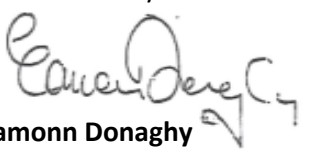
* (Includes Attendance / Hotel Booking, Proxy Vote, Bank Details)

There is also an Emergency Motion form. Ballot forms will be issued after nominations have been received, if necessary. Please feel free to photocopy extra forms or request copies from Head Office. The forms will be available to download from the AGM/Annual Conference page within the NFOP website Members' Area.

Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the post on the deadline date and up to midday (12 Noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmission, will not be accepted after the closing date.

Please inform your Delegates about the content of the enclosed information so they are aware of the relevant procedures and deadlines.

Yours sincerely


Eamonn Donaghy
Chief Executive Officer

Encs.