



ANNUAL MEETING
BOURNEMOUTH INTERNATIONAL CENTRE
WEDNESDAY 5 JUNE 2019

TO: ALL WI SECRETARIES - PLEASE MAKE SURE ALL YOUR MEMBERS ARE AWARE OF THE FOLLOWING AT YOUR NEXT MEETING.

The Annual Meeting next year will take place in Bournemouth on WEDNESDAY 5 JUNE 2019. We have a Hotel booked for 2 nights, travelling down on Tuesday 4 June and returning after the meeting the following day on Thursday 6 June.

The Hotel booked is the HINTON FIRS HOTEL located on Bournemouth's East Cliff, just a few minutes walk from the sea. The hotel has a restaurant, bar/lounge, swimming pool, Jacuzzi and sauna. All rooms are en suite with a TV, hospitality tray, and hairdryer and there is a lift to all floors. The cost for 2 nights bed, breakfast and 3 course dinner on both evenings is £175 per person (there is a £25 single room supplement charge). This also includes the cost of the coach travel for Observers.

Delegates will receive one night's accommodation and travel free of charge. The second night will be charged at £87.50 per person.

Please find attached Delegate and Observer Application Forms. If more than one of your members wish to attend, duplicate copies of the Forms can be downloaded from our website, or by contacting the Federation Office. We appreciate that it is very early to make a decision whether to attend an event next year, therefore an initial, non refundable deposit of £25 per person is requested by 14 September 2018 with the balance to be paid by Spring 2019.

All applications either to be a Delegate or an Observer are to be **returned to the Federation Office by 14 September 2018.**

DELEGATES

One of the most important contributions any member can make is to become a Delegate at the Annual Meeting. This is not an onerous task and can prove a most enjoyable and interesting experience. All costs and expenses for the Delegate are shared between the WIs in each group of four. These groups are not the same as the Groups which all WIs within the Federation belong.

Further information on what is required of a Delegate can be found in the WI Handbook or on My WI.

Continued overleaf.....

The first WI in each group should send a Delegate to the meeting. However, if the first WI is not able to send a Delegate then **the Secretary should contact the Secretary of next WI on the list to ask them if they wish to send a Delegate in their place.** If the Second WI does not wish to send a Delegate then they should contact the third WI on the list and so on. If none of the WIs in a group wish to send a Delegate they should notify the Federation Office by the end of September.

Please be aware that it is the responsibility of the WIs in each group to communicate with each other and ensure that they have a Delegate, otherwise the Federation will allocate a Delegate. It is not the responsibility of the Federation Office to check with every WI as to whether they wish to send a Delegate.

Federation Secretary

May 2018



SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

ANNUAL MEETING 2019

OBSERVER FORM

_____ **WI**

Please complete and return to the Federation Office no later than 14 September 2018.

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

I am willing to share a room with ----- from
----- WI. (A separate form must be completed
for each member.)

I would prefer a single room (please tick)

I wish to join the coach at _____

(The coach will pick up from Doncaster, Market Place car park and Sheffield Pond Street Interchange).

The cost of Hotel accommodation: 2 nights bed, breakfast and evening meal in a **shared twin room £175 per person**. If you wish to reserve a **single room there is a single supplement charge of £25**. This also includes your coach travel to Bournemouth and return. Please indicate which type of accommodation you would prefer and if known the details of the person with whom you wish to share with.

The cost of the Observer ticket is yet to be confirmed but will be known when the balance forms are sent out in Spring 2019 and will be itemised. **Please send an initial non-refundable deposit of £25 to ensure your place.**

Please send cheques to the Federation Office by the closing date of 14 September 2018 made payable to SYFWI.

If any applicants suffer from mobility problems please give details in the space below.

Members with special requirements:-



SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

ANNUAL MEETING 2019

DELEGATE FORM

_____ **WI**

Please complete and return to the Federation Office no later than 14 September 2018.

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS: _____

I am willing to share a room with ----- from
----- WI. (A separate form must be completed
for each member.)

I would prefer a single room (please tick)

I wish to join the coach at _____

(The coach will pick up from Market Place car park, Doncaster and Sheffield Pond Street Interchange).

The cost of Hotel accommodation as a **Delegate**: 2 nights bed, breakfast and evening meal **in a shared twin room** for 1 night is free of charge. The second night is charged at £87.50 and if you would prefer a single room, a single supplement charge of £25 is required. Please indicate which type of accommodation you would prefer and if known the details of the person with whom you wish to share with. **Please send an initial non-refundable deposit of £25 to ensure your place.**

Please send cheques to the Federation Office by the closing date of 14 September 2018 made payable to SYFWI.

If any applicants suffer from mobility problems or have any special dietary requirements please give details in the space overleaf.

Members with special requirements:-
