



ANNUAL MEETING – MOTORPOINT ARENA, CARDIFF

WEDNESDAY 6 JUNE 2018

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

The Annual Meeting will take place in Cardiff next year on WEDNESDAY 6 JUNE 2018. We have a Hotel booked for one night only (Tuesday 5 June).

The Hotel booked is the HAMPTON by HILTON, Bond Street, Bristol BS1 3LQ. The cost for bed and breakfast and evening meal for 1 night is £95 per room for a twin (£25 single supplement). The cost of the coach travel for Observers will be notified at a later date.

Delegates will receive one night's accommodation and travel free of charge.

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, but unfortunately all information has to be submitted to NFWI by the end of January 2018.

All applications either to be a Delegate or an Observer must be **returned to the Federation Office by 12 January 2017.**

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 **AND are not as previous years due to new WIs which have formed recently.**

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

We hope by now that you have had chance to discuss the groups in which your WI has been placed in. 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 Tuesday 19 December.

Continued overleaf.....

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

October 2017



SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

ANNUAL MEETING 2018

OBSERVER FORM

_____ **WI**

Please complete and return to the Federation Office no later than 12 January 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 outside the Penny Black Pub, Sheffield)

The cost of Hotel accommodation: bed, breakfast and evening meal in a **shared twin room £47.50 per person**. If you wish to reserve a **single room the cost is £120**. 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 £20 and there will be a charge to Observers for the cost of the coach. **Cheques for the total amount of:-**

Shared twin room plus the Observer ticket = £67.50

Continued overleaf.....

Single room plus the Observer ticket = £140

Please send cheques to the Federation Office by the closing date of 12 January 2018 made payable to SYFWL. No cheques will be cashed until after the closing date.

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 2018

DELEGATE FORM

_____ **WI**

Please complete and return to the Federation Office no later than 12 January 2017.

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 the Penny Black Pub,
Sheffield)

The cost of Hotel accommodation as a **Delegate**: bed, breakfast and evening meal **in a shared twin room** for 1 night is free of charge. If you would prefer a single room you would need to pay the single supplement charge of £25 only. Please indicate which type of accommodation you would prefer and if known the details of the person with whom you wish to share with.

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

Members with special requirements:-
