

October 2023

Please read this letter carefully!
National Annual Meeting
Royal Albert Hall, London
Wednesday, 5th June 2023

Dear Secretary

Last week National advised Federations of the ticketing process and allocations for the National Annual Meeting. This letter contains important, initial information and I appreciate that this is a long letter, but there is a great deal of information to impart!

Linking List

Enclosed is the Linking List for 2024. Please note that the list has been amended this year and your WI may therefore be in a different linking group from previous years. Last year, the delegate and WI ratio was changed to 1:8, completely altering the List. For 2024 I have reverted to the 2022 Linking List used for Liverpool, however, because several WIs suspended it has been necessary to change some of the groupings. I have tried wherever possible to ensure that WIs have moved up the columns, but this has not always been achievable. WIs are geographically linked as far as possible.

- Each year the List is altered by moving one column along, regardless of who attended the last Annual Meeting. This is to ensure that every WI has the chance to attend the meeting physically when it is held once in every 4 years
- The WI in Column A is generally the delegate, however, *please could ALL WIs complete and return the Delegate Form (also attached), irrespective of their position in the table*
- The reason for this is that if the WI in Column A is unable to offer a delegate, there is the possibility for other WIs in that linking group to send a delegate; if we have that information to hand, we can then offer a place to the next WI who has nominated someone
- If no delegates are available in the linking group, the office will arrange a proxy delegate (the costs to WIs will remain the same)
- Please give your delegate, or a member who has offered to be a delegate, the "Responsibilities of a Linked Delegate" tear-off slip

Observers

- All members can apply for observer tickets
- If a member is not chosen as a delegate but still wishes to attend the meeting as an observer, *please indicate this on the Delegate Form*
- An observer can share a room with a delegate
- If we are over-subscribed because more members apply than our ticket allocation, a ballot will be held

Returning Forms

- We have to register for tickets by Friday, 19th January! *It is therefore vital that you return your forms, please, by **Thursday, 18th January 2024 at the latest***
- Once we have all the necessary details, each WI will be notified of their delegate and her contact details in the mailing for your March meeting
- *If we have not heard from you by 18th January, we will assume you do not wish to send a delegate or observer – so please don't lose the opportunity!*

The Hotel

- We have been lucky to find accommodation very close to the Royal Albert Hall, rather than having to travel some distance out (and to secure a hotel had to book it in July this year!).

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- We are staying at the 4* Millennium Gloucester Hotel, in Harrington Gardens, for both nights
- We will be arranging a dinner for all delegates and observers on Tuesday evening and everyone is free to make their own arrangements after the meeting on Wednesday. (We always organise somewhere to eat on the second night, for those who wish to gather as a group rather than arrange something themselves)
- If a delegate wishes to stay in an alternative hotel, the Federation will pay for their room, to a maximum of £299 (the same as the Federation hotel). Forms for this will be sent later and receipts must be provided with the returned form

Travel

- We will be leaving Norfolk on the morning of Tuesday, 4th June (details of coach pick-ups will follow), returning on Thursday, 6th, when we will be back in Norfolk in the late afternoon
- Due to the size of the County, we have for many years organised two coaches. National have always automatically paid for both coaches – until recently
- The Board of Trustees have decided that because this is a popular and important event, and to continue to encourage members to attend, we will still hire two coaches
- We have been advised by National that where Federations have arranged transport, a delegate cannot claim her independent travel costs from the Federation – unless they have a medical need to use other transport. Forms for this will be sent later and receipts must be provided with the returned form

Costs

As in the past, the Board of Trustees have continued with the policy that the cost be based on the number of members in each WI, rather than a blanket cost that would penalise smaller WIs, with 25 or fewer members. This money will be paid directly to the Federation next year, on the Membership & Affiliated Fees Form which you will receive in early 2024. As we all appreciate, costs have increased since we last attended a National Annual Meeting in 2022 and London hotels are more expensive than elsewhere. The cost for 2024 will be £3.40 per member.

Delegates

- Delegates costs are met by WIs via the Delegate's Expenses (paid next year), based on a delegate sharing a twin room, including breakfasts, and dinner on the first evening,
- The single room supplement £199 per person, for two nights. If your delegate wishes for a single room, she must pay this supplement herself. Because of the very limited number of single rooms available to us, it may be necessary to ballot these if applications are over-subscribed, although delegates will have priority.

Observers

- The cost per observer, sharing a twin room, including breakfasts and dinner on the first evening, coach fare and Observer's ticket, is £426.00.
- If an Observer wishes for a single room the total cost will be £625.00. Because of the very limited number of single rooms available to us, it may be necessary to ballot these if applications are over-subscribed, although delegates will have priority.

Mini-Break

- Delegates and Observers will have priority but if there are available rooms these can be offered to members who would like to take advantage of a mini-break in London
- The cost will be £398.00 sharing a twin room or £597 for a single room
- If a member would like to take advantage of a mini-break in London but not attend the meeting, please email Helen (admin@norfolkwi.org.uk)

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Virtual Option

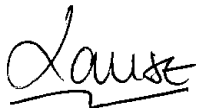
Once again there is the option to attend virtually, both as delegate and observer. The following should be noted:

- Delegates who opt to attend virtually will be expected to attend the full meeting and in due course will be provided with voting links for resolution voting during the meeting
- All delegates who opt to attend virtually, must be digitally active and have access to the internet on the day of the meeting. There will be no option to vote on agenda items after the meeting
- Online observer tickets are free of charge

Returning and RHS Hyde Hall

- As an alternative stop to a garden centre or similar, following the success of our visits to RHS gardens in 2019 and 2022, we are considering a visit to RHS Hyde Hall
- The cost of this will be approximately £11.35 per person, which will not be paid by WIs but by delegates and observers
- Members with RHS membership are free and can take one guest, so if those with RHS membership would be prepared to use their free place and allow a guest, this could reduce the cost if spread across all members
- We appreciate that some members might not wish for this additional expense, so to gauge interest, please will delegates and observers indicate on the form if they *are interested* in a visit
- We will then go with the majority vote and if we do visit, will contact delegates and observers regarding payment

Further details will obviously be given in due course but if you have any queries in the meantime, please do not hesitate to contact us in the Office.



Louise Casson
Federation Secretary

2024 Delegate Form – To be completed by all WIs

Please return this form by **18th January 2024 at the latest** (an email with the details is fine)

WI Link Group No.: Column Letter: (see linking list):

WI Name:

Name of delegate:

Please delete as necessary

If unsuccessful I would like to be an observer Yes / No)

I will be using the Federation coach Yes / No)

I will be leaving my car at the Federation Office Yes / No)

I will be using the hotel booked by the Federation Yes / No)

I would be interested in visiting RHS Hyde Hall Yes / No)

I need special assistance (see note 5 below) Yes / No) Please give details

.....
I wish to attend Virtually Yes / No

Delegate's Address:

.....
Tel No: Email:.....

OR: WE ARE UNABLE TO FIND A DELEGATE FROM OUR WI

If a delegate would like to be considered for a single room (very limited availability), please enclose her cheque for £199.00 with this form, made payable to NFWI. This will be returned if she is not successful.

FOR OFFICE USE ONLY Please do not staple cheques to this form.

Date Amount £.....



National Annual Meeting 2024

Responsibilities of a Linked Delegate

Please give this information to the member who has offered to be the delegate

If you are a delegate, please be aware that:

- 1 If you are invited, you should be prepared to attend the May meetings of your link WIs to listen to their voting.
- 2 You are able to visit all the linked WIs following the meeting to give your report.
- 3 You can take notes at the meeting and listen carefully to the proceedings.
- 4 If attending in person you would be willing to share a room unless you are prepared to pay the additional cost of single rooms - this cannot be claimed from your linked WIs.
- 5 If attending in person you are fit enough to stand and carry your suitcase to the bus, travel several hours without a stop and carry your luggage from the coach into the hotel. **Please let us know if you need special assistance when you return the Delegate Form**, (i.e. if you need to sit in the front of the coach, need a disabled room, have trouble walking too far or are unable to manage too many steps).
- 6 You can claim for incidental expenses and you will be given a claim form at a later date
- 7 If attending as a virtual delegate you must be digitally active and have access to the internet on the day of the meeting

National Annual Meeting 2024
Observers Application Form – Closing date 18th January 2024

If a member would like to attend as an observer, please ask her to complete the form below and return it at the same time as the form attached. Additional observers may photocopy this form.

Name

Address.....

.....Post Code

Tel No WI

Email

I would like to share a room with

I enclose £28 for an observer's ticket total £28.00

I enclose £28 for an observer's ticket, £54 coach and £299 to share a room total £426.00

I enclose £28 for an observer's ticket, £54 coach and £597 for a single room* total £625.00

**If over-subscribed, delegates will have priority for single rooms*

I will be leaving my car at the Federation Office Yes / No)

I will be using the hotel booked by the Federation Yes / No)

I would be interested in visiting RHS Hyde Hall Yes / No)

I need special assistance (see note 5 below) Yes / No) Please give details

.....
I wish to attend virtually (online attendance is free)

By cheque made payable to NFWI. On the reverse please write "AM24" and the name of your WI

By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449. Reference your Surname, WI and "AM24"

DateAmount £..... P Confirmation Sent

Additional Observer: Closing date 18th January 2024

Name

Address.....

.....Post Code

Tel No WI

Email

I would like to share a room with

I enclose £28 for an observer's ticket total £28.00

I enclose £28 for an observer's ticket, £54 coach and £299 to share a room total £426.00

I enclose £28 for an observer's ticket, £54 coach and £597 for a single room* total £625.00

**If over-subscribed, delegates will have priority for single rooms*

I will be leaving my car at the Federation Office Yes / No)

I would be interested in visiting RHS Hyde Hall Yes / No)

I need special assistance (see note 5 below) Yes / No) Please give details

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