



104th Federation Annual Meeting

Monday, 18th March 2024

Theatre Royal, Norwich

*Please pass this information
to your delegate and visitors*

Enclosed with this information sheet are:

- Abbreviated Minutes of the Federation Annual Meeting 2023
- Abbreviated Accounts for the Year Ended 31st October 2024

We are sure that we will all have a wonderful time: below is some useful information in advance to help you on the day.

Speakers

Our **morning speakers** are **Stephen Maunder, Communities Officer for Norfolk Trading Standards** and **Hayley Hanner, Co-Op Bank**.

Stephen will be giving an update on the latest scams and cyber security issues and Hayley will give advice on safe internet banking.

The **afternoon speaker** is **Janet Street-Porter**, the well-known writer and broadcaster.

Parking: there is no parking (disabled or otherwise) at the Theatre, but there are numerous car parks in the vicinity.

Main Theatre Doors will open at 9.30 am. Regrettably, regardless of the weather, it will not be possible to admit anyone before this time.

Auditorium Doors will open at 10.15 am: As you have an allocated seat this should not present a problem in selecting a seat! Please also be aware that in the Auditorium the Theatre Royal Stewards are in charge.

Tickets: They will be posted on Monday, 4th March. Please have your tickets ready to present to the Theatre Royal Stewards when the auditorium is opened. No-one will be admitted without their ticket. If you are going out at lunch, keep them safe to gain re-admittance!

Disabled Access: there are lifts to all areas of the Theatre and WI Stewards will be on hand to show you where they are.

Agenda: Everyone will be given an agenda when they arrive. Delegates will also be given an information sheet to help them with their report.

Timings: The meeting will start promptly at 10.45am and should finish by 3.45pm. There will be a 2-hour lunch break starting at approximately 12.30 until 2.30pm.

Refreshments: There will be hot beverages and soft drinks available throughout the day.

Lunch: If you have ordered a Lunch Box, you will be directed to the collection point at lunchtime. If you have booked lunch in the Restaurant, you will no doubt have all the information you need! If you are going out for lunch, please do not make the reservation until a little after 12.30, in case the morning session over-runs.

Displays: Do allow time to visit all the Committee display stands, as there will be lots to see. A plan showing where everything is will be given to everyone when they arrive.

Also this year we have stands from the following organisations:



ACWW Cheques: Please hand them in at the Public Affairs stand. If you are using a personal cheque, be sure to write the name of your WI on the back.

Mailing Envelope: *please remember to collect the mailing envelope* as it includes the WI Yearbooks; you can collect these from the mailing table on the ground floor.

Stationery: If you have an order to collect it will be at the Sales & Marketing stand on the ground floor.

Raffle: There will be two tables – one downstairs, the other upstairs.

We hope you enjoy the day!