



103rd Federation Annual Meeting
Tuesday, 23rd May 2023
Theatre Royal, Norwich

*Please pass this information sheet
to your delegate and visitors*

Enclosed with this information sheet are:

- Abbreviated Minutes of the Federation Annual Meeting 2022
- Abbreviated Accounts for the Year Ended 16th January 2023

We are sure that we will all have a wonderful day but do bear in mind that the layout may be new for many members.

Speakers

Our **morning speaker** is **Stephen Maunder, Communities Officer for Norfolk Trading Standards**. He will be giving an update on the latest scams and cyber security issues. Stephen will also have a stand in the Theatre, so you also have the opportunity have a chat with him.

The **afternoon speaker** is **Esme Young**, fashion designer and well-known as a judge on ***The Great British Sewing Bee***.

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

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

Auditorium Doors: These will open half an hour before the meeting commences – as you have allocated seating 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: These will be posted in the first week of May. Please have your tickets ready to present to the WI Stewards when you arrive and – most importantly – 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: Delegates and visitors will all be given an Agenda. 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 tea, coffee, hot chocolate available for £2.00, throughout the day, together with soft drinks.

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 each Sub-Committee's display stand, as there will be lots to see. They will be located throughout the Theatre, on both the ground and first floor. A plan showing where everything is will be given to everyone when they arrive.

ACWW Cheque: This should be made payable to ACWW (with "WIPFF" written on the reverse) and handed in at the Public Affairs stand. If you are using a personal cheque, please 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 (that have already been paid for); 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!