



NORTHUMBERLAND FEDERATION OF WIs

NATIONAL ANNUAL MEETING 2023

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

The 2023 National Annual Meeting at St David's Hall, Cardiff on Thursday 25th May will be held both **in person and virtually**. A smaller venue has been arranged for the meeting in 2023 and, consequently, the number of delegates allocated has been reduced to the ratio 1:8 WIs – delegates **may choose the method by which they wish to attend**. The number of observers attending in-person has also been reduced, although the number attending virtually is unlimited.

Therefore, it has been necessary to revise Northumberland Federation's Link List for 2023 in order to conform to National's allocation of delegate places taking into account any formations and suspensions within the Federation. This Link List is attached with WIs due to send a delegate to the National Annual Meeting 2023 marked *. **In order for us to comply with the notification deadlines set down by National, it is imperative that WIs adhere to our Federation's deadline date mentioned of Tuesday 3rd January 2023. If a WI is not able to provide a delegate, please notify the Office immediately.**

As usual, the Link Delegate will represent all the WIs in their Link List group and will vote on the tabled resolution as instructed on their behalf at the National Annual Meeting whether in person or virtually. The Delegate must make herself known to the Wis she is representing and must obtain the Wis' result of voting, either "for" or "against" the resolution, prior to her attendance at the meeting. Contact details for Wis are in the Yearbook. A report on the meeting should be given to the represented Wis either in person or in written form.

Should a delegate or observer be unable to attend the National Annual Meeting after agreeing to do so but subsequently changing their mind, it is **essential** that they contact Cresswell House at least thirty days before the meeting in order to adhere to our hotel's cancellation policy.

A meeting in Cresswell House to discuss the resolution/s appearing on the meeting's agenda with expert speakers is being planned by the Public Affairs & Education Committee for Tuesday 4th April 2023 at 2.00 pm. Further details will be given in Northumberland News, on Facebook and the Website. It is hoped that delegates and observers will attend this meeting where details of the final arrangements for the National Annual Meeting will also be given.

If you have any queries regarding the 2023 National Annual Meeting in Cardiff, please do not hesitate to contact Federation Secretary, Nancy, at Cresswell House – email: federationoffice@northumberlandwi.co.uk or telephone 0191 2170808. The Office will be closed from 21st December to 3rd January 2023 – during this period any queries regarding the National Annual Meeting should be directed to Jenny McLean on 0191 236 6925.

Attending a National Annual Meeting is a great experience and we would encourage any member who has not been before to put their name forward as a delegate. WIs marked * and who are able to send a delegate to the meeting, either in person or virtually, should take the following action.

DELEGATES WISHING TO ATTEND IN PERSON

The WI must notify the Federation Office that a delegate will be provided by completing the delegates' application form giving her full details and requirements regarding travel and accommodation and returning it to the Federation Office as soon as possible and definitely **by Tuesday 3rd January 2023.**

If your WI is unable to send a delegate, please notify the Office **immediately** so alternative arrangements can be made in good time. All Delegates should be fit enough to cope with the journey to Cardiff and all-day attendance at the meeting.

The Northumberland Federation party will be travelling by coach to Cardiff on Wednesday 24th May 2023, returning on Friday 26th May 2023. Designated pickup points will be notified at a later date – delegates are responsible for making their own way to these pickup points and from the same points when dropped off on their return..

In accordance with rules set down by National, delegates **must** travel via the transport arranged by the Federation the cost of which is covered by the Pooling of Fares scheme. Should they not wish to do so, they must bear the cost of the alternative travel arrangements themselves.

Bed, breakfast and dinner accommodation has been booked for two nights (Wednesday 24th and Thursday 25th May) at the Jury's Inn, Cardiff. For this year, Delegates will be allocated single-room accommodation. The cost of this, together with the out-of-pocket expenses, will be covered by the contributions from each WI. Any special dietary requirements should be notified to the hotel on arrival.

As yet it has not been confirmed but we assume further details of the meeting, etc. will be sent, as usual, to the relevant WI Secretaries from National prior to the Annual Meeting and **should be passed to the delegate immediately.** The tickets, voting cards, expenses, etc. will be given to the delegates attending in person by the Federation Representative on the coach. The National Chair will guide delegates through the simple voting procedure from the platform and details are usually included in the meeting's agenda.

DELEGATES WISHING TO ATTEND VIRTUALLY

WIs must notify the Federation Office that a delegate will be provided by completing the delegates' application form giving the delegate's full details **in particular her email address** and returning it to the Federation Office as soon as possible and definitely **by Tuesday 3rd January 2023.**

Delegates who opt to attend virtually will be expected to attend the full meeting and will be provided with further information from National. National make it clear that delegates who attend virtually must be digitally active and have access to the internet on the day of the meeting.

OBSERVERS WISHING TO ATTEND IN PERSON

As mentioned previously, we are given a limited allocation of places for observers to attend the meeting in person – members from all WIs may apply. Applications must be made on the “In-person Observers” application form. If applications are oversubscribed, a ballot will be necessary.

They may travel on the Federation’s coach, for which a small charge of about £16 will be made (National only covers the cost for delegates), and are responsible for all the costs of a ticket for the meeting (£22), food and hotel accommodation. Single-room accommodation will be available at the Jury’s Inn, Cardiff for the nights of 24th and 25th May at a cost of £315 per person for bed, breakfast and dinner. Some observers may wish to make their own arrangements for travel/accommodation but will still need to order a meeting ticket through the Federation. .

Each member who wishes to attend the meeting in person as an observer should complete and return the appropriate form (which may be photocopied) as soon as possible and definitely **by Tuesday 3rd January 2023**. They will be invoiced for the costs involved at a later date. Agendas for the meeting will be available on their individual seats when they arrive at the venue.

OBSERVERS WISHING TO ATTEND VIRTUALLY

An email is being sent out from our Federation Office to all WI Secretaries with regard to members attending the National Annual Meeting in Cardiff on the 25th May virtually. Our allocation for this type of ticket is unlimited. If any members wish to attend as virtual Observers, they should register for their ticket and make the payment of £5 via the link below by 16th May 2023:

Online observer tickets – Ask your Secretary or email the federation office for the link

This link should not be shared on any social media platform in order to ensure the safety of the event, guest speakers and all attendees.

Observers attending virtually will receive a digital copy of the meeting agenda along with login details nearer the event.