Conference Team – 020 7121 5123

To: Delegates, sharers and visitors

National delegate conference SOC

National Executive Council

Staff attending Conference May 2019

Dear colleague

# National Delegate Conference – first despatch

# Tuesday 18th – Friday 21st June 2019, ACC Liverpool

Please find enclosed:-

* conference document, with motions, amendments and amendments to rule
* annual report
* financial accounts
* delegate credential, holder and lanyard
* A4 Voting Card (delegates and sharer 1s only)

Reasonable adjustments

Space on the floor in the main hall at the ACC Liverpool will be at a premium.  The deadline for requesting reasonable adjustments was Thursday 2nd May.   If you have requested reasonable adjustments on the OCS before the deadline you will have received a response. The union will determine the allocation of limited resources.   We will retain a very limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

# Conference venue

The conference is being held at the ACC Liverpool.Conference sessions will be held in the Arena, and the exhibitions and UNIZONE will be located in hall 2Q.

# Conference information desk

The conference information desk is in the lower galleria and deals with delegates’ general enquiries, lost credentials and changes to delegations. The office will be open from 8.30am daily**.**

# Credentials

You must have a current passport-sized photograph on your credentials. If you forget to bring a photograph please go to the conference information desk.

# Card Votes

Card Votes will be issued to delegates from the card vote collectionpoint located in the foyer**.** It will be open from 4pm – 6pm Sunday and from 8.30am Monday to Wednesday. Only one delegate per delegation needs to collect the card vote booklet.

A second despatch with the remaining conference documents will be sent out in June.

Yours sincerely

Tracey Ayton Harding

Head of Conferences and Project Support