To: All members of the Annual Conference of LMCs
Observers

3 May 2016

Dear All

Annual Conference of LMCs 2016

I enclose the following documents for the Annual Conference of LMCs on Thursday 19 and Friday 20 May at the Mermaid Conference Centre, Puddle Dock, London EC4V 3DB. To reduce costs, only essential documents will be posted. The remaining documents will be available on Thursday 19 May. Please note that the conference begins at 9.30am on 19 May.

1. Letter from the Chair of Conference
2. Conference Agenda (AC4) – this will also be available on the BMA website
3. Letter and nomination form for the election of seven members of the General Practitioners Committee (AC5)
4. Explanatory note of the seventh seat to GPC
5. Explanatory note about the LMC Conference 2016 elections
6. Ballot form for chosen motions
7. Guidance for representatives – ‘How to be Heard’
8. A ‘Dummies Guide’ to the LMC Conference
9. Information sheet showing the location of the venue and local amenities

Arrangements for elections

All nomination forms, except that for members of the GPC (AC5, enclosed), will be available for collection from the enquiry desk. If you wish to submit a nomination for any of the following elections, please ensure that you pick up the relevant form and return it before the deadline:

- Chair of conference (AC6)
- Deputy Chair of conference (AC7)
- Members of conference Agenda Committee (AC9)

Elections to GPC

A letter and nomination form were sent out on 26 April seeking nominations for the seven members of the BMA General Practitioners Committee (GPC) elected through the LMC Conference. Nominations for these seats must be returned to elections@bma.org.uk by 5:00pm on Monday 9 May 2016. Nominations received after this time will not be accepted.

Please note that, in line with Standing Order 74.1, for the ‘seventh seat’, only an LMC representative at conference may be nominated, and that LMC representative must never have previously sat on the GPC.

Chief executive: Keith Ward
Any representative who is interested in standing for this seat and would like to discuss it further may 
contact the GPC secretariat.

Attendance record and expenses claim form

All members of conference who are eligible to claim expenses are asked to please fill in the expenses claim 
form which will be included in your pack and return it to the LMC representatives’ registration desk on the 
day of the conference or to the GPC office. Should you have any questions regarding its completion, please 
do not hesitate to contact a member of staff at the LMC representatives’ registration desk. Please also 
make sure you fill in and submit the attendance sheet in your conference pack for each day that you attend, 
failure to do so could make it difficult to refund your expenses.

Expenses

No reimbursement will be made for expenses incurred by observers.

Travelling expenses

Members of conference will be reimbursed as follows:

- If travelling by **air**: at economy rate.

- If travelling by **train**: First class travel can be claimed for **single journeys over 50 miles**. The 
cost of a **standard class ticket only** will be reimbursed for travel on the Heathrow, Gatwick or 
Stansted Express.

- If travelling by **car**: mileage will be paid at a flat rate of 45p per mile for the round trip journey to 
the home town, irrespective of engine size.

- Bus/tube fares: actual cost. Oyster cards should be used wherever possible/applicable if 
travelling via London.

Overnight expenses

Members who must leave home before 6:30am on the first day of conference, in order to arrive by the 
start of the conference at 9:30am, will be eligible for reimbursement for accommodation and subsistence 
on Wednesday 18 May.

Members unable to get home by 11:30pm after attending the conference dinner will be eligible for 
accommodation on Thursday 19 May (see further information below on the conference dinner).

Payment will be made on the basis of an attached receipt and the maximum levels are set at:

- **Room/bed and breakfast**: £195.00
- **Lunch**: This allowance has been abolished in line with BMA and GPDF policy
- **Dinner**: £35.00 (see below re conference dinner)

A letter with more detailed information on the reimbursement of expenses, from the Treasurer of the 
General Practitioners Defence Fund, Dr John Canning, was sent out in February and can be found on the 
[BMA Website](#).

Conference dinner

Note that members of conference attending the dinner will do so free of charge. No subsistence allowance 
will be payable to those who elect not to attend the conference dinner. For members attending the
conference dinner, wherever their home address, overnight expenses will be reimbursed if they are unable to return home by 11:30pm.

Reimbursement of expenses will be made to members after attendance at the conference. Members of conference can submit their expense form during conference, however, if the form is returned after conference it MUST be received within six weeks of the event. Any claims received at BMA House after 5pm on Monday 4 July 2016 will not be paid.

| In the interest of economy, members are encouraged to take advantage of the savings offered by booking train or air tickets and accommodation in advance, and to make every effort to obtain the cheapest tickets and accommodation. |

**Travel arrangements**

The Mermaid Conference Centre is less than 5 minutes’ walk from Blackfriars tube and train station. Further information on how to get to the venue is on the Mermaid website.

**Catering facilities**

Refreshments can be purchased throughout the day at the Mermaid. Six vouchers (three per day) for free refreshments will be included in the conference packs available on 19 May from the registration desk. There are numerous hotels, restaurants and cafes in the locality. A map of these is enclosed.

**LMC Conference App**

The BMA will again be providing an App for the conference. Further information will be provided soon. Please download this App (allowing push notifications) to have the agenda and conference documents available on your smartphone, as well as reminders of deadlines and notices throughout the conference.

**Electronic voting**

We will be using electronic voting again this year. Please ensure you arrive in good time on Thursday morning to register the receipt of your handset. Each of the handsets has a replacement cost of £250 and at the end of the conference you will be asked to register the return of your handset. In order to help to defray the cost of replacing lost handsets, a deduction of £100 will be made from the reimbursement of expenses for representatives whose handsets are not returned. We hope that there will be no need to make any deductions.

**Seating plan**

Members are reminded that a seating plan will be displayed at the registration desk on the day of the conference. It is particularly important that this is adhered to for voting purposes.

**Prayer room**

A prayer room is available at the Mermaid. Please ask for details from a member of staff should you wish to use it.

**Website**

Relevant documents, including the LMC Conference agenda, will be available on the BMA website.

Yours faithfully
Holly Senior
Committee Secretary (GPs Committee)

Encs.

Distribution: Representatives of LMCs – all documents
Other members of conference – all documents except ballot form for chosen motions
Observers – all documents except the AC5 and ballot form for chosen motions