Dear Colleague

**LMC Conference: Thursday 19 and Friday 20 May 2016, London**

Thank you to those who have submitted the names of the LMC representatives and observers who will be attending LMC conference this year.

**Hotels and travel arrangements**
The LMC conference will be held at *Logan Hall, The Institute of Education, Bedford Way, London WC1H 0AL*. The rate card giving details of the hotel rates offered by PHR is fully accessible via this website [http://www.phrweb.co.uk/events.aspx?event=lmc](http://www.phrweb.co.uk/events.aspx?event=lmc) (you need to put in LMC as the event code).

Members of conference are reminded that the normal rates for travel and accommodation will apply with no extra reimbursements available, so please make your hotel bookings as early as possible. In the interest of economy, members are encouraged to take advantage of the savings offered by booking in advance and to make every effort to obtain the cheapest train or air tickets and accommodation.

**Conference dinner**
This year’s dinner on 19 May will be held at *The Lancaster London, Lancaster Terrace, London, W2 2TY*. The costs of this dinner will be met centrally and there will be no charge for representatives attending the dinner. The costs of observers’ tickets for the dinner will continue to be paid for by their LMCs and LMCs should ensure that names of observers are submitted at the same time as representatives. Further information about the dinner will be sent out shortly.

**Crèche facilities**
If representatives wish to book crèche facilities please let us know no later than Friday 15 April. Please note that there are financial implications for providing this service, and only firm commitments can be accepted.

**Changes to LMC representatives and conference dinner**
If it is necessary to change the name of your LMC representative please notify Karen Day (kday@bma.org.uk) as soon as possible, but note that unless a name has already been submitted, a new seat cannot be given.

Changes to conference dinner bookings should be notified to Jenny Jamieson (jjamieson@bma.org.uk).

Please ensure that you notify BOTH Karen and Jenny of the changes. Karen only handles the administration for the conference, and not the conference dinner; therefore, you should please notify both.
Submission of motions to LMC conference

Enclosed is a letter from the Chair of Conference on the submission of motions to this year’s conference (Appendix 1). LMC motions must be submitted electronically through the BMA website (please do not send motions to the GPC office). The process is simple and straightforward, but for further information, please find enclosed full and detailed guidance (Appendix 2). There is also guidance from the Agenda Committee on how to write competent motions (Appendix 3), as well as general advice on submitting motions to BMA conferences and a motion drafting service.

Only the final version of the motion should be submitted. Please only submit your motion once; an automatic confirmation message will be emailed to the registered email address within the hour. If you do not receive a confirmation message please contact Karen Day for assistance. If you submit a motion and notice an error, please do not send the motion again, but contact Karen Day to amend it.

Each LMC should designate one person to input motions on behalf of the LMC. The ‘designated person’ must have an LMC username and password to gain access to the motions database on the BMA website.

If you set up a username and password last year, then this should be reused this year. If you have forgotten your username and/or password, please e-mail Karen Day (kday@bma.org.uk) for a reminder. Alternatively, send her your name, e-mail address and LMC if you need to set up a new account. Please remember that the closing date for the submission of all motions is Monday 14 March at 12 noon. The motions database will be closed at noon exactly and any motions submitted after that time will not be accepted.

Note that the deadline for submission of motions to amend standing orders is Monday 14 March at 12 noon.

Motions related to new business will be accepted until Monday 13 May at 12 noon. New business is defined as anything arising that is genuinely new business between the closing of the motions database on 14 March and 13 May. Such motions can be submitted via email to Karen Day (kday@bma.org.uk) in the GPC office (the timetable will be strictly adhered to and any questions on whether motions comprise new business will be determined by the Agenda Committee).

Reimbursement of expenses

Please see the enclosed notes (Appendix 4) on reimbursement of travel and subsistence expenses. Any queries should be directed in the first instance to Ursula Fuller (ufuller@bma.org.uk).

The Bribery Act 2010

The Bribery Act 2010 came into force on 1 July 2011, and the General Practitioners Defence Fund has adopted a No Tolerance Policy (the Policy) in relation to bribery. A copy of that policy is available from the GPC Secretariat on request.
Key GPC contacts for any queries and information:

Karen Day kday@bma.org.uk (Registering representatives, conference attendees, the motions database, general administration)

Ursula Fuller ufuller@bma.org.uk (Expenses, crèche facilities, general administration)

Jenny Jamieson jjamieson@bma.org.uk (All aspects of LMC conference dinner including the register of dinner attendees)

Matthew Lasham mlasham@bma.org.uk (All other queries relating to the business of conference and agenda)

We have produced some FAQs about the LMC Conference which we hope you will find useful (Appendix 5). The LMC Conference 2015 Minutes and the actions on the resolutions will be sent out shortly.

Yours faithfully

Matthew Lasham
Committee Secretary (GPC)
Committee Services
Policy directorate