Dear Colleague

LMC Conference: Thursday 18 and Friday 19 May 2017, Edinburgh

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 Edinburgh International Conference Centre, Edinburgh Central, EH3 8EE. 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 (enter 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 18 May will be held at the Cromdale Hall, Edinburgh International Conference Centre. 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 Karen know no later than Friday 7 April (kday@bma.org.uk). 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 Melissa Isaac (misaac@bma.org.uk).

Please ensure that you notify BOTH Karen and Melissa of the changes. Karen manages administration for the conference, Melissa manages the dinner, so both must be notified.
Submission of motions to LMC conference
Enclosed (appendix 1) is a letter from the Chair of Conference on the submission of motions to this year’s conference. LMC motions must be submitted electronically through the BMA website. The process is simple and straightforward, but for further information, please find enclosed full and detailed guidance. There is also guidance from the Agenda Committee on how to write competent motions, as well as general advice on submitting motions to BMA conferences and a motion drafting service. On Thursday 16 February, we will be holding a motion writing webinar – please click here for details.

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 13 March at noon. The motions database will be closed at noon exactly and any motions submitted after that time will not be accepted.

The deadline for submission of motions to amend standing orders is also Monday 13 March at noon.

Motions related to new business will be accepted until Monday 15 May at noon. New business is defined as anything arising that is genuinely new business between the closing of the motions database on 13 March and 15 May. Such motions can be submitted via email to Karen Day (kday@bma.org.uk) (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 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 on request.

Key GPC contacts for any queries and information:
Karen Day kday@bma.org.uk (Registering reps, conference attendees, motions database, expenses, crèche facilities, general admin)
Melissa Isaac misaac@bma.org.uk (All aspects of LMC conference dinner inc. registering dinner attendees)
Daniel Hodgson dhodgson@bma.org.uk (All other queries relating to business of conference and agenda)

We have produced some FAQs about the LMC Conference which we hope you will find useful.

Yours sincerely

Daniel Hodgson
Committee Secretary (GPC)
To:
LMC Chairs, LMC Secretaries
Members of GPC-UK
Members of the LMC-UK Conference Agenda Committee
Members of the GPC Trainees Subcommittee
Members of the GPC Sessional GPs Subcommittee

Our Ref: GW/DJH

16 February 2017

UK LMC Conference 2017

Dear Colleagues

I am writing to invite you to start the process of preparing for the 2017 Annual Conference of UK LMCs.

Motions
All LMCs are, and the GPC is, invited to submit motions for debate at conference (deadline: noon, 13 March 2017). These motions indicate what your Committee thinks is important at the current time, what it would like debated at the conference, and what new GPC UK policies it wishes to form.

This year, to make the process of submission and prioritisation for debate simpler, the Agenda Committee has employed a ‘heading system’ whereby committees select the heading under which GPC policy workstream their motion falls (a list of the headings is provided in Appendix 2). Motions falling outside the current GPC workload may be submitted in an ‘Other’ category. The Agenda Committee will then review, group and agree the motions for debate as per the standing orders.

As always, you will be aware that due to the volume of motions submitted and the time constraints, most submitted motions are not able to be debated as written, so I ask you submit only motions that your LMC thinks should contribute to the agenda and could be useful in setting new policy.

We will be holding a motion writing webinar this evening (Thursday 16 February); this is available for any GP to attend, but it would be useful (as a minimum) for the motion submitter from each LMC to
attend. Please also remember that the BMA offers a motion writing and advice service (https://www.bma.org.uk/about-us/how-we-work/writing-a-good-motion).

**Format of Conference**

Last year, for the first time, Conference included a number of parallel themed discussions. These were received very well and so we are planning to repeat the process again this year. The topics discussed in this session will be drawn from the motions submitted, generally taking on the bigger issues, and using blue sky thinking to discuss where we want general practice to head in the future.

The Agenda Committee is also happy to receive suggestions from LMCs on ideas of how to format the conference – we did this last year and received a number of suggestions. If you have any thoughts please contact Karen Day (KDay@bma.org.uk).

**Tone of Conference**

We all know the pressures facing general practice. Debate at conference needs to be framed around how you want the GPC to deal with these pressures, rather than focussing on the pressures themselves; we need to guide the GPC on how we want to move forward as a profession. We cannot only continue to repeat the rhetoric about what the problems are, and instead need to work together to guide the GPC on what the solutions are.

As representative organisations LMCs and GPC UK obviously understand the thinking of their constituents. The recent GPC survey gives a wealth of understanding about what actions and changes GPs in the UK would support. The full report can be accessed here.

The upcoming GPC England conference: working together to sustain general practice will highlight how practices can work together in different ways, using the funding and initiatives announced in the GP Forward View, for the benefit of practices on the ground. It is this sort of solutions-focussed, forward thinking we need to embed at Conference.

I look forward to making the best of our two days in May, working together to make general practice manageable, sustainable and an attractive career choice.

Yours sincerely

Guy Watkins
Chair of UK LMC Conference
Instructions for entering LMC Conference motions

Each LMC should have a single designated person to input their LMC Conference motions. These instructions are for that person. **If you represent several LMCs then you can login using one password and then use the drop down menu for the relevant LMC.**

Before going onto the website and inputting your motions you will need to:

- ensure that you have the correct email address registered on the database
- know your username and/or password.

Please ensure that you find out this information in plenty of time, do not leave it until you wish to input motions near the closing date. You can find out this information by emailing: kday@bma.org.uk.

Once you have the relevant information use your web browser to go to:


1. You will be asked to enter your username and password.

2. Once the system has logged you on you will be presented with a form to submit motions.

   **Individual motions must be submitted separately, ONE at a time. Motions not submitted separately will be rejected. You will receive a confirmation email (to the address you have registered with us) for each motion submitted.**

   The form looks like this:

   ![Form Image]

3. Insert which LMC the motion is going to come from using the drop down menu.

4. Insert your subjecting heading, using the drop down menu, motions failing outside the current GPC workload may be submitted in an ‘Other’ category. The headings are:
5. Enter the text of the motion. Please do not send duplicate motions and make sure it is the final wording of any motion you wish to submit (please be careful with punctuation and grammar), as you cannot make amendments to motions through the database. If you wish to make an amendment to a motion already entered before the deadline please email kday@bma.org.uk as soon as possible.

The motion text can be pasted from packages like 'Microsoft Word' but please be aware that some characters may not appear correctly due to software incompatibilities and you should always check.

6. Once the text for the motion has been entered, you must confirm the following:
   - All motions need to have been agreed by the LMC, so you will need to confirm this by ticking the first compulsory check box below the motion box
   - You must also confirm in the second check box that motions are new and are not existing conference policy (by checking the BMA database if necessary)

Once happy, you should click on the ‘submit form’ button to submit the motion. If you have not entered any text or ticked the necessary check boxes you will see an error message and you should use your web browser’s ‘back’ button to return to the form and fix the problem indicated.

7. After a successful submission you will be presented with a screen that lists your motion(s) and offers a link to submit another motion such as in the following example:

   Thank you
   
   I wish to submit another motion  I do not wish to submit another motion

   Use the links on the page above to either enter another motion or to finish entering motions and return to the BMA home page.

   If you wish to amend a motion you have submitted then please send an email making your amendment request.

   The motions you have submitted are listed below.

   That conference will agree that this example motion for the LMC conference is a very good motion.
If the email address held on your account is valid, you will also be sent a copy of the motion text you have submitted as confirmation. No other confirmation will be sent from Committee Services. Please do not send motions via e-mail or fax to the office. If you fail to get a confirmation message please check with kday@bma.org.uk first as the motions may have been received, but the wrong email address received the confirmation.

Once you have completed all the motions you can either continue to browse the BMA website or you can log out using the 'Log out' link.

If you experience problems using the form please contact kday@bma.org.uk.

The LMC Conference motions database will be closed at 12 noon on Monday 13 March 2017. No further motions will be accepted once the database is closed.

Please try to avoid submitting motions at the very end of this period as it potentially slows the system and those motions risk not being received before the deadline.
Appendix 3

Competence, Composite or Compost: Take a look at your motions

A guide from the LMC Conference Agenda Committee

Undoubtedly there is some foundation to the criticisms that the LMC Conference Agenda comprises a large number of composite motions, but those who are quick to criticise perhaps do not realise the frustrations suffered by the Agenda Committee when motions that we would dearly like to use have been so badly, ambiguously or inaccurately written that we are forced to bin them - with a sigh of regret - and re-write a composite to take their place.

So - here is a plea to all LMCs to ensure that we can make use of the motions which you submit. Please follow the guidelines below to help make sure that the motions you send to the LMC Conference are competent.

First of all, remember that if your motion is debated, it might be passed – and it will then form policy.

Anything that wouldn’t work as policy doesn’t work as a motion.

Please bear in mind the following points:

- **Is your motion appropriate?**
  Is the subject of your motion something that is relevant and within the domain of conference or the GPC? If not, then direct your thoughts to the relevant body (eg the ARM) - but not to LMC Conference.

- **Is your motion didactic?**
  Narrow, constrained, didactic motions telling GPC to take specific actions may run the risk of asking for things that are undeliverable or not within the power of the GPC to give. Be more inclusive in your approach, and we can be more inclusive in ours.

- **What should be done?**
  Motions that include a proposal of action about a subject are far more useful in shaping policy, and therefore make better motions.

- **Write the motion, not the speech.** If you feel that GPC should negotiate QOF points for GPs’ sartorial elegance just say so - do not write 100 words arguing the subject and submit it as a motion.

- **Stick to the rules.** A motion should be one sentence, and there cannot be more than five parts to it. Motions must always begin with the phrase ‘That conference....’.

- **“Grammar maketh man”**. Motions have to be grammatically correct and unambiguous to be of any use. Please double check them before sending them off.

- **Check the language.** Please ensure that the motion actually makes sense!

- **Is it new?** Is the motion asking for something that has already been agreed? If so, it will be marked as an ‘A’ motion and won’t be debated. Bring up new issues, not motions affirming existing policy. LMCs can check all existing policies in the policy database.

- **Quote at your own risk!** Quotes run the risk of invalidating a motion if they contain any inaccuracy. Similarly, mentioning specific sums of money increases the risk of making a motion incompetent.

Do remember that although this is a UK conference, some issues only relate to some nations. Make sure that your motion is not too parochial and thus inappropriate for a national conference and that it is written to reflect the region in which it is intended to apply, for example, use the plural form of ‘health ministers’ or ‘governments’ for UK-wide issues.
What makes an ideal motion?

Those motions which are pertinent, concise, well-constructed and concern a new and challenging issue, or include an attack on the status quo with minimal verbiage (and, possibly, those topped with a hint of humour!).

Although it might appear that we on the Agenda Committee love the look of our own well-crafted composites, we actually enjoy nothing more than heading a section of the conference agenda with a stonkingly good motion that says it all and says it well.

The BMA will be running a motion advisory service to assist members with wording of motions, to advise if a motion is current BMA policy and to assist with research on the issue. Please email info.motions@bma.org.uk if you would like some assistance. Further information is available on the BMA website.
Dear Member of Conference

LMC Conference 2017 - reimbursement of expenses

The 2017 LMC Conference will be held on Thursday 18 and Friday 19 May at International Conference Centre, Edinburgh, with the Conference dinner to be held on the evening of the 18 May. This letter applies to all members of Conference, including LMC representatives and GPC members.

I am very conscious that the funds entrusted to the GPDF to enable proper representation of the profession are given to us from the hard earned income of our colleagues. This has perhaps even more significance in the current economic situation both for the country, and GPs, who face falling profits or static salaries. Nevertheless, representatives should be able to travel to Edinburgh in comfort and stay in a reasonable hotel whilst at the Conference.

Representatives and LMCs do, however, have a responsibility to the fund and I believe it is reasonable to book accommodation in advance and use cheaper rail fares whenever possible. I am also open to innovative proposals for transport from LMCs, but these do require approval in advance from me. Proposals need to show how they will benefit both the representative(s) and the GPDF. Please email me at jtcanning.gpdf@gmail.com by 30 April 2017 with your proposals before committing to any expenditure.

A 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 (you need to put in LMC as the event code). Representatives are not limited to using these hotels, and better rates may be available by booking online. I urge you to make bookings soon and take advantage of online savings and I will not be prepared to offer additional reimbursement for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £195. Where the rates for two nights differ the average of the nights may be used.

Those who must leave home before 06.30 on Thursday 18 May to arrive by the start of the Conference at 09.30 will also be eligible for reimbursement for accommodation and subsistence for dinner on Wednesday 17 May.

Anyone who cannot get home from the conference by 23.30 on Friday 19 May and who wishes to claim the cost of accommodation must have this approved by 30 April 2017; please email me at jtcanning@gpdf@gmail.com.

I anticipate most representatives will travel to Edinburgh by train. I will authorise the reimbursement of First Class train fares for those travelling over 50 miles each way. Off Peak Return or Advance Single tickets should be used wherever possible and group rates may also be available. Where air travel is required only an economy air fare will be reimbursed.

I hope these arrangements and the reasons behind them are clear. A summary is appended to this letter.

Yours sincerely,

J Canning, Director of Operations
General Practitioners Defence Fund Limited
Summary of reimbursement policy for representatives attending the LMC Conference 2017

General
- No reimbursement will be made for expenses incurred by observers or where the LMC is not in ‘good standing’
- Where an individual attends as a representative on one day and an observer the other only one set of reimbursement for travel, subsistence and accommodation will be authorised
- Reimbursements will be made on the basis of completed claim forms accompanied by original receipts
- Please staple receipts to a top corner of the form
- Expenses claim forms may be submitted by members during conference
- Forms submitted after conference must be received within 6 weeks of the end of conference, ie by Friday 29 June 2017; claims received after this date will not be paid
- Where a representative fails to return their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration.

Travelling expenses
Eligible members of conference as defined in the Standing Orders will be able to claim:
- 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 first class overnight sleeper may be claimed for journeys over 250 miles
- Off Peak, Advance Single tickets or group bookings should be used wherever possible
- The cost of a **standard class** ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express for those travelling via London
- If travelling by **car**: mileage will be paid at 45p per mile for the round trip journey to the home town, irrespective of engine size; carrying a passenger does not increase the amount per mile reimbursed
- **Bus/tube** fares will be reimbursed at actual cost. Oyster cards should be used wherever possible/applicable if travelling via London.

*With some rail ticket purchases, it is often cheaper to buy two single tickets than a return. When purchasing rail tickets, representatives are encouraged to get the best possible fare. This can often be achieved by booking as far in advance as possible; it may also be cheaper to buy two tickets (ie A to B and B to C so long as the train stops at B) whilst staying on the same train [see http://www.splityourticket.co.uk/]. As many train ticket websites now offer tickets without any form of service charge I will not allow more than the face value of the ticket concerned; collection receipts should not be used unless these indicate the fare, class of travel and start and conclusion of the journey.

**Motor vehicle insurance**
**Whilst a vehicle used by you, of which you, your spouse, a relative or partner (whether civil or business), are the registered keeper, may be insured for Social, Domestic and Pleasure purposes, it is your responsibility alone to ensure that the vehicle is properly and adequately insured when used for a business purpose.**

You should consult your insurer to confirm that the motor insurance policy covers you when on business for the GPC, its subcommittees and the GPDF. You may also wish to confirm that cover extends to journeys undertaken by you to your LMC and any LMC or BMA Conference.

Consequently, if you are the driver of a motor vehicle, including a motor bicycle, used to attend any of the meetings described, and this Conference in particular, you are solely responsible for ensuring that the vehicle and its passengers are properly covered by a motor insurance policy and that you have done nothing to invalidate that insurance policy. You are also responsible for ensuring that any person who is driving your motor vehicle with your permission is protected.

The GPDF and the GPC accepts no responsibility whatsoever for any damage caused to a third party, or to you or to the driver of the vehicle in the event of any loss sustained as a result of or during the use of the motor vehicle in question.

Overnight expenses (the rates shown below include breakfast and VAT)
- **17 May**: Up to £195 against receipted costs may be claimed by representatives who would have to leave home before 06.30 on 18 May so as to get to the conference on time
• 19 May: Up to £195 against receipted costs may be claimed by anyone unable to get home by 23.30 that day but only if approval by the Director of Operations has been obtained by 30 April.

Subsistence
• 17 May: A dinner allowance of up to £35 including VAT and service/tips may be claimed by those qualifying for overnight accommodation on that night
• 18 May: The organised dinner is an integral part of the conference and no claim for dinner taken elsewhere will be allowed
• 19 May: A dinner allowance of up to £35 including VAT and service/tips may be claimed by those who cannot arrive home by 20.00 (but only where no meal is included in the ticket price for transport) or who qualify for overnight accommodation on that night
• No claims for reimbursement of the cost of lunch will be approved, in line with GPDF and BMA policy
• No claims for reimbursement of room service, internet access, newspapers or drinks will be approved

Excluded expenses
Please note that the following expenses will not be reimbursed unless agreed in advance by the Director of Operations of the GP Defence Fund where there are exceptional reasons for payment or where expenditure leads to higher costs being avoided.

• Taxi fares for travel within Edinburgh
• Additional non-conference related car mileage within Edinburgh
• Accommodation costs for the evening of Friday 19 May (see above).

Other items
• Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
• Parking fees in Edinburgh will only be reimbursed where the cost of driving + London parking is less than rail + station parking or no reasonable rail journey is possible
• Internet access charges will not be reimbursed
• No other expenses will be reimbursed unless agreed in advance by the Director of Operations of the GP Defence Fund who will require evidence that there are exceptional reasons for payment or where expenditure leads to higher costs being avoided
• Virement between types of expenses is not permitted
• Locum costs will not be reimbursed.
**What is the purpose of the LMC conference?**

Essentially the conference role is to create policy for future GPC and BMA action. All LMCs are invited to submit motions based on their concerns about health care, government policy, pay and conditions etc.

Those motions that are debated and passed become policy for GPC and or wider BMA in future negotiations with government policy makers.

**How does the LMC conference link with other conferences?**

Each ‘Branch of Practice’, ie Medical Students, Consultants, Junior Hospital Doctors, Medical Academics, Public Health Practitioners and the Armed Forces, holds a conference each year. Each conference debates motions submitted, and of those passed by conference, some form policy within the Branch of Practice negotiations and some are passed to the Annual Representatives Meeting (ARM) for further debate and to eventually formulate wider BMA policy.

Additionally, there are regional LMC Conferences held in Scotland, Wales and Northern Ireland. Motions passed from these conferences help formulate regional policy where there are differences between the GP contracts from the rest of the UK. They can also feed into the UK LMC conference or to the ARM directly.

**How do I submit a motion?**

LMC motions must be submitted electronically through the BMA website. Information about how to submit motions is included in the February mail-out to LMCs and all motions are submitted through your LMC.

LMCs are expected to seek motions from their members and for them to be discussed at one or more of their meetings. By submitting motions, LMCs are confirming that their motions have been endorsed by their members.

Please remember that proposers of motions should agree with the lead motion they are proposing.

**What is the timescale for submitting motions?**

The final deadline for submitting motions is **noon on Monday 13 March 2017**.

**What happens once a motion is submitted?**

All motions are collated by the BMA office staff into a database. Motions are then grouped into topics and each member of the Agenda Committee is allocated a number of different topics to scrutinise.

Motions are grouped further, with either one lead motion that summarises the topic or with a ‘composite’ motion put together by the Agenda Committee as lead motion. This lead motion is the one that is prioritised for debate and if passed is what forms policy for the future.

**Why does the agenda have a part 1 and part 2?**

There are always more motions received than can be debated over the two days. Those put in part 1 are the motions that the Agenda Committee has prioritised for debate.
How does the Agenda Committee decide which motions to put in part 2 of the agenda?

The first filter is competence – if a motion is not competent, by virtue of factual inaccuracy, ambiguous grammar, poor construction etc then it will be placed in part 2.

The next filter is existing policy – a motion that is already existing policy, unless it is felt necessary to restate it to, for example, make a point to government, is classed as an ‘A’ motion, placed in part 2 and will be accepted without debate. LMCs can check all existing policies in the policy database.

The final filter is relevance and topicality. If the subject of a motion has been finalised prior to conference and debating the issue would be unable to meaningfully change what has happened, then it is less likely to be debated. In other words, a motion that has the best chance of being debated is one that is topical, accurate, clear and concise; which prompts good debate with a call for action that the Association or branch of practice can take forward.

I wrote an absolute showstopper of a motion and it is nowhere to be seen – what has happened to it?

All motions received will be in one of three places – part 1 or 2 of the agenda, or passed directly to the ARM if it is relevant to wider BMA policy. One example from 2011 was a motion from Scottish Conference on “ethical procurement of surgical instruments”. This was considered to be much more relevant to wider BMA action than just GPC action and so was passed to the ARM agenda.

All LMCs are notified by the BMA office secretariat when a motion is passed to ARM, so if in doubt ask your LMC secretary.

If a motion has been lost (and we are only human after all and can occasionally make mistakes) please let the Agenda Committee know and we will track it down.

When motions are debated, occasionally the representatives are asked to “take it as a reference”. What does this mean?

A motion taken ‘as a reference’ means that the sentiment of the motion is what the BMA or GPC pursues for policy rather than the actual words of the motion. This may be because the actual wording is too restrictive or narrow or that the wording is ambiguous and so rather than lose the valuable sentiment, the motion is taken as a reference.

Where can I get more information?

Please go to the BMA website for copies of all the BMA mailings about conference.

For any further information please email kday@bma.org.uk
# LMC CONFERENCE WORKPLAN 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Welsh LMC Conference</td>
<td>4 March 2017</td>
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<tr>
<td>Northern Ireland LMC Conference</td>
<td>4 March 2017</td>
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<tr>
<td>Scottish LMC conference</td>
<td>10 March 2017</td>
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<tr>
<td><strong>Last date for the receipt of motions for LMC conference &amp;</strong></td>
<td><strong>Noon, 13 March 2017</strong></td>
</tr>
<tr>
<td><strong>Last date for the receipt of motions amending standing orders</strong></td>
<td></td>
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<tr>
<td>Secretariat to send sections to agenda committee</td>
<td>16 March 2017</td>
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<tr>
<td>Working weekend</td>
<td>18 - 19 March 2017</td>
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<tr>
<td>Agenda committee to return sections to secretariat</td>
<td>9am, 23 March 2017</td>
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<tr>
<td>Secretariat to send draft agenda to agenda committee</td>
<td>31 March 2017</td>
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<tr>
<td>Last date for notice to LMCs of motions amending standing orders</td>
<td>5 April 2017</td>
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<tr>
<td>Last date for receipt of motions to ARM</td>
<td>9am, 7 April 2017</td>
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<tr>
<td>Easter</td>
<td>14 - 17 April 2017</td>
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<td>Joint agenda committee</td>
<td>18 April 2017</td>
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<tr>
<td><strong>Conference agenda committee</strong></td>
<td><strong>19 - 21 April 2017</strong></td>
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<tr>
<td>Issue of conference documents (website &amp; email)</td>
<td>2 May 2017</td>
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<td>ARM agenda committee</td>
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<td>Issue of conference documents (post)</td>
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<td>Last date for receipt of items for inclusion on supplementary agenda</td>
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<td><strong>Conference agenda committee (Edinburgh)</strong></td>
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<td><strong>LMC conference (Edinburgh International Conference Centre)</strong></td>
<td><strong>18 &amp; 19 May 2017</strong></td>
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<tr>
<td>Conference News</td>
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<td>ARM augmented agenda committee</td>
<td>Tuesday 13 June 2017</td>
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<tr>
<td>ARM (Bournemouth)</td>
<td>26 - 29 June 2017</td>
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To assist you in planning for your visit to the LMC Conference, we have listed a number of hotels that are within easy reach of the EICC. Please be aware that at the time of booking PRIORITY will check multiple booking channels for you at your preferred hotel to ensure you get the very best rate available. If we are able to obtain better rates than those shown below we will inform you. Should your preferred hotel not be shown below then please let PRIORITY know and we will be delighted to source it for you.

If you are comparing our rates with others you have seen and there is a difference, then do please ensure you are comparing like with like, as a number of sites initially show the rates excluding VAT, may not include breakfast, may not be amendable or may have restrictions attached. If you are unsure then please let PRIORITY know and we will look at this for you.

Please note - The rates stated below are based on individual enquiries. If you are looking to make an enquiry for 8 or more rooms alternative terms, conditions and rates may apply. If this is the case, PRIORITY will notify of this before proceeding.

<table>
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<th>Hotel</th>
<th>Proximity to EICC</th>
<th>Room Type</th>
<th>Special Rate</th>
<th>Full Rate</th>
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沉重的黑体：These rates are inclusive of Breakfast  轻的黑体：These rates are inclusive of Express Breakfast

All rates are per room per night including Service and VAT and are subject to availability

To book your accommodation at these special rates contact us quoting LMC 17

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