To: All members of the Annual Conference of England LMCs

2 November 2018

Dear All

Annual Conference of England LMCs 2018

I enclose the following documents for the Annual Conference of England LMCs on Friday 23 November 2018 at the Mermaid exhibition centre, London. To reduce the carbon footprint of conference, only essential documents will be printed and provided on the day. The remaining documents will be sent electronically and enclosed herewith. Please note that the conference begins at 9.30am on 23 November.

Electronic Only and enclosed
1. Letter from the Chair of Conference
2. Letter from the Deputy Head of GPC
3. FULL Conference Agenda – this will be available on the BMA website shortly
4. Ballot for chosen motions
5. Defamation statement
6. Elections at LMC England conference guidance
7. A beginner’s guidance to conference
8. Guidance for representatives
9. Map of venue and surrounding area

Hardcopy available on the day
1. Part 1 of the Conference Agenda (Each representative will receive 1 copy)
2. Elections at LMC England Conference Guidance
3. Speaker slips x3 per representative
4. Voting Card
5. Emergency speaker slip
6. Seating plan and seating allocation
7. Tea/coffee vouchers
8. Attendance sheets
9. Badges

Forms available at Agenda Pen
1. Notification of rider
2. Notification of amendment

Important note
Please be sure to download the full agenda on your device ahead of the conference using apps such as iBooks or Pages. This will prevent an overuse of bandwidth at the conference venue and ensure the smooth running of WiFi facilities.
Arrangements for elections
This year, elections will take place using the BMA’s online election system. This system has been successfully used at other BMA conferences and for the majority of BMA national committee elections. For more information regarding election timetables and how to nominate yourself, please read the attached guidance document.

The following elections will be held at this year’s conference:

- Chair of conference
- Deputy Chair of conference
- 5 members of LMC England Conference Agenda Committee

Part 2 of the agenda
This year, we have created a separate section of the part two agenda containing motions that the England Agenda Committee felt pertained to UK-wide issues, and would therefore benefit from debate at the UK LMC Conference 2019. If your LMC has a motion in this section, it is strongly recommended that you re-submit your motions to the UK LMC Conference. The deadline for submission of motions to the UK Conference is 8 January 2019.

Attendance record and expenses claim form
In a change to the previous arrangements, individual representatives will not receive expense reimbursement directly from the GPDF, but each LMC will be able to claim for its representatives’ expenses within the prescribed limits. This change from previous arrangements will enable the GPDF to work more efficiently and cost effectively. Please also make sure you fill in and submit the attendance sheet in your conference pack. Failure to do so could make it difficult to refund your expenses.

For each Representative, LMCs will be reimbursed the cost of return rail, or, if appropriate, air fares, to the Conference, for single journeys over 50 miles first class fares will be claimable. Overnight accommodation may be claimed where a Representative is required to leave home before 06.30 on the day of Conference. All Representatives should be able to return home on the day of Conference; therefore, a second night’s accommodation cannot be claimed. Dinner may be claimed for those travelling the evening before and where return home is after 20.00; where this is provided as part of the rail ticket no claim is allowable.

Hotel rates are available at the priority booking website: http://www.priority.ltd/events.aspx?event=mermaid18; the event code is: mermaid18. Lower rates may be found on individual hotel’s websites I urge you to make bookings soon and take advantage of online savings and I will not offer additional reimbursement for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £205.

More details can be found in the letter sent out on 12 August to all LMCs from the GPDF or on the BMA’s website.

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 London is situated 10 minutes from Waterloo Station. Further information on how to get to the venue is on the Mermaid London website.

Catering facilities
Refreshments can be purchased throughout the day at the Mermaid Theatre. Vouchers for free refreshments will be included in the conference packs available on 23 November from the registration desk. There are numerous restaurants and cafes in the locality. A map of these is enclosed.
**Electronic voting**
We will be using electronic voting this year. Please ensure you arrive in good time on Friday 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 London. 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 shortly.

Thank you and I look forward to seeing you on 23 November in London.

Yours faithfully

[Signature]

Jacqueline Connolly
Deputy Head of GPC

Encs.

**Distribution:**
- Representatives of LMCs – all documents
- Observers and other members of conference - all documents except the ballot form for chosen motions.