

Instructions for entering LMC England Conference motions 2022

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:

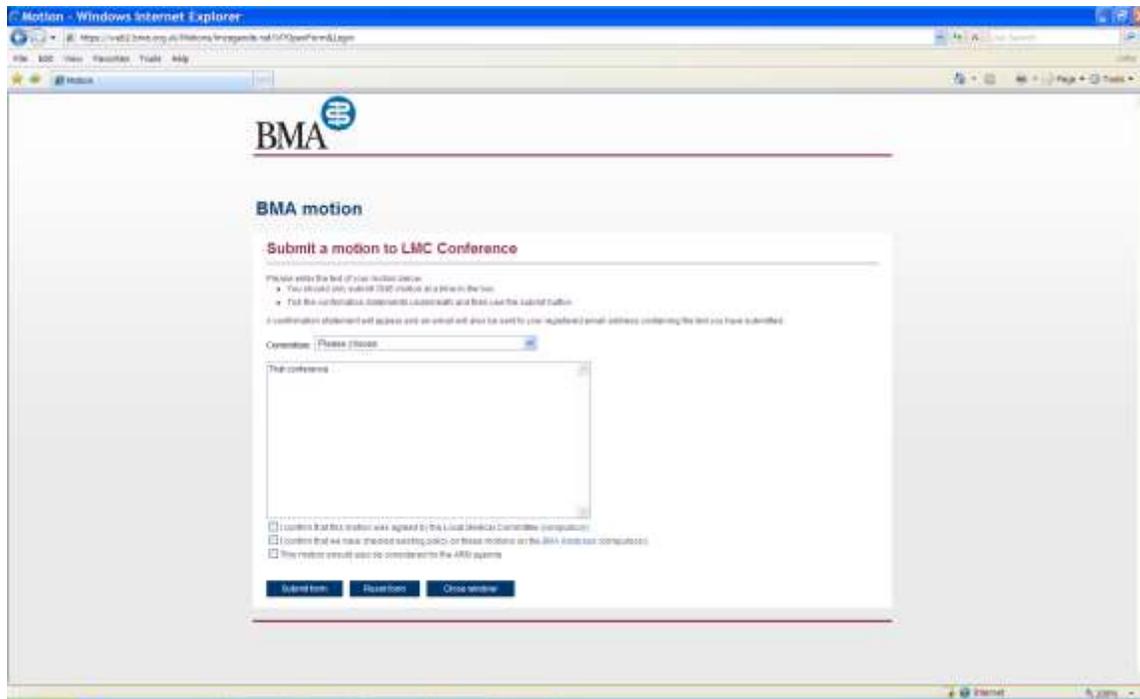
<https://web2.bma.org.uk/Motions/lmcagenda.nsf/W?OpenForm&Login>.

You will be asked to enter your username and password.

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:

A screenshot of a web browser window showing the BMA motion submission form. The browser title is "Motion - Windows Internet Explorer" and the address bar shows "https://web2.bma.org.uk/Motions/lmcagenda.nsf/W?OpenForm&Login". The page features the BMA logo at the top left. The main heading is "BMA motion" followed by "Submit a motion to LMC Conference". Below this, there are instructions: "Please enter the text of your motion below", "You should only submit ONE motion at a time in the box", and "Put the conference name in the dropdown menu and then use the Submit button". A note states: "A confirmation statement will appear on our website and also be sent to your registered email address containing the text you have submitted". There is a dropdown menu labeled "Conference: (Please choose)" and a text area labeled "The conference:". At the bottom, there are three checkboxes: "I confirm that this motion was agreed by the Local Medical Committee (mandatory)", "I confirm that we make no prior warranty, advice or financial assistance on the BMA website (mandatory)", and "We require approval from the committee for the A&P system". At the very bottom, there are three buttons: "Submit form", "Reset form", and "Close window".

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

Insert your subject heading, using the drop down menu, motions falling outside the current categories may be submitted in an 'Other' category. You will also see headings for the Statements.

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 (**Noon Thursday 8 September 2022**) please email kday@bma.org.uk as soon as possible.

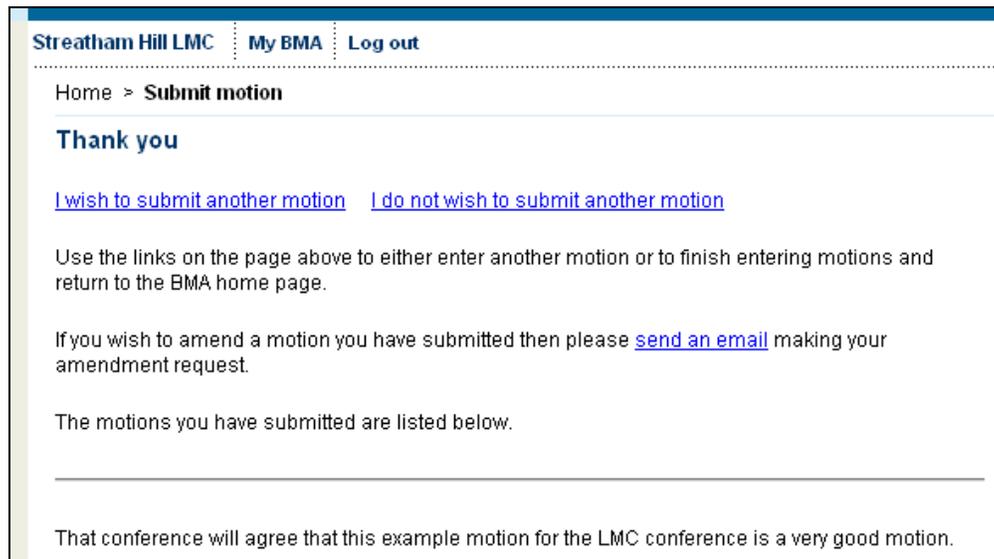
The motion text can be pasted from packages like 'Microsoft Word' but please be aware that some characters may not appear correctly due to software incompatibilities and you should always check.

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

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:



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 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 Thursday 8 September 2022. No further motions or statements 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.