

No. 487/18

29th August 2018

TO : ALL BRANCH SECRETARIES

Dear Colleagues,

CWU SPECIAL GENERAL CONFERENCE 2018 – ONLINE REGISTRATION PROCESS

Branch Secretaries should be familiar with the process of registering their delegates and observers for conference using the online registration. If you have not used this system before, please do not hesitate to contact Angela Niven on eventsregistration@cwu.org and she will assist you.

Letters were sent to all Branch Secretaries advising them what the Branch delegation entitlements are for the Special General Conference. Branches are asked that if they are exceeding their entitlement that those individuals are registered as Observers.

Branches should note that the Special General Conference will be held in the Solent Hall at the Bournemouth International Centre and not in the Windsor Hall as normal.

Please note that all Field Officials have already been registered by Head Office.

If any Branch Secretary has forgotten their login details or passwords for the Branch or need assistance registering then please do not hesitate to contact eventsregistration@cwu.org. The same applies if you need to make any changes to any applications that have already been made.

The login website is <https://conference.cwu.org>

Please note that all online registrations have to be completed by **Friday 19th October 2018** as after this date you will be unable to use the website to register.

Any enquiries on this LTB should be directed to Angela Niven on 020 8971 7256 or email eventsregistration@cwu.org

Yours sincerely,

Tony Kearns
Senior Deputy General Secretary