

Central funding procedures for official delegates attending annual conference

The following guidelines should be followed for using central funding for voting delegates who attend the NAHT annual conference on behalf of their region or branch.

- The voting delegates who can attend the annual conference and AGM are detailed in Rule 9 of the NAHT constitution and rules.
- If any branch does not take up its full central funding entitlement, then these places can be utilised by other branches within that region. The regional executives should liaise with the NAHT events department prior to the conference to ascertain availability and organise attendance. Each voting delegate must be a member of the region or branch they are representing.
- No region or branch funds may be used to send additional voting delegates, members or non-members. Any private members or non-members attending should complete and return the Eventbrite booking form and will have to enter credit card details for the cost.
- Each centrally funded delegate will be provided with the following:
Up to two nights accommodation (double or single occupancy, B&B basis) in an NAHT allocated hotel.
Full registration includes dinner on Friday, lunch on Saturday and Sunday, one dinner dance ticket, refreshments during conference and conference documentation. Partners will pay a supplement for the dinners; no other meals will be provided.
- The accommodation will be in NAHT designated hotels. The NAHT will pay the account directly with the hotel, maximum two nights, for double or single occupancy for all centrally funded delegates. Any upgrades and extras must be settled by the individual on departure. No other accommodation will be paid for by the NAHT and partners will pay a supplement. Further details are available from the NAHT events department.
- Finance & Personnel Committee will allow reimbursement of reasonable travel expenses (mileage or standard class train). Ticket receipts must be provided with expense form. If driving, only the driver is entitled to claim mileage and car parking will not be covered. We encourage car sharing.

Car parking charges cannot be claimed.

All travel claims must be received by NAHT Headquarters by the end of July 2019.

The regional dinners are held on Friday evening and delegates should liaise with their regional organiser to book places. Regional organisers should liaise with the events department about booking venues. The NAHT will cover the cost of the regional dinner for the voting delegate, partners will pay a supplement.

If you have any queries or require further information, please contact:

Laura Robinson, Events Manager

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No of Members in the branch	No. of voting delegates entitled to claim central funding for attending annual conference based on total members in the branch
1-10	1
11-35	1
36-60	1
61-85	1
86-110	2
111-135	2
136-160	2
161-185	2
186-210	3
211-235	3
236-260	3
261-285	4
286-310	4
311-335	4
336-360	5
361-385	5
386-410	5
411-435	5
436-460	6
461-485	6
485-510	6
511-535	7
536-560	7
561-585	7
586-610	8
611-635	8
636-660	8
661-685	8
686-710	9
711-735	9
736-760	9
761-785	10
786-810	10
811-835	10
836-860	11
861-885	11
886-910	11
Each Region	2