

No. 075/20

12th February 2020

TO: ALL BRANCH SECRETARIES

Dear Colleague,

CWU ANNUAL CONFERENCE 2020 – ONLINE REGISTRATION

The online registration is now available for Branch Secretaries to register their delegates attending the conferences that are taking place in Bournemouth.

A letter has been sent to all Branch Secretaries advising them of their delegation entitlement for each of the conferences.

Please ensure that you register the correct amount of delegates for the conferences your branch are entitled to attend. Any additions have to be registered as Observers as we are aware that Branches do bring more than their entitlement and throughout the week rotate their delegation.

For the first time observers will be allowed to participate in a Question and Answer session at the Equality Day which is being held on Monday. This makes it even more important that branches register observers and are reminded to promote a diverse delegation on this day and to maximize their attendance.

In previous years we have used barcode scanning at all conferences and intend to use it again this year. This enables HQ to obtain data required for equality monitoring purposes. Branches are asked to co-operate on the morning of each of the conferences and allow the Stewards to scan their credentials in order that the data can be collected.

Please note that all Field Officials will be registered by HQ.

Branches should be familiar with the process but if you have difficulty with your login details or passwords please do not hesitate to contact eventsregistration@cwu.org and it will be dealt with. This also applies if you need to make any changes once the applications have been submitted.

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

Please note that all online registrations have to be completed by **Thursday 9th April 2020** 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**](mailto:eventsregistration@cwu.org)

Yours sincerely,

Tony Kearns
Senior Deputy General Secretary