

Conference Team 020 7121 5123

To: Delegates, sharers and visitors
Business and environment standing orders committee
Water, environment & transport service group executive
Staff attending conference

May 2017

Dear Colleague

Water, Environment & Transport Conference – **first despatch**
Sunday 18th June, Brighton Centre

Please find enclosed:-

- Conference document, with motions and amendments
- Annual report
- Delegate credential, holder and lanyard
- A4 Voting Card (delegates and sharer 1's only)

A second despatch containing the about conference guide will be sent in June.

Conference venue

The conference is being held in the Brighton Centre. Conference sessions will be held in Auditorium 2, and the exhibition and UNIZONE will be located in the foyer.

Conference information desk

The conference information desk is in the foyer and deals with delegates' general enquiries, lost credentials and changes to delegations. The desk will be open from **12pm Saturday 17th June and from 8.30am Sunday 18th June.**

Credentials

To gain admission to conference you must have a current passport-sized photograph on your credentials. If you forget to bring a photograph please go to the conference information desk.

Card Votes

Card Votes will be issued to delegates from outside Auditorium 2. Card votes will be available from **8.30am on Sunday 18th June.** Only one delegate per delegation needs to collect the card vote booklet.

Have a good conference.

Yours sincerely

Stephanie Grant
Conference & Events Manager