Enquiries

Lucille Thirlby 0207 121 5315 - Policy

Conference Department 0207 121 5123 - Administration

September 2017

Dear Delegate

**NATIONAL DISABLED MEMBERS’ CONFERENCE, Manchester**

Please find enclosed the documents you will need for the 2017 Disabled Members’ Conference.

* Conference Guide containing the timetable, standing orders and the motions to be debated at the conference.
* Annual Report
* Nomination Pack
* Conference Credentials
* Voting Card (delegates and regional reps only)

You do not need to register when you arrive but if you do have any queries, the conference enquiry desk will be open from 1.00pm on

Saturday 28th October. This will be located in The Gallery Foyer.

The first item of business on Saturday will be the Women’s Caucus which starts at 1:35pm in the Exchange Hall on the ground floor. This is followed by the Deaf (native BSL users) Caucus in Exchange 10 on the first floor. There are workshops between 2.45 – 3.45pm, followed by a briefing for delegates on conference procedures. If you are attending conference for the first time, you may find this session very useful.

The annual report will be presented on Sunday morning. Any questions on the annual report must be submitted using the Online Conference System (OCS) no later than Friday 20 October. Information on how to submit questions using the OCS is attached. We will make every attempt to respond to questions before conference. Any supplementary questions may be asked at conference.

Seating is not arranged by region at this conference. Regional meetings are held on Saturday and are a good opportunity for meeting with other delegates.

Reasonable adjustments should have been booked on the OCS system in advance of conference and if necessary please seek further advice from your branch. Anna Costi, a member of the conference management team, will be responsible for access at Conference. If you have any queries during conference please contact her via the conference information desk.

**Note on security from Manchester Central (Disabled Members Conference Venue):**

**The safe and secure delivery of events is a priority for Manchester Central. With this in mind, routine bag searches will be in operation throughout the event to provide comfort and reassurance to delegates. Where possible, please avoid bringing large bags or items of luggage with you to the venue to ensure quick and easy access to the event. We suggest you take your luggage to your hotel before arriving at the conference venue.**

Finally, please confirm your accommodation arrangements with your sponsoring body before you travel to Manchester.

We look forward to seeing you in Manchester.

Yours Sincerely

Haifa Rashed

Assistant National Officer

**How to submit questions on the National Disabled Members Committee Annual Report.**

Questions on the annual report can be submitted using the Online Conference System (OCS) by 12 noon on Friday 20 October 2017.

Information on accessing the Online Conference System (OCS) is in the disabled members conference bulletin on the UNISON website at: <https://www.unison.org.uk/content/uploads/2016/04/2016-Disabled-Members-Conference-Bulletin.pdf>

Follow these steps to submit your question:

 Sign onto Online Conference System (OCS)

 Select National Disabled Members Conference

 Select ‘Agenda’

 Select ‘Annual Report Questions’

 Select question type from drop down box

 Select ‘create a new question’

 Follow instructions which will give you a form to complete

 Complete form – remembering to fill in all mandatory fields

 You can copy and paste your question into the text box or type the text in

 If you want to do this in stages, you can select the ‘save’ choice and come back into the OCS later to finish

 When you are happy with your question, select ‘Submit’

If you have any problems, please contact Gloria Orosungunleka or Lucille Thirlby at [disabilityissues@unison.co.uk](mailto:disabilityissues@unison.co.uk)