

# Higher Education Service Group Conference 2018

Thursday 2 March 2018  
Crowne Plaza Chester



**CHANGE OF DELEGATE TO BE COMPLETED VIA OCS UP TO THE CUT OFF POINT OF 5PM MONDAY 8<sup>th</sup> JANUARY 2018**

**THIS FORM IS ONLY TO BE USED FROM TUESDAY 9<sup>th</sup> JANUARY 2018**

## **EMERGENCY CHANGE OF DELEGATE FORM**

*Delegates may not be changed after the start of conference.*

Name and address of **BRANCH SECRETARY**

Name: .....

Address: .....

.....

.....

Region: .....

Branch Name: .....

Branch Number: .....

Name of Delegate to be changed: .....

Name of New Delegate: .....

Membership No of New Delegate: .....

Date of Birth of New Delegate: .....

Signature of Branch Secretary: .....

Signature of Branch Chair: .....

**PLEASE NOTE THAT ALL OF THE ABOVE DETAILS MUST BE COMPLETED BEFORE ANY CHANGES ARE MADE. PROPORTIONALITY AND FAIR REPRESENTATION SHOULD BE MAINTAINED AT ALL TIMES.**

The signature of the National Officer will be required as authorisation for the change.

I agree that the above change of delegate maintains the proportionality and fair representation of the delegation.	
Signed:.....	Date .....
National Officer	

***This form must be signed by the National Officer and handed in to the Conference Desk at Crowne Plaza Chester – DO NOT send to National Office.***