

**CAMBRIDGE REGIONAL COLLEGE,
KINGS HEDGES ROAD, CAMBRIDGE CB4 2QT**

Cambridge Regional College in Kings Hedges Road, Cambridge is the new venue for the 2011 conference of the Liberal Democrats in the East of England.

This one-day (10:00 - 16:00) event will include policy debates, fringe meetings, training, exhibition, reports from our MPs, MEP and regional officers, and of course keynote speeches.

This pack contains all the information you need to book yourself onto this event. Don't miss out!



Regional Conference Chair Theresa Higgins says:

"This year's conference sees us in a new venue at the heart of the East of England region. Not only will conference-goers be able to enjoy a day of lively debate, and the opportunity to meet like-minded Liberal Democrats, but you can also choose to experience Cambridgeshire's infamous guided bus, which opens for service in August and serves the College!"

Register to attend

Complete the **RED** registration form, and post with your cheque. You can also register online at www.eastlibdems.org.uk/conference
NOTE: First-time conference-goer? We have a special discounted rate for you this year - don't miss out!

Local party chairs

Check the **BLUE** page to see if your local party has notified us of its voting representatives for the conference. If not, please complete the form or email admin@east.libdems.org straight away with details. Don't forget you can book an exhibition stand too!

Council group leaders

Remember that council groups can nominate representatives to speak and vote at regional conference, in addition to those nominated by local parties. Please complete the **YELLOW** nomination form and return to the Regional Administrator.

Submit a motion or amendment

Read the **PINK** page which explains the process for submitting a motion or amendment to the Conference. This includes an explanation of who is entitled to submit a motion or amendment, and of how these are considered for inclusion on the agenda.

Book an exhibition stand

Businesses, voluntary organisations, party bodies, local parties - all are welcome to apply for exhibition space at our conference. Please complete the **GREEN** exhibition stand booking form and return to the Regional Administrator.

Electing our regional officers

Nominations for our regional officers and committees close at the end of the conference. If you are interested in standing for a regional post, complete the nomination form and return to the Returning Officer either before the conference or on the day.



REGISTRATION FORM

(1) MY DETAILS

Name

Address

Local party

Liberal Democrats membership number

Don't forget you can also book and pay online at www.eastlibdems.org.uk/conference

(2) MY VOTING STATUS

I am (please tick all that apply)

- An officer of the regional party
- A regional conference representative elected by a local party
- A regional conference representative elected by Liberal Youth
- A regional conference representative elected by a council group
- An MP or MEP representing the East of England
- A member of the House of Lords and a member of the regional party
- A member of the English Council elected by the region

If none of the above, you will be registered as a non-voting representative

(3) SPECIAL ARRANGEMENTS

Special dietary requirements (please specify)

Access or other special needs

(4) PAYMENT

I enclose my registration fee (cheques payable to 'East of England Liberal Democrats'):

- £20 (on or before 14 October 2011)
- £15 (concessionary/benefits rate)
- £25 (15-21 October 2011)
- £15 (first-time regional conference attender)

The registration fee on the day will rise to £30 for all categories

The fee includes lunch, two cups of tea or coffee during the day, and access to all events

Please return with your payment to: Regional Administrator, East of England Liberal Democrats,
4 Pound Lane, Sutton, Ely, Cambridgeshire CB6 2PR. Thank you.

INFORMATION FOR LOCAL PARTY CHAIRS

FULL LIST OF VOTING REPRESENTATIVES PROVIDED

The following local parties have provided a full list of regional conference voting representatives and need take no further action unless they wish to change them.

- ◆ Brentwood & Ongar
- ◆ Chelmsford
- ◆ Colchester
- ◆ Huntingdon
- ◆ North Bedfordshire
- ◆ North West Norfolk
- ◆ Norwich North
- ◆ Norwich South
- ◆ Rochford & Southend
- ◆ South Norfolk
- ◆ Watford
- ◆ West Suffolk

PARTIAL LIST OF VOTING REPRESENTATIVES PROVIDED

If your local party appears in the following list, this means we do *not* know who all your local party's voting representatives for the conference are. Please ask your data officer to enter your full allocation of representatives on Membership Data Online no later than Thursday 20 October.

- ◆ Basildon, Billericay & Thurrock
- ◆ Braintree & Witham
- ◆ Broadland
- ◆ Broxbourne
- ◆ Bury St Edmunds
- ◆ Castle Point Rayleigh Wickf'd
- ◆ Epping Forest
- ◆ Harlow
- ◆ Hemel Hempstead
- ◆ Hertford & Stortford
- ◆ Hitchin & Harpenden
- ◆ Ipswich
- ◆ Luton
- ◆ Mid & South West Norfolk
- ◆ North East Cambridgeshire
- ◆ North East Essex
- ◆ North East Hertfordshire
- ◆ North Norfolk Great Yarmouth
- ◆ North West Cambridgeshire
- ◆ Peterborough
- ◆ Saffron Walden
- ◆ South Cambridgeshire
- ◆ South East Cambridgeshire
- ◆ South Suffolk
- ◆ South West Bedfordshire
- ◆ South West Hertfordshire
- ◆ St Albans
- ◆ Stevenage
- ◆ Suffolk Central & N Ipswich
- ◆ Suffolk Coastal
- ◆ Welwyn Hatfield

NO LIST OF VOTING REPRESENTATIVES PROVIDED

The following local parties have listed no regional conference voting representatives at all (as at 25 June 2011). Please ask your data officer to enter your full allocation of representatives on Membership Data Online no later than Thursday 20 October.

- ◆ Cambridge
- ◆ Hertsmere
- ◆ Maldon
- ◆ Mid Bedfordshire
- ◆ Waveney

The number of voting representatives you can send depends on your membership:

MEMBERS	VOTING REPS
◆ 30-50	5
◆ 51-75	6
◆ 76-100	7
◆ 101-150	8
◆ 151-200	9
◆ 201-250	10
◆ 251-300	11
◆ 301-350	12
◆ 351-400	13
◆ 401-450	14

Any member can attend in a non-voting capacity.

HOW DO WE CHANGE OUR REPRESENTATIVES?

If your local party wishes to

- ◆ add a new voting representative
- ◆ remove an existing voting representative
- ◆ change its voting representatives

please use the Membership Data Online system to do so no later than Thursday 20 October. Any changes after this will not be reflected in attendance lists and may cause delay at registration.

Please note: your local party's total voting representative allocation must not exceed your entitlement (shown in the chart *left*).

Please do encourage as many of your members as possible to attend the regional conference - it's a great place to meet people, hear speakers and find out more about how to get involved and active in the party.



For the attention of COUNCIL GROUP LEADERS

Council groups, as well as local parties, are entitled to nominate voting representatives to the regional conference - ONE representative for every FOUR councillors or part thereof. Please use this form to inform us of your group's representatives.

COUNCIL GROUP: _____

COUNCIL GROUP VOTING REPRESENTATIVES

REPRESENTATIVE 1

Name

Telephone

Email

REPRESENTATIVE 7

Name

Telephone

Email

REPRESENTATIVE 2

Name

Telephone

Email

REPRESENTATIVE 8

Name

Telephone

Email

REPRESENTATIVE 3

Name

Telephone

Email

REPRESENTATIVE 9

Name

Telephone

Email

REPRESENTATIVE 4

Name

Telephone

Email

REPRESENTATIVE 10

Name

Telephone

Email

REPRESENTATIVE 5

Name

Telephone

Email

REPRESENTATIVE 11

Name

Telephone

Email

REPRESENTATIVE 6

Name

Telephone

Email

REPRESENTATIVE 12

Name

Telephone

Email

SUBMITTING A MOTION OR AMENDMENT

(1) WHO MAY SUBMIT A MOTION OR AMENDMENT?

Motions for the Regional Conference, and amendments to motions, may be submitted by

- two voting members of Regional Conference
- Local Parties
- Specified Associated Organisations of the Liberal Democrats
- recognised Council Groups on principal local authorities in the East of England
- or by the Regional Executive or the Regional Policy Committee.

(2) WHAT IS THE DEADLINE FOR MOTIONS AND AMENDMENTS?

- Motions and constitutional amendments: Friday 5 August
- Amendments to motions: Friday 16 September 10:00 am
- Emergency motions: Friday 14 October, 10:00 am

(3) HOW DO I SUBMIT A MOTION OR AMENDMENT?

If you wish to submit a motion or amendment, please check that you are eligible to do so, and that you are within the deadline, as set out above.

If the answer to both of these is Yes, please

- **email** your motion or amendment to conference@eastlibdems.org.uk
- **fax** your motion or amendment to 020 8020 2943
- **post** your motion or amendment to Regional Administrator, East of England Liberal Democrats, 4 Pound Lane, Sutton, Ely, Cambridgeshire CB6 2PR

Please make clear at the time of submission your qualification to submit your motion or amendment (see 1 above). Please also specify the name of the person who will be proposing the motion or amendment, and (if a motion) the name of the person summing up at the end of the debate.

The likelihood of your motion or amendment being selected for debate will be increased considerably if it is legible, clearly worded, concise, and relevant.

(4) HOW ARE MOTIONS AND AMENDMENTS CHOSEN FOR DEBATE?

The choice of motions and amendments for debate at Regional Conference is the responsibility of the Region's Conference Committee. The Committee meets to consider motions and amendments, and takes into account factors including the time available on the agenda, and the relevance and interest of the motion or amendment.

EXHIBITION STAND BOOKING FORM

The exhibition at regional conference is a very popular part of the day. It's a great way for conference goers to meet your organisation, and for you to meet possible helpers or customers.

(1) MY DETAILS

Organisation

Contact name

Postal address

Email address

Telephone number

Telephone number on the day (if different)

(2) MY EXHIBITION STAND REQUIREMENTS

- Single table (approx 1.5m) or Double table (approx 3m)
- Electric wall socket
- Board behind stand for eg image projection, display of posters
-

(3) PAYMENT

- Single table £35 (local party or other internal party body, includes conference pass for 1 person)
- Double table £70 (local party or other internal party body, includes conference pass for 2 people)
- Other organisation - fee by negotiation (please apply to Regional Administrator - see note below)

Cheques payable to 'East of England Liberal Democrats'

NOTES

- ◆ Organisations other than local parties or internal party bodies should contact the Regional Administrator (07930 337596, admin@east.libdems.org) to discuss rates.
- ◆ The venue will supply your table(s) plus one or two chairs.
- ◆ Unloading will take place from 09:00 and must be completed by 09:30.
- ◆ The exhibition area will close at 15:00, ie before the conference ends.
- ◆ Payment must be made in advance and received by the Regional Administrator no less than 14 days before the date of the event.

Please return with your payment to: Regional Administrator, East of England Liberal Democrats, 4 Pound Lane, Sutton, Ely, Cambridgeshire CB6 2PR. Thank you.

NOMINATION FORM: regional elections 2012

Please use this form (or a copy of it) to nominate persons for election to the following posts:

OFFICERS

- ◆ Chair
- ◆ Vice-Chair
- ◆ Secretary
- ◆ Treasurer
- ◆ Candidates Committee Chair

<http://eastlibdems.org.uk/en/page/regional-conference> contains more information about these posts and what they involve

COMMITTEES

- ◆ Regional Executive Committee (12)
- ◆ Regional Campaigns Committee (3)
- ◆ Regional Candidates Committee (2)
- ◆ Regional Candidates' Committee (candidates must have recently contested a European or Westminster election) (2)
- ◆ Regional Conference Committee (3)
- ◆ Regional Development Committee (3)
- ◆ Regional Policy Committee (3)
- ◆ English Council (14)
- ◆ ELDR Congress (1)

Note: Committee chairs other than the Candidates Committee are elected by their Committees.

(1) CANDIDATE'S DETAILS

Candidate's name

Membership number

Address

Email address

Telephone number

Please list the positions you wish to stand for

1

2

3

I agree to be nominated for the above post(s):

(Signature)

(2) NOMINATED BY

(Candidates must be proposed and seconded by any two voting regional conference representatives).

NOMINATOR 1

NOMINATOR 2

Name (print)

Membership number

Signature

Please return completed nominations to reach East of England Returning Officer, c/o 4 Pound Lane, Sutton, Ely, Cambridgeshire CB6 2PR by first post on Friday 21 October 2011 or deposit in the box at the Regional Conference by the close of Conference. If there are contested elections for any of the posts for which you are nominated, you will be notified by e-mail and given until noon on 5 November 2011 to submit an A5 piece of artwork in support of your nomination.