# Memorandum

# **BWF AGM 2014 Preparation**



Monday 20 January 2014

Dear Members, Honorary Life Vice Presidents and Continental Confederations

The **BWF AGM** will be held on **Saturday 24 May 2014** in **Delhi India** with the **Members Forum** being held **Friday 23 May** (see our Memo of 6 September 2013).

Please find some important information on the BWF AGM 2014 including:

- 1. Planning early
- 2. Important dates
- 3. Host Hotel
- 4. Travel grant for delegates
- 5. "Members in good standing"
- 6. Delegates nomination Form
- 7. Nomination Form for Council Election
- 8. Visa letters / applying for Visas

All of the information on the AGM has been uploaded onto the BWF website (linked here)

Please provide this information to your delegate(s).

Please note, that **Patricia Wong** will be in touch with all **Honorary Life Vice Presidents** to assist you to plan for travel to the BWF AGM 2014.

### 1. Planning Early

We strongly advise Members to complete the following **as soon as possible**:

- a) Choose your delegate (s) to the BWF AGM 2014
- b) Book flights to New Delhi, India for your delegate(s)
- c) Investigate whether delegate(s) need a visa to enter India
- d) Complete and submit the delegates nomination form (attached)

This year there will be an election for one additional member of Council (nomination form attached).

Please note that *midnight KL time* on **28 February 2014** is the <u>deadline for BWF to receive</u> nominations for the election of one Council member, and proposals for the AGM agenda.

#### 2. Important Dates

- Friday 28 February 2014 Deadline for nominations for elections / proposals
- o Friday 4 April 2014 Notice of AGM sent to Members

- Monday 7 April 2014 Deadline request for Visa Letters / Accommodation Form
- o Friday 18 April Deadline to receive full payment for accommodation
- Friday 18 April 2014 Deadline to receive amendments to proposals
- o Monday 5 May deadline for Badminton India to receive arrival / transport form
- Friday 23 May 2014 4<sup>th</sup> BWF Members Forum
- Saturday 24 May 2014 BWF Annual General Meeting
- Sunday 25 May 2014 BWF Women's Forum
- Sunday 18 25 May 2014 Thomas Cup & Uber Cup Finals 2014

#### 3. Host Hotel



## Le-Meridian Hotel New Delhi

8, Windsor Place, Janpath, New Delhi Delhi 110001, India Website – (<u>linked here</u>)

**Single - USD\$130** (includes breakfast)

Double / Twin - USD\$145 (includes breakfast)



Please note that there is a limited number of rooms reserved at the Official AGM Hotel. Bookings will be made on a "first come, first served basis". Additional rooms have been booked at the Shangri-La Hotel which is a short walk away.

To reserve a room, complete Form 1 Delegate Hotel Room Booking (attached). The deadline to return this form is **Monday 7 April**.

Once Badminton India receives this form, your Association will be invoiced for the rooms. Payment must be received in full no later than 18 April 2014.

Each Member is responsible for booking and paying for its own accommodation for delegates. The BWF will however reimburse three (3) nights accommodation in the Host Hotel(s) for one (1) delegate per Member. This reimbursement will take place after the AGM.

To qualify for this support, the delegate must attend the *Members Forum* and the *AGM*.

## 4. Travel Grant

Under the travel guidelines approved by Council, the BWF will provide a travel grant for one (1) delegate for each Member to come to New Delhi for the 2014 AGM.

Please note however that to qualify, the Member must have completed the **2013 Schedule A** (see our Memo of 7 January 2014).

Travel support guidelines are as follows:

- Each Member whose delegate participates in the AGM, shall receive a travel grant to assist in covering the costs of travel to the AGM.
- The travel grant is calculated using the location of the Member Association's registered office and New Delhi, India.
- Economy class air fares from 3 sources have been used to calculate the amount the Member receives.
- A fixed amount is established based on the average of the 3 quotations from different sources. The quotations will be done the week beginning 3 February 2014.
- o The grant is paid after the AGM on proof of attendance at the AGM.
- The grant is paid to the Members account, unless there are special circumstances which make it impossible for electronic bank transfer to take place.

The travel grant is calculated to equal a reasonable and realistic travel cost. It must however be noted that flight ticket prices vary significantly depending on when and where these are booked. Currency rates may also influence final pricing. The grant may therefore not fully cover all delegates travel costs but will be a very substantial contribution for the Member on the actual costs incurred. It is intended to be an approximation to the full cost of travel rather than an exact calculation on actual costs of travel.

A spreadsheet will be circulated in the second week of February which will show the amount the Member is eligible to claim – note the condition above.

We strongly	recommend	that yo	u book	early to	take	advantage	of lower	airfares.
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## 5. Members in Good Standing

Only "members in good standing" can participate in the AGM and send in / second nominations and proposals.

Being in good standing means that Members must:

- o have a completed Schedule A form with the BWF office for the relevant period.
- o pay any outstanding subscriptions (including the current year).

### 6. Delegates Nomination Form

Please find attached the **Delegate Nomination Form** for delegates to the BWF Annual General Meeting 2014.

It is recommended that Members decide early who their delegate is, and to book the travel early and inform the BWF early.

7. Nomination Form for Council Election
This year there will be an election for one additional member of Council.
Please note that <i>midnight KL time</i> on <i>28 February 2014</i> is the <u>deadline for BWF to receive</u> nominations for the election of one Council member, and proposals for the AGM.
Please find attached the <b>Nomination Form</b> for Council.
8. Visa Applications / Request for Support Letters
Please check with the nearest Indian Embassy or Consulate to see whether a visa is required for your delegate(s) to travel to India and if so – ask what the process is to apply for a visa.
Complete Form 2 (attached) if you require an invitation letter to India for visa applications.
The deadline to request a visa support letter is <b>Monday 7 April 2014.</b>
Please contact Patricia Wong or myself, if you have any questions regarding the 2014 AGM.
Kind Regards
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