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EASTERN AREA TEMPORARY MEMO 35/11

22 September 2011

Sponsor: Paul Gammon, Area Business Manager

Eastern Area Conference 2011 **Information & Booking Form**

This year's Conference includes a major session given by MSSC HQ on the Strategy and Vision for the Corps and will feedback on a range of initiatives and activities that have taken place in the build up to the event.

The Conference will also aim to build on this work and will give attendees a valuable chance to play their part in shaping the future of the Corps.

Event Details are as follows: -

Date	Sunday 27 November 2011
Venue	Bishop Grosseteste College, Lincoln (Directions will be sent with the conference ticket)
Time	Doors Open/Registration 0930 Conference 1000 – 1600
Cost	£12.00 includes tea/coffee on arrival and buffet lunch with tea/coffee/juices
Payment	By cheque made payable to MSSC Payment is non refundable once the reservation is made.
Who can attend	Chairmen, Commanding Officers/Officers in Charge or their appointed representatives, Areas Staff Officers, District and Deputy/Assistant District Officers, RMCD Coy Cdr & Troop Cdrs, along with Chaplains or any other Unit member, up to a maximum of 3 from each Unit. All places are on a first come first served basis up to our limit of 150 delegates.
Booking	All bookings, with the required payment, to be made using the attached form and returned by Friday 4 November 2011.
Additional Information	1 week before the event we will forward to you: Conference Ticket – to be handed over on arrival Car Park Pass – which must be displayed on your dashboard

Name badge

Conference Pack – to include agenda and a map giving directions to the College and Registration point

The Conference Ticket is an essential part of our health and safety routine. Anyone arriving at the event without a pass will not be allowed in until all ticket holders have been checked in.

Expenses

It is requested that every effort is made by those attending the event to keep expenses to a minimum by co-ordinating transport arrangements. Where more than two people attend from one Unit, individual claims will not be approved.

District Officers are requested to assist with this.

Unit Chairmen are encouraged to travel with their uniformed representative, however should a Chairman need to claim expenses for their journey then they should request a claim form from the Area Business Manager at the Conference.

Agenda

An agenda will be sent with the Conference ticket.

Dress/Rig

Business

Questions and Agenda items

Please note that there will be a Q&A session on the day and questions can be submitted in advance (ideal if you need an answer that may require some research) or raised on the day.

Return the conference booking form and payment to: -

**Adminea, c/o Eastern Area Sea Cadets, Building 328,
RAF CRANWELL, Sleaford, Lincs. NG34 8HB**

Please retain these notes for future reference

**Return the conference booking form and
payment (cheques made payable to MSSC) to: -**

**Adminea, c/o Eastern Area Sea Cadets, Building 328,
RAF CRANWELL, Sleaford, Lincs. NG34 8HB**

Confirmation of attendance at Eastern Area Conference Sunday 27 November 2011 (please copy or reprint the form for additional delegates or questions)					
Please reserve a place for me at the forthcoming Area Conference					
Name (please print)					
Appointment/Role/Position					
Unit (if applicable)					
Signed					
Date					
Payment - £12.00 per person – Payable to: - MSSC					
Eligible Uniformed Personnel only: Form T17c is requested		Please state yes/no: -			
Agenda items or conference questions					
Subject title					
Question					
Background information					
<p>Please supply extra information in support of this item by attaching details to the form. Additional items/questions can be submitted, using the same headings above, on a separate sheet.</p> <p>Agenda items and questions will only be discussed on the day if the individual raising the subject is in attendance or another delegate has agreed to stand in for them</p> <p>The deadline for bookings and agenda items/questions for the conference is Friday 4 November 2011.</p> <p>Agenda items and questions received after this date will not be included in the agenda but can be raised on the day</p>					
For Office Use					
Name badge prepared		Ticket prepared		Pack sent	
Payment Received		T17C			