

February 2011

To: **Secretaries of Local Dental Committees**
 General Dental Practice Committee Members

2011 ANNUAL CONFERENCE OF LOCAL DENTAL COMMITTEES **9 and 10 June – Hotel Russell and Grand Connaught Rooms, London**

I am writing with details of the 60th Annual Conference of Local Dental Committees, sponsored by Denplan.

The Conference

Registration for the Conference will begin at 08.30 on Friday 10 June at the Grand Connaught Rooms, London. Directions can be found at <http://www.grandconnaughtrooms.com/location/how-to-find-us>.

Dinner

The dinner will be held at the Hotel Russell, on the evening of Thursday 9 June, commencing with a reception at 7.30 pm. We are delighted that the **guest speaker this year will be Dr Kevin Lewis**. LDC Representatives and GDPC members may invite other dentists as their guests and may also wish to invite, as their personal guest, either their Member of Parliament or senior health authority official/board/PCT. Dress for the dinner is black tie. Places at the dinner are limited and will be allocated on a first-come, first-served basis.

Conference Chair

Mick Armstrong (Wakefield and District LDC) is Chair of this year's Conference.

Attendance by Local Dental Committee Representatives

(1) Conference

Please see the enclosed green list for details of the number of representatives and observers each LDC is entitled to send to the Conference.

Places at the Conference must be pre-booked and nominations should be made on the enclosed pink form, which must be returned by **Friday 8 April 2011**. Please give full details for each representative as indicated. Any changes in representation should be made in writing as soon as possible. The enclosed papers will also be available to all delegates and observers on the LDC Conference website at www.ldcuk.org.

This year the final papers will be posted to all delegates but copies, including updates, will also be available on the LDC Conference website so please do check it regularly for any changes. It would also be helpful if you could provide each delegate's email address on the pink form so that we can inform you of any updates.

(2) Dinner

LDCs are asked to make all bookings for the dinner on the orange form and return this by **Friday 8 April 2011**. Please note that cheques should be made payable to the 'Annual Conference of LDCs'.

Attendance by GDPC Members

GDPC members should use the blue form, which must be returned by **Friday 8 April 2011**, to let us know they will be coming to the Conference/dinner. As above, the final papers will be posted to all delegates but it is suggested that GDPC members check the website and provide their email address so that they can be advised of any updates.

Motions

The deadline for the receipt of motions is **Monday 4 April 2011**, but it would be helpful to have them as early as possible. Please note that there is no limit to the number of motions you may submit. Please use the yellow form enclosed and word motions following the enclosed guidelines. Sometimes it is necessary to clarify motions at short notice and we have, therefore, asked for a telephone number and e-mail address of an LDC officer who could authorise us to make clarifications.

Nominations to GDPC

LDC Conference will elect one member to the GDPC. The election will be held on the day of the Conference, and nominations must be sent to us by **Friday 8 April 2011** - the green nomination form is attached.

Accommodation Arrangements

Enclosed are the guidelines for claiming expenses, including details of how accommodation arrangements can be centrally booked with our nominated accommodation agent, Fresh! Reservations.

Please note that this year we are also offering you the opportunity to stay over on Friday and Saturday nights at a further reduced rate at the Hotel Russell. Further details can be found on the hotel booking form. Please let Fresh Reservations know if you would like to take advantage of this when making your booking. Anyone wishing to take up this offer must pay for any additional nights' stay.

CHECK LIST FOR LDC SECRETARIES

By **Friday 8 April 2011**, please return the following to:

Denise Kenny
CarpeDeeM Limited
Church Cottage
Henllys
Cwmbran NP44 7AU

Tel & Fax: 01633 860 400
Mobile: 07786 075 250
Email: denise.kenny@carpedeem.co.uk

- **pink** appointment of representatives form
- **orange** dinner form and cheque for LDC representatives
- **green** GDPC representative nomination form

By **Monday 4 April 2011**, please return the following to:

Will Newport
Policy Team
BDA
64 Wimpole Street
London W1G 8YS

- **yellow** motions form (Please give full contact details as requested.)

Distribution of 2011 motions to LDCs – 2 May 2011
Agenda mailing – 2 May 2011

CHECK LIST FOR GDPC MEMBERS

By Friday 8 April 2011 please return to Denise Kenny at the above address:

- **blue** GDPC Conference and Dinner booking form

Agenda mailing – 2 May 2011

Please note that Denise Kenny will again be handling the registration of delegates to the Conference. Denise will be taking all bookings for the conference and dinner as well as sending out confirmation letters and final papers. Denise can also be contacted on the above address or by phone on 01633 860 400 or email at denise.kenny@carpedeem.co.uk.

Should you have any other queries regarding the conference please contact me on 01243 780615; email: katherine.fort@btinternet.com.

If your query is regarding a policy matter please contact Will Newport at the BDA on 020 7563 4158 or email him at w.newport@bda.org.

We look forward to welcoming you to the Conference.

Yours sincerely

A handwritten signature in black ink that reads "Katherine Fort". The signature is written in a cursive, flowing style.

Katherine Fort Event Management (on behalf of the LDC Conference)

Tel: 01243 780615

Email: katherine.fort@btinternet.com