[INSERT FEDERATION LOGO] [INSERT DATE]

**FEDERATION TEMPLATE LETTER**

**ELECTED REPRESENTATIVES TO ANNUAL CONFERENCE**

**You may want to use this template to write to delegates to the Federation to encourage them to stand for election to Annual Conference as Federation representatives. (Please note that the text in red and blue is guidance and should be over-typed or deleted.)**

**Your Union, Your Voice**

**Represent your Federation at the NASUWT Annual Conference 2025**

**ACC, Liverpool**

**Friday 18 April to Saturday 19 April 2025**

The Union’s Annual Conference makes the NASUWT’s policy and sets the Union’s priorities for the forthcoming year. Policy is made by serving teachers attending the Conference.

Every Federation has the opportunity to elect Representatives to attend Conference to debate and vote on those motions which are chosen for debate by a ballot of all members.

*If you would like to be considered by your Federation to be an elected Representative at Annual Conference you should contact your Federation as soon as possible and by [insert deadline] at the latest and, where possible, attend the meeting where nominations are being discussed.*

Forms will be available on the website at

[www.nasuwt.org.uk/AnnualConference202](http://www.nasuwt.org.uk/AnnualConference2023)5

and must be returned to NASUWT Headquarters by **7 March 2025.**

If more nominations are received than places available a ballot of the Federation’s delegates will be held.

The following information may be helpful to you in considering submitting a nomination:

The [insert name of Federation] Federation will be electing two delegates to represent them at Annual Conference 2025, which will be held in Liverpool. All elected Federation representatives will:

* receive (or have provided) funding for travel, accommodation and meals;
* [insert any information that has been agreed by your Federation about expectations of Representatives, for example: *be expected to attend the Conference sessions and any meetings to discuss Conference business, and provide a report for the Federation on their experience (these expectations cannot be discriminatory or exclusive, for example you cannot require that a member will speak at Conference)];*
* [insert any other relevant information that has been agreed by your Federation, for example about partners and children and whether they will be funded or not: *(please refer to the NASUWT Local Financial Procedures - remember if the Federation funds this it is a taxable benefit-in-kind and will be declared to HMRC)].*

An outline of the events at Conference is below:

**Conference sessions**

At which policy is debated and agreed.

Opportunities for networking with teachers from around the UK.

A free **crèche** is available via pre-booking, for children aged 0 to 16 whose parents are attending Conference as an Elected Representative alone or both parents are attending as Elected Representatives.

[Insert a closing sentence, for example: *Please contact [name of elected person in Federation] for more information.*

[Name]