

No. 079/26

13th March 2026

TO : All Branch Secretaries

Dear Colleagues,

CWU Conference – Bournemouth – 10th – 14th May 2026

Bucket Collections

Branches are reminded that any requests for Bucket Collections during Conference need to be put in writing to conferences@cwu.org Written requests should include background material/information/full details on the organisation for which the collection is to be made. The General Conference SOC will be advised accordingly and arrangements will be made for the collections. The monies collected will be counted by CWU HQ and arrangements will be made to pay the appropriate bodies.

The number of bucket collections during conference will only exceptionally exceed two.

Distribution of Documents at General Conference

All requests for the distribution of documents on delegates' seats shall, in the first instance, be referred in writing to the General Conference SOC, together with a copy of the document(s) concerned, for consideration. Please send any requests to conferences@cwu.org

Any documents that have been agreed for distribution on delegates' seats at General conference shall be delivered to the General Conference Administration office by no later than 5pm on the day prior to distribution.

Branches are reminded of the facility of the Conference Guide to publicise meetings and other events.

Seating at Conference

If any member of your delegation requires special seating due to special needs or a disability they should email conferences@cwu.org as soon as possible stating the reason and the conference(s) the member will be attending and **no later than Friday 3rd April 2026**. Branches need to be aware that allocated seating is only in the Solent Hall.

It is also important that Branches provide us with the names of any vulnerable delegates so that we are aware of them in the event of an emergency and can identify where they are seated.

Creche Facilities/Prayer Room

If a member at conference requires crèche facilities or a room for prayer we will facilitate this request if advance notice is given. Please send any requests to conferences@cwu.org

Any queries regarding this Letter to Branches should be addressed to Angela Niven on 020 8971 7237 or by email to conferences@cwu.org

Yours sincerely,

Dave Ward
General Secretary