

February 2009

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

2009 ANNUAL CONFERENCE OF LOCAL DENTAL COMMITTEES 18 and 19 June – Tower Guoman Hotel, London

I am writing with details of the 58th Annual Conference of Local Dental Committees, sponsored by Denplan.

The Conference

Registration for the Conference will begin at 09.15 on Friday 19 June 2009 at the Tower Guoman Hotel, St Katharine's Way, London, E1W 1LD.

Dinner

The dinner will be held at the Tower Hotel, on the evening of Thursday 18 June 2009, commencing with a reception at 7.30 pm. We are delighted that the **guest speaker this year will be Marcus Brigstocke**, the stand-up comic, writer, actor and presenter. 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

Jerry Asquith (Hillingdon 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 17 April 2009**. 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 17 April 2009**. 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 17 April 2009**, 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.

Format of Conference

Enclosed is a letter from Jerry Asquith, this year's Conference Chair, advising you of the format of the Conference. Please refer to this when constructing motions to Conference.

Motions

The deadline for the receipt of motions is **Friday 17 April 2009**, 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 so that they start clearly with a statement/demand/request etc. 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 17 April 2009** - 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, Virtuoso. GDPC and LDC representatives are able to book on account through Virtuoso. Expense claim forms will be available on the website one month prior to the Conference.

Subscription requests

Where applicable, a request for LDC Conference subscriptions is also included with this mailing. Cheques should be made payable to the Annual Conference of LDCs and posted to the Treasurer, whose address is included on the form.

CHECK LIST FOR LDC SECRETARIES

LDC Conference subscription cheques should be posted to the Treasurer as soon as possible and made payable to 'The Annual Conference of LDCs'

By Friday 17 April 2009, 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@carpedeem.co.uk

- **pink** appointment of representatives form
- **orange** dinner form and cheque for LDC representatives
- **yellow** motions form (Please give phone, fax and e-mail details.)
- **green** GDPC representative nomination form

Distribution of 2009 motions to LDCs – 11 May 2009
Agenda mailing – 11 May 2009

CHECK LIST FOR GDPC MEMBERS

By Friday 17 April 2009 please return to Denise Kenny at the above address:

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

Agenda mailing – 11 May 2009

Please note that I will not be handling registrations for the conference this year so your contact regarding the registration of delegates to the Conference will be Denise Kenny as indicated above. 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 by phone on 01633 860 400 or email at denise@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 style with a large initial 'K' and a trailing flourish.

Katherine Fort Event Management (on behalf of the LDC Conference)
Tel: 01243 780615
Email: katherine.fort@btinternet.com