**MEMO**

**TO: Centres**

**FROM: Olwen Smith**

**DATE: 6th July 2020**

**RE:** **Registration of Attendees for the AGM 26th July 2020**

**Hi Centre Secretaries,**

**I am resending this Memo as it was decided by the Board that it will take time to register everyone on the night. Registration will now start at 5.00 – 5.40pm.**

**As this RDA(NSW) 2020 AGM is being held by teleconference, the attached AGM registration needs to be completed prior to the AGM by each Centre.**

**Important for Centres to Register the following information to state office by 20th July – see attached form.**

**NB: There is no limit to numbers of attendees.**

* **Do this for every member of your centre attending the AGM, including multiple RDA members at the one venue or household. This is to ensure all attendees are listed.**
* **Also complete the form even if you have previously notified State Office of attendees or spokesperson.**

**This is especially important for Phone Attendees.**

**Registration on the night is 5.00pm, please log in early - especially if you are using your phone.**

* **On the night you will first be asked “Your centre?” to assist finding your name on the prepared list**
* **If other RDA Centre members are attending with you?**

**This will enable the registration process to run smooth and on time.**

**Thanking you for your co-operation**

Yours in RDA

*Olwen Smith*

*Hon. Director/MPIO Officer/DO*

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