

15 March 2018

**WORLD  
SQUASH**

**EUROPE**

To:  
All ESF Member Nations

Dear Colleague,

**ESF ANNUAL GENERAL MEETING  
SATURDAY 5<sup>th</sup> MAY 2018 – WROCLAW, POLAND**

We are pleased to enclose the Agenda and associated papers for the 46<sup>th</sup> ESF Annual General Meeting which takes place at 10.30 hrs on Saturday 5 May at the Haston City Hotel Wroclaw.

Please note that the AGM delegates' reception, hosted by the Polish Squash Federation, takes place on Thursday 3<sup>rd</sup> May at 19.30 at the Haston City Hotel Wroclaw, followed by dinner. After the AGM on Saturday 5<sup>th</sup> May at 13.00, the Polish Squash Association invites all delegates for lunch at Hasta La Vista Sports Centre.

The European Team Championships are taking place at:  
Hasta La Vista Sport Center, ul. Góralaska 5, 53-610 Wrocław, Poland

The Annual General Meeting will take place at:  
Haston City Hotel, Ul.Irysowa 1-3 51-117 Wrocław, Poland

For delegates taking the accommodation package, breakfast will be taken at the hotel; lunches and dinners on the Friday and Saturday will be provided according to the programme. The organisers will provide free regular transport shuttles between the venues and hotel. Transfers will also be provided from Wroclaw Airport to the hotel.

Enclosed with this letter is a Programme which gives details of the proposed arrangements during the event.

**AGM and Conference Attendance Forms are** enclosed. Please will you complete and return these to the ESF office as soon as possible and **by 21 April AT THE LATEST**.

Please note that ESF must be advised in writing, of the name of your AGM delegate. If your delegate changes, you must inform the ESF office – in writing – of your new representative and/or the delegate must bring to the AGM an official letter confirming that he/she is representing your federation in place of the original delegate. **Any person attending who has not been nominated to ESF will not be accepted as an official delegate.**

**Proxy vote forms** must be returned by 3<sup>rd</sup> May, or votes cannot be included by those nations unable to attend in person.

The **Hotel Reservation Form** and the **Travel Details Form** are also enclosed. The forms must be returned to the Hasta La Vista Sports Centre by 4 April 2018.

If you have any questions concerning any of the Agenda items, please send them, **in writing**, to the ESF office **by 28 April AT THE LATEST**. This will enable us to provide a full answer at the AGM.

You will notice that we are seeking hosts for various Championships and we would like to hear from you if you think you could host one of these events.

Finally, we would respectfully remind you that only Full Members who have no payments owed to ESF are eligible to vote. (Provisional Members may attend the meeting but cannot vote). **If Membership Fees (or any other monies) are outstanding at the time of the AGM you will not be entitled to vote.** Copies of any outstanding invoices are enclosed with this letter and we would ask that you make arrangements to pay all outstanding monies as a matter of urgency.

We look forward to meeting you or your representative in Wroclaw.

Yours sincerely,



On behalf of the ESF Board  
Zena Wooldridge  
President

Enclosures:

1. 46<sup>th</sup> AGM Agenda and Appendices
2. Programme
3. AGM Attendance Form – return by 21 April
4. Conference Attendance Form – return by 21 April
5. Proxy Voting Form – return by 3 May
6. Hotel Reservation Form & Travel Details Form – return by 4 April
7. Survey of Levies, Package Fees & Entry Fees 2019 (inflationary increases)