

18 March 2015

**WORLD
SQUASH**

EUROPE

To:
All ESF Member Nations

Dear Colleague,

**ESF ANNUAL GENERAL MEETING
SATURDAY 2nd MAY – HERNING, DENMARK**

We are pleased to enclose the Agenda and associated papers for the 43rd ESF Annual General Meeting which takes place at 09.00 hrs on Saturday 2 May at the Scandic Regina Hotel.

Please note that the AGM delegates' reception, hosted by Dansk Squash Forbund, takes place on Friday 1st May at 15.30 in Sportscenter Herning, followed by dinner at Scandic Regina Hotel after the semifinals. After the AGM on Saturday 2 May at 13.00, Dansk Squash Forbund invites all delegates for lunch.

The European Team Championships are taking place at:
Sportscenter Herning, Holingknuden 3, 7400 Herning, Denmark

The Annual General Meeting will take place at:
Scandic Regina Hotel, Fønnesbechsgade 20, 7400 Herning, Denmark

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 venue and hotel. Transfers will also be provided from Billund Airport / Herning train station to the hotel.

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

All MNAs are invited to attend the Pre AGM meeting which is taking place on Friday 1 May at 14.00 in Sportscenter Herning. This will be an informal meeting for you to raise any items you wish with the Board.

The **AGM Attendance Form** is enclosed. Please will you complete and return this to the ESF office as soon as possible and **by 12 noon on 18 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.**

The **Hotel Reservation Form** and the **Travel Details Form** are also enclosed. The forms must be returned to Dansk Squash Forbund **by 25 March 2014** and the latter **by 7 April 2014**.

If you have any questions concerning any of the Agenda items, please send them, **in writing**, to the ESF office **by 1 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 Herning.

Yours sincerely,



On behalf of the ESF Board
Zena Wooldridge
President

Enclosures:

1. 43rd AGM Agenda and Appendices
2. Programme
3. AGM Attendance Form – return by 12 noon on 18 April
4. Hotel Reservation Form – return by 25 March
5. Travel Details Form – return by 7 April
6. Survey of Levies, Package Fees & Entry Fees 2016 (inflationary increases)
7. Outstanding Invoices (where applicable)