



HOUSES OF PARLIAMENT



**57th COMMONWEALTH PARLIAMENTARY CONFERENCE
WESTMINSTER THURSDAY 21 JULY – THURSDAY 28 JULY 2011**

INFORMATION CIRCULAR

CPC 2011 IN SUMMARY

KEY DATES

Invitations Dispatched	Week commencing Monday 21 March
Website Live	Monday 21 March
Online Registration opens	Wednesday 23 March
Online Registration closes to new applicants	Monday 6 June
Deadline for biographical/travel information	Thursday 16 June
Deadline for media accreditation applications	Monday 4 July
Conference fees must be received	Friday 8 July

ARRIVALS AND DEPARTURES

CWP Steering Committee Members	Thursday 21 July
Co-ordinating Committee Members	Thursday 21 July
Working Party Members	Thursday 21 July
Executive Committee Members	Friday 22 July
Small Branches Conference Delegates	Friday 22 July
All other Delegates, Secretaries	Sunday 24 July
Society of Clerks-at-the-Table (SOCATT)	Sunday 24 July
All Departures	Wednesday 27 (pm) or Thursday 28 July

REGISTRATION

- **Delegates must register online.** The link to the online system will be emailed to branches in the week commencing 21 March.

HOTEL AND CONFERENCE VENUE

- Delegates will stay at the **Park Plaza Westminster Bridge hotel** where most meetings will take place.
- Check-in is 1400; check-out is 1200.
- Delegates must collect their conference pass before they can check-in to their rooms.

TRAVEL

- Transport will not be provided to/from the airport.
- For security reasons delegates must use only official transport to the events in Parliament.
- Delegates are responsible for securing their own visas.

SECURITY

- Access to the Houses of Parliament and the conference facilities will be permitted only to delegates wearing their conference pass.
- Delegates must submit a recent photograph which bears a true likeness.

OBSERVERS

- As the Executive Committee was advised in February, very few observer places will be available.
- Observer places will be allocated by Regional Secretaries once the online registration system has closed to delegate applications.

SPOUSES / PARTNERS – ACCOMPANYING PERSONS

- Delegates are permitted to bring one spouse/partner sharing the same room (cost to the delegate of £10 per night).
- Spouses/partners must register using the online registration system and pay the mandatory participation fee.
- Places on the accompanying persons programme are limited and will only be confirmed once payment has been received.
- Each spouse/partner must submit a recent photograph which bears a true likeness.

FEES

- Fees apply for observers, spouses/partners and SOCATT delegates.
- Fees should be paid in advance by bank transfer or credit/debit card payment over the telephone.
- Fees must be paid to the UK Houses of Parliament by Friday 8 July.

CPC 2011 DETAILS

INTRODUCTION

1. It is important that you read this information **before** registering to attend the 57th Commonwealth Parliamentary Conference (CPC 2011) and associated events (meetings of the Executive Committee, Commonwealth Women Parliamentarians Steering Committee, 31st Small Branches Conference and the Society of Clerks-at-the-Table Meetings) to be held in London from 21 to 28 July 2011.
2. The CPA International Secretariat (CPA HQ) is responsible for the organisation and conduct of the meetings. CPA UK will provide the conference facilities, accommodation, hospitality and transportation between the Park Plaza Westminster Bridge hotel and the Houses of Parliament where necessary.

CPC 2011 CONTACT DETAILS

3. **CPC 2011 Team.** CPA UK has established a team for the delivery of CPC 2011:

- Libby Hammond (Conference Coordinator)
- Ashley Bachrynowski, Victoria Bower and Morna Richards (Conference Officers)
- Matthew Salik (Office Manager)
- Charlotte Restorick (Registration Officer)

4. **CPC 2011 Team contact details.**

Address: CPC 2011 Team
Houses of Parliament
Room 513, 4 Millbank
London SW1P 3JA

Telephone: +44 (0)20 7219 7966
Fax: +44 (0)20 7233 1202
Email: cpc2011@parliament.uk
Website: www.parliament.uk/cpc2011

ACCOMMODATION

5. All delegates will be accommodated at the **Park Plaza Westminster Bridge hotel:**

200 Westminster Bridge Road
London
SE1 7UT
United Kingdom
Telephone: +44 (0)844 415 6790
Fax: +44 (0)844 415 6791
<http://www.parkplaza.com/london-hotel-gb-se1-7ut/gbwestmi>
www.parkplaza.com/cpc2011

Check-in time: 1400
Check-out time: 1200

6. **CPA UK will pay** for single occupancy bed and breakfast at the Park Plaza Westminster Bridge hotel for the duration of the conference when the delegate's attendance is necessary (see section on Official Arrival and Departure dates, paragraphs 13-16). Delegates must fund **double occupancy** charges for a spouse/partner sharing the same room (£10.00 per night including breakfast).
7. **CPA UK will not pay** for extras, such as additional nights' accommodation, drinks in the bar, room service, laundry, mini-bar, international calls, internet access and non-hosted meals. Extras must be paid for by the delegate at the time of service or at checkout.
8. **On arrival at the Park Plaza Westminster bridge hotel** delegates should go to the Registration and Information Centre in the Park Suites (on the ground floor) to collect their conference pass and other materials. Delegates will be required to show photographic identification (passport or equivalent) to collect their conference pass. **Hotel keys will be issued only to delegates with a conference pass.** Arrangements will be made for delegates arriving outside the Registration Centre's opening hours.
9. **At check-in** delegates must provide credit card details to guarantee payment for any extras. Those without a credit card must pay £50.00 cash deposit for each night booked. Surplus deposits will be refunded upon check-out.
10. **Early check-ins**, check-in time is 1400, early check-ins cannot be guaranteed, particularly for arrivals on Sunday 24 July. Delegates who plan to arrive early in the morning may wish to reserve a room, at their own cost, for the night before their arrival.
11. **Delegates who wish to stay for additional nights**, either before or after the conference or to facilitate an early check-in, are responsible for booking their own accommodation at their own cost. Hotel bookings for additional nights can be made through the Park Plaza Westminster Bridge hotel website www.parkplaza.com/cpc2011. **Please book only for additional nights, not for those nights when your accommodation will be provided by CPA UK** (see section on Official Arrival and Departure dates, paragraphs 13-16).
12. **Wireless internet access** is free throughout the hotel including the bedrooms, but charges apply to access the internet through the television in the bedrooms (£5.00 for 24 hours starting from 1200 each day).

OFFICIAL ARRIVAL AND DEPARTURE DATES

13. Single occupancy accommodation will be arranged for delegates for the period of their attendance at the conference, arrival and departure dates as set out below. Delegates who are accompanied by a spouse or partner sharing the same room must pay a double occupancy charge of £10.00 per night, in addition to the spouse/partner participation fee.

CWP Steering Committee Members	Thursday 21 July
Co-ordinating Committee Members	Thursday 21 July
Working Party Members	Thursday 21 July
Executive Committee Members	Friday 22 July
Small Branches Conference Delegates	Friday 22 July
All other Delegates, Secretaries	Sunday 24 July
Society of Clerks-at-the-Table	Sunday 24 July
All Departures	Wednesday 27 (pm) / Thursday 28 July

ONLINE CONFERENCE REGISTRATION

14. Delegates and spouses/partners must register online. Invitations will be sent to branches by email in the week commencing 21 March 2011, when the CPC 2011 website will also go live www.parliament.uk/cpc2011. Delegates will be able to register using the online registration system from **Wednesday 23 March**.
15. Each branch will receive two emails in the week beginning Monday 21 March. The first will give a link to the online registration system and explanation of the process. The second will give a registration code which will allow delegates to initiate their application. Branches unable to register online should email cpc2011@parliament.uk or fax + 44 (0) 207 233 1202 to request hard copy forms. Conference registration will close to new applicants on **Monday 6 June: late applications will not be accepted**. Biographical details and travel information must be submitted no later than **Thursday 16 June**.
16. CPA HQ will monitor registrations. **Only branches that have paid their association membership fees in full are permitted to send delegates/secretaries to attend the conference**. Delegates and secretaries of branches that have overdue membership fees will **not** be accepted as attendees. Payments of any such outstanding membership fees must be made to CPA HQ and received in their London office no fewer than 90 days (Tuesday 26 April 2011) **before** CPC 2011 commences.

BIOGRAPHICAL DETAILS

17. To guarantee the accuracy of the information and to ensure consistency in the formatting of the biography book, participants must complete the biography section in the online registration form. The biography section is limited to 250 words; published biographies will be derived from the material provided in this section. Editorial decisions may be made to summarise the biographies; résumés will not be accepted.
18. A current passport photo is required for the biography book and for the production of conference passes. Please upload the photo electronically using the online delegate registration system. The photograph should be passport sized (45mm high by 35mm wide) showing the head and shoulders of the subject against a plain background. The image should be of no lower resolution than 300dpi (dots per inch) and the file named as follows: Forename_Surname_DOB (date of birth).

REGISTRATION CATEGORIES

19. **Delegates and Secretaries.** Details on the number of delegates/secretaries each branch is entitled to send are set out in the individual letters of invitation.
20. **Spouses/partners.** Delegates are welcome to bring one spouse/partner. No provision will be made for children of any age. **Please note that those registered as a spouse/partner will be expected to share a double room with the conference delegate.**
 - a. Spouses/partners must register for the conference using the online registration system. Delegates will be personally liable for the double occupancy fee charged by the hotel (£10.00 per night); this fee should be paid directly to the hotel on check-out. All spouses/partners will be charged a participation fee of UK £290.00 to cover some meals, transport, evening functions and other costs. **This fee should be received by the UK Houses of Parliament no later than Friday 8 July** (see CPC 2011 Fees section, paragraphs 24-28).
 - b. **Accompanying Persons Programme 26 and 27 July.** An optional excursion programme will be arranged for spouses/partners on Tuesday 26 and Wednesday 27 July. This programme will include a visit to Buckingham Palace and a cruise on the River Thames aboard the beautiful Silver Sturgeon <http://www.silverfleet.co.uk/fleet/silver-sturgeon/>. A three course lunch will be provided on both days. Further details will be published on the conference website www.parliament.uk/cpc2011. An additional charge of £250.00 per person will apply for this programme. Places will be limited and only confirmed once payment has been received. Payments can be made by electronic transfer or credit/debit card payments over the telephone (see CPC 2011 Fees section, paragraphs 24-28). Spouses/partners who choose not to participate in this optional programme will be responsible for provision of their own lunch on Tuesday and Wednesday.

21. **Observers.** Due to space restrictions at the CPC 2011 venues, very few observers will be able to attend CPC 2011. At its meeting in the Yukon on 25 February 2011, the Executive Committee agreed that each region will receive 10% of the total number of CPC 2011 observer places, with the exception of the Africa Region which will receive 20%. **Regional secretaries will be responsible for allocating places within their region.**

a. The Executive Committee indicated that regional secretaries should consider the following guidelines when allocating places for observers:

- Gender balance; for example, a place for a woman observer for a delegation with no women delegates, or a place for a single delegate legislature to ensure representation of both genders.
- Branches should not be allocated more than one observer place unless every other branch in the region which has requested a place has been allocated one.

b. Regional secretaries may also consider the balance of Government and Opposition representatives.

c. **Branches should contact their regional secretary directly to request an observer place.** Any requests sent to the CPC 2011 team will be forwarded onto the relevant regional secretary. After registration has closed to delegates on Monday 6 June, the CPC 2011 team will contact regional secretaries to confirm the number of observer places available to that region. Regional secretaries will contact branches to confirm whether they have been allocated a place as an observer. Regional secretaries will provide a list of observers for their region to the CPC 2011 team who will email those observers with a link to the online registration system.

d. **Observer applicants should not make travel or hotel reservations until their place has been confirmed by their regional secretary and they have received a link to the online registration system.**

e. Observers should participate fully in all conference meetings, but depending upon space availability, are unlikely to be invited to attend all evening functions. **Observers are responsible for booking, and paying for, accommodation of their own choice.**

f. The Park Plaza Westminster Bridge hotel and Park Plaza County Hall hotel (which is across the road from the Westminster Bridge hotel) have a number of rooms which observers can reserve at their own cost through www.parkplaza.com/cpc2011 or by telephoning +44 (0) 844 415 6780 with the reference code CPC 2011. Note that official transport, which must be used to attend events in Parliament, will only be provided from the Park Plaza Westminster Bridge hotel.

g. Observers will be charged a fee of UK £490.00, which **MUST be received by the UK Houses of Parliament no later than Friday 8 July** (see CPC 2011 Fees section, paragraphs 24-28). In the event that the fee is not received CPA UK reserves the right to withdraw the place in order to enable another parliamentarian from that region to attend.

22. **Guest Speakers.** CPA HQ will invite guest speakers to speak at workshops. CPA UK will be responsible for their accommodation and meals excluding alcohol, laundry, telephones/faxes etc, for the duration of their stay, which will normally be for two nights. Guest speakers and special guests to the conference will be registered by the CPC 2011 team only upon confirmation from CPA HQ.

23. **Society of Clerks-at-the-Table.** Members of the Society of Clerks who are not otherwise registered for the conference are responsible for the cost of their travel and will be charged a fee of UK £880.00 to cover the cost of accommodation, some meals, transport and evening functions (see CPC 2011 Fees section, paragraphs 24-28).

CPC 2011 FEES

24. Fees for spouses/partners, SOCATT delegates and observers must be paid in advance by bank transfer or by credit/debit card over the telephone no later than Friday 8 July. Fees are payable only in UK £ Sterling.

25. Fees – Amounts.

Society of Clerks Conference (SOCATT) only	Spouse/Partner Participation Fee	Spouse/Partner Excursion Fee (payable in addition to the participation fee)	Observer
UK £880.00	UK £290.00	UK £250.00	UK £490.00

26. Bank Transfer.

Name of the holder of the account:	GBS re HOC: Administration
Address of the holder of the account:	House of Commons, Westminster, SW1A 0AA
Bank name:	City Bank
Account Number:	12317729
Sort Code:	08-33-00
SWIFT Codes:	CITIGB2L
IBAN :	GB74CITI08330012317729

Please ensure you reference the name of the branch and of the individual(s) on whose behalf the payment is made. Please also email cpc2011@parliament.uk repeating this information.

27. Credit/Debit Card Payments.

Telephone: + 44 (0) 207 219 0270
Payments may be made between the following times:
Monday-Thursday 0900-1700 (BST)
Friday 0900-1600 (BST)

Please ensure you advise the call handler of what type of fee you are paying (SOCATT delegate fee, spouse/partner participation fee, spouse/partner participation + excursion fee, observer fee), the name of the branch and of the individual(s) on whose behalf the payment is made. Please also email cpc2011@parliament.uk repeating this information.

28. **Payment by Other Means.** In exceptional circumstances payments may be made upon arrival at the conference, but this must be agreed by the Conference Coordinator (Libby Hammond) in advance. Payments on arrival must be in UK £ Sterling either in cash, Travellers' Cheques or Banker's Draft (made payable to 'GBS re HOC: Administration').

TRAVEL ARRANGEMENTS

29. Visas.

- a. Delegates from some countries require a visa to enter to the United Kingdom. Delegates should refer to the guidance on the UK Home Office Border Agency website www.ukvisas.gov.uk/en. **Delegates are responsible for their own visa applications.**
- b. High Commissions in all Commonwealth countries will be made aware of the conference but delegates will need to follow the normal visa applications procedure. Delegates should make visa applications in good time, usually at least six weeks before travel.

30. Ground Transportation.

Delegates are responsible for making their own way between the airport and hotel. Advice and information are available on the conference website www.parliament.uk/cpc2011.

- a. Coach transport will be provided for official functions during the conference. All delegates will be given equal status in their capacity as conference delegates. Delegates are strongly discouraged from using private transport during the conference programme as vehicular access will be restricted to official vehicles only.
- b. Transport will leave at the advertised times. There will be no additional transport for delegates who arrive late.

GENERAL INFORMATION

31. **Programme.** A copy of the draft outline programme is available on the CPC 2011 website www.parliament.uk/cpc2011. When available, the programmes for the Executive Committee meetings, Commonwealth Women Parliamentarians Steering Committee and 31st Small Branches Conference will be available on the CPA HQ website.

32. **Venues and Meetings.** Most meetings will take place at the Park Plaza Westminster Bridge hotel. The Working Party, Executive Committee, CWP Steering Committee, Society of Clerk-at-the-Table meetings and opening ceremony will take place in the Houses of Parliament. Three Regional Meetings will take place at the Park Plaza County Hall hotel which is across the road from the Park Plaza Westminster Bridge hotel. All meetings will start promptly at the time indicated on the programme.

33. **Registration and Information.** A Registration and Information Centre will be based in the Park Plaza Westminster Bridge hotel (Park Suites). Delegates must collect their conference pass and other materials from the Registration and Information Centre before checking into the hotel. Arrangements will be made for delegates arriving outside the Registration Centre's opening hours.

34. **Conference Passes and Security.** Delegates should use the online registration system to upload a photograph which will be used on their conference pass. Delegates should ensure that the photograph reflects their current appearance to prevent access difficulties. Photographs should be passport-style jpgs, with a clear image of the applicant's face taken against a plain background (see paragraph 18).

a. Delegates who do not submit an acceptable photograph in advance will take longer to complete the registration process and will not gain access to their hotel room until they have done so.

b. **Delegates must wear their conference pass to access the conference area in the hotel or to take official transport to meetings/events in Parliament. For security reasons access will be tightly controlled and those without a pass will not be permitted entry. Delegates are asked to report lost or stolen badges to a member of the CPC 2011 staff immediately.**

35. **Applications for Personal Protection.** The UK Diplomatic and VIP Security Section is the first point of contact for all security matters relating to a VIP visit to the UK. The provision of protection arrangements is based on international practice and security considerations at the time of the visit. Requests for protection should be made by London High Commissions to the Diplomatic and VIP Security Section:

Diplomatic and VIP Security Section
Protocol Directorate
Foreign & Commonwealth Office
London SW1A 2AH

E-mail: ProtocolSecurity@fco.gov.uk
Fax No: + 44 (0) 20 7008 1026

36. **Hotel Accommodation.** All delegates will be accommodated in superior or studio rooms at the Park Plaza Westminster Bridge hotel. Delegates who wish to upgrade to a suite must pay the additional costs and should contact the hotel directly to confirm availability (quoting CPC 2011). Once a booking has been made for a suite, please advise the CPC 2011 team cpc2011@parliament.uk to ensure appropriate billing. All bedrooms have complimentary bottled water and the tap water is safe to drink. All bedrooms are equipped with all international electrical outlets.

37. **Meals.** CPA UK will host certain meals during the conference as indicated in the programme. All delegates have a free evening on Wednesday 27 July. Breakfast will be the only meal provided on Thursday 28 July.
38. **Observers – Meals.** It will not be possible for observers to attend all evening functions and no separate provision will be made. The conference fee for observers reflects that observers will need to make their own arrangements for meals on some days.
39. **Internet Access and Mobile Phone Network Coverage.** Wireless internet access is free throughout the hotel including the bedrooms, but charges apply to access the internet through the television in the bedrooms (£5.00 for 24 hours starting from 1200 each day).
- a. Internet access will be available in the business centre on the ground floor of the Park Plaza Westminster Bridge hotel.
 - b. The hotel has good signal coverage for mobile phones on the Vodafone network. Users of other networks may find coverage patchy, particular in the conference areas. UK SIM cards can be purchased at nearby shops.
40. **Press/Media.** Correspondents of national and international press, radio and television, must apply for accreditation to the conference. Applications must be received in writing to cpc2011@parliament.uk no later than **Monday 4 July**. Applicants should provide a photograph (see paragraph 18) plus their name, date of birth, address, telephone number, email address, details of the publication/organisation for which they are working, editor's name/contact details and times of the meetings they wish to attend. Please note that some meetings are not open to the press. Applicants will be asked to show a valid press card and photographic identification when collecting their conference pass.
41. **Opening Ceremony Footage.** The Opening Ceremony will be recorded and broadcast-quality footage will be available on a pool basis, further details will be available on the conference website www.parliament.uk/cpc2011. Print journalists will only be permitted to attend the opening ceremony if they are accredited to the conference and in position of an invitation.
42. **Climate.** The average temperature in London in July is approximately 18°C; temperatures can range between 14-22°C.
43. **Dress.** Business dress or national dress is appropriate for meetings and evening events.

44. **Currency.** Most major international currencies can be exchanged at the airport or in the hotel and nearby banks. Rates of exchange might vary slightly from one institution to another. Major credit cards are accepted in hotels and most shops.
45. **Medical Facilities.** Nursing staff will be available throughout the conference. Delegates requiring urgent medical attention should alert the nearest member of staff. Delegates who feel unwell, but who do not require emergency assistance should go to the Registration and Information Centre in the hotel or, if at a meeting in Parliament, contact a member of parliamentary staff.
46. **Insurance.** Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage or injury or loss of life resulting from acts of war, hostility or terrorist activity will be the responsibility of individual delegates.
47. **Photographer.** A conference photographer will capture images throughout the conference. A selection of photographs will be published on the conference website and Flickr, and available for delegates to download from the photographer's website on payment of a fee. Hard copy photographs will not be made available.
48. **Artist-in-Residence.** CPA UK has commissioned **Carl Jaycock** to produce a work of art commemorating CPC 2011 and marking the centenary of the CPA. Mr Jaycock will observe all aspects of the conference as preparation for his work, which will be completed by December 2011. For further information about the artist-in-residence project, see www.parliament.uk/cpc2011.

LIAISON WITH HIGH COMMISSIONERS

49. All countries with diplomatic representation in the United Kingdom will be notified of the conference and receive copies of the programme. High Commissioners will be invited to attend the opening ceremony in Westminster Hall on Monday 25 July 2011.

Please check the conference website regularly for updates about CPC 2011

www.parliament.uk/cpc2011