

CIRCULAR



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**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

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PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Ret'd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 16/17

FILE NO: JOB/JSF: 2017/6

8 May 2017

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: 24 May 2017

Dear Sir/Madam

CONGRESS INFORMATION FOR DELEGATES AND GUESTS

The following general information is for delegates and guests attending the 2017 Annual State Congress at the Albury Entertainment Centre (AEC). The main entrance to the AEC is via Swift Street which includes mobility/wheelchair access. The registration/sign on desks will be located in the AEC Courtyard outside the foyer. The Trade Displays will be located in the AEC Convention Wing, along with coffee and water points from Monday to Wednesday. Due to limited resources the decision was made not to bring the RSL Shop to Congress this year. However, there will be flag boxes available free of charge and they will be available from the registration/sign on desks.

Delegates Meet and Greet - Sunday 21 May from 4.00 p.m.

Delegates can collect their voting paddle from staff at the Registration Desks at the Commercial Club Auditorium, Level 1, 618 Dean Street, Albury, prior to the function. **Delegates will need to provide a current RSL NSW membership card as proof of ID and sign for the paddle.** Bar service and canapes will be available in the Auditorium. All delegates, alternate delegates and observers are welcome to attend.

Administration Seminar - Monday 22 May starting at 9.00 a.m.

All sub-Branch executive and committee members are welcome to take part in information sessions relevant to the running of your sub-Branch. Sessions will be run in the AEC Theatre, with Tradeshow and coffee points in the Convention Wing (please see circular 15/17 for more detail).

NOTE: For all sessions of Congress (Tuesday and Wednesday), the seating on the floor of the AEC Theatre are reserved for delegates and alternate delegates only. All guests and observers are welcome to sit in the gallery.

Official Opening of Congress - Tuesday 23 May starting at 9.00 a.m.

All delegates must sign on (desk open at 8.00 a.m.) outside in the AEC Courtyard. Wreath laying at the Memorial on the lawn outside the AEC will take place at 9.00 a.m. where delegates and observers are welcome to attend. Delegates and guests are requested to be seated by 9.15 a.m. The Opening is scheduled to conclude at 11.00 a.m.

The attire for the Opening is business suits with medals.

DVA Forum - Tuesday 23 May starting at 11.30 a.m.

An opportunity for delegates to ask questions of senior members from the Department of Veterans' Affairs. The forum will end at 12.30 p.m. Questions in advance can be sent to admin@rslnsw.org.au

Lunch - Tuesday 23 May 12.30 p.m. to 1.30 p.m. (not provided)

Business Session Day 1 - Tuesday 24 May at 1.30 p.m.

Delegates must sign on prior to this session. The sign on desk will be open from 12.40 p.m. in the AEC Courtyard outside the foyer. This session is due to conclude at 4.00 p.m.

Annual State Congress Dinner - Tuesday 23 May starting at 7.30 p.m.

Access to the Convention Wing of the AEC will be from 6.30 p.m. and dinner will be in the Banquet Hall. AEC staff will be on hand to assist you with finding your table allocation. All **delegates and guests will need to be seated by 7.15 p.m.** The function is due to conclude between 10.00 p.m. and 10.30 p.m.

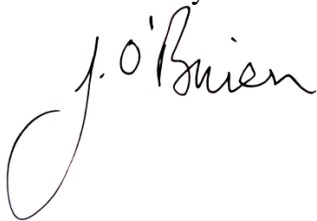
The attire for the Dinner is lounge suits for gentleman and after five for ladies.

Business Session Day 2 - Wednesday 24 May starting at 9.00 a.m.

All delegates will need to sign on for this session. The sign on desk will open at 8.00 a.m. in the AEC Courtyard outside the foyer.

Please note that there will be plenty of AEC and ANZAC House staff on hand over this period to assist you with finding your way around the Congress venue. Do not hesitate to ask a staff member for help if you need it.

Yours sincerely



Jeff O'Brien

Chief Operating Officer/Assistant State Secretary