



Our voices ■ Our choices

22 October 2020

Registered Office:

**22-24 Earl Grey Street
Edinburgh
EH3 9BN**

Charity number: SC 031619
Company number: SC 243492

Dear Members, Associates, Affiliates and registered Supporters,

I am delighted to invite you to Inclusion Scotland's online Annual General Meeting (AGM) and Annual Conference:

Date: Thursday 26th November 2020

Time: 12.30pm - 4.00pm

Place: Online by Zoom

This is the order of what will happen on the day:

12.20pm: Can join remotely

12.30-1.30pm: Inclusion Scotland's Annual General Meeting

1.30- 2.00pm: Lunch break

2.00- 4.00pm: Annual Event

Continued...

Please note:

- **The AGM is a very important formal event that Inclusion Scotland must hold every year. It's vital that enough Full Member Disabled People's Organisations attend to make it quorate.**
- **Only Full Member Disabled People's Organisations can vote at the AGM, though, Associates, Affiliates and registered Supporters are very welcome to attend.**
- **This year our Annual Event is for Full Member Disabled People's Organisations, Associates, Affiliates and registered Supporters of Inclusion Scotland.**

Enclosed with this letter please find:

- AGM agenda in Easy Read
- The formal notice of the Annual General Meeting (AGM).
- A call to Full Member Disabled People's Organisations to nominate someone to be on our Board of Directors. This year there are **4** places to fill. Each Full Member Disabled People's Organisation can only nominate one person.
- A form for Full Member Disabled People's Organisations to complete to nominate someone to be on our Board.
- A form for Full Member Disabled People's Organisations to complete if they can't attend and want to appoint someone to speak or vote on their behalf. This person is called a 'proxy'.
- A booking form for anyone to complete, whatever category they belong to, if they want to attend the day.
- Virtual Event and Webinar Attendees Privacy Notice
- Zoom Guidance

There is also an important paper which gives you more information about the items on the agenda, who the different categories of Member, Associate, Affiliate and registered Supporter are for and the process for nominations. The deadline for nominations is Thursday 19 November.

I do hope you can come to the online Annual General Meeting and the Annual Event. If you have any queries about using Zoom, please get in touch by telephone: 0131 370 6700 or email: info@inclusionScotland.org

Many thanks for your support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sally Witcher', with a long horizontal flourish extending to the right.

Sally Witcher
**Company Secretary and
Chief Executive Officer**