

20 December 2007

To All Non Club Gaming Societies

Dear Chair of Trustees

GUIDELINES FOR SOCIETY CONFERENCE EXPENSES

The Department wrote to all non-club societies asking for feedback on proposed guidelines for conference expenses.

The Department is very grateful for the submissions it has received from a number of societies.

We have considered the submissions very carefully and taken account of the suggestions made by societies in drafting the final guidelines.

We now enclose the guidelines for society conference expenses. We ask all societies to consider these guidelines carefully before deciding whether to arrange a conference. We point out in the guidelines that there may be cheaper, alternative ways of communicating information to the venues.

If a society decides that it is necessary to hold a conference it must follow the guidelines. The basic principle which underlies these guidelines is that costs must be minimised and funds for the community must be maximised.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Crott', with a large, stylized flourish at the end.

Gregory Crott
National Manager,
Licensing and Compliance
Gambling Compliance Unit