



Lions Clubs International District 105SC



CONVENTION REGISTRATION

1. **Club Secretaries/Presidents** are responsible for registering the voting delegates who will be attending Convention in Swindon over the weekend 11-13th March. Registration is by electronic means and needs to be carried out by the Club Secretary or, the Club President. The system will remain active until Wednesday 9th March, after which it will not be possible to register any further voting delegates. Please ensure your voting delegates are registered before this date. The registration process is accessed from: <https://www.lions105sc.org.uk/booking42>. Presidents and Secretaries have previously been issued with a 'Coupon Code' to access the system.
2. **All Convention Attendees, Guests and Partners**
 - 2.1. Ensure you have completed the Convention registration process (as opposed to the Voting Delegate Registration process). You need to do this even if you are not attending any of the social functions (host night, banquet & ball, etc) or you do not wish to book lunch on the Saturday. If you are simply attending as a 'day visitor' and/or do not wish to book any of the social items/functions, please visit: <https://www.lions105sc.org.uk/booking43> and complete the first part of the form, with your personal details. If you don't want to book any of the items on the form, scroll to the bottom of the form and click the 'BACS' button to submit the form. **It is important that the Host Committee know who and how many people attending and will cost you nothing.**
 - 2.2. If you are staying overnight, ensure you have booked your accommodation. This MUST be done direct with the Hotel and cannot be booked on the 105SC website. It can be done by visiting: https://www.hilton.com/en/hotels/swihndi-doubletree-swindon/?WT.srch=1&WT.mc_id=zIMDPDA0EMEA1MB2PSH3PPC_Google_search4cid105824043_aid5450451723_me_kkwd-953577365Brand_Nano6SWIHNDI7en&utm_source=Google&utm_medium=ppc&utm_campaign=paidsearch&campaignid=105824043&adgroupid=5450451723&targetid=kwd-95357736&gclid=Cj0KCCQiA3-yQBhD3ARIsAHuHT64P4abRc9zv4iCGpyMgpPBeYFyfPINnjf4wR8t3Vk-5mYlwJJu0z3caAri4EALw_wcB&gclsrc=aw.ds (quicker) or, by telephoning 01793 410958.
 - 2.3. Alternatively, if you prefer to not to use accommodation at the Convention Hotel, make sure you get this booked at your preferred alternative.
3. **Voting Delegate Attendees**
 - 3.1. If you have been nominated by your Club as a Voting Delegate, please ensure that either your Club President or, your Club Secretary has registered you, via the online Voting Delegate Registration system referenced in Section 1 of this document. **You will not be able to register as a voting delegate at Convention, if your President/Secretary has not pre-registered you.**
 - 3.2. After checking in at Convention, proceed to the Delegate Registration Desk (DRD). **You will need to present signed photo ID to the desk**, such as a UK Driving

License, Passport, or other official document which bears both your photograph and signature.

- 3.3. Sign any documents requested by the DRD, your signature will be checked against that on the photo ID to verify your identity.
- 3.4. Ensure you collect your voting card and the three ballot papers, one each for the election of District Governor, First Vice District Governor and Second Vice District Governor. Make sure you keep these safe, **they cannot be replaced under any circumstances and you cannot vote without them. Make sure you have ALL these documents before leaving the DRD.**