

Dear National Representative,

There have been some questions regarding how the alternative payment and registration method for the Virtual Convention is to operate, so, please find hopefully some of the answers.

Please would you kindly request, as soon as possible, that members do not make their own individual bookings, but to follow the process outlined below.

- Who is expected to complete the spreadsheet?
 - To help IIW to cope with the additional workload that this new process has created, it would be extremely helpful if the spreadsheet could be completed by individual clubs and then sent to districts, along with their payment.
 - The district will then collate the information and send a consolidated version of this spreadsheet to IIW, along with the payment.
 - The spreadsheet and notification that payment has been made should be sent to Liz Thomas (lizthomasiw@gmail.com).
- How do individual members know when or how much to pay?
 - There are three payment bands, depending on when registration and payment is made:

Up to 12/2/2021	£37.00
Up to 12/3/2021	£47.00
Up to 5/4/2021	£50.00

Payment via IIW must be made in British Pounds.

There were some errors on the spreadsheet that have now been corrected, so please find attached revised version.

If you need a language translation that is not in the drop-down list, please let us know and it can be requested.

Kind Regards

Alan Phillips