

**ESSA Ltd Annual General Meeting****Thursday 26 April 2018 – 11.45pm****The Magic Circle Headquarters****12 Stephenson Way****Euston, London NW1 2HD**

To: All Members

In accordance with the Memorandum and Articles, please accept this letter as formal notice of the Event Supplier and Services Association Ltd 2018 Annual General Meeting, which is being held on Thursday 26 April 2018 at The Magic Circle Headquarters, 12 Stephenson Way, Euston, London NW1 2HD. This meeting is not open to non-members of ESSA.

**Registration & Tea and Coffee**

Please sign in at the ESSA Desk upon arrival and collect your badge. Registration will open at 10.15 a.m. and is located on the ground floor in the Club Room (adjacent to the Cloakroom). Once registered please make your way to the first floor to the Devant Room where refreshments will be served.

**The AGM:** The meeting will start at 11.45 a.m. Please take your seats in The Magic Circle Theatre at 11.35 a.m. to ensure that everyone is seated prior to the start. All named Members are entitled to attend and speak. Each Member Company is entitled to one vote and may be represented by a proxy if they give proper notice in advance of the meeting. (If persons from a member company, other than the nominated representative wish to attend, they are very welcome to do so but of course are not allowed to vote).

**GUEST SPEAKERS:** Following the formal business of the AGM, our guest speakers will be Data Protection Expert Henry Herbert and behavioural economist Roger Martin Fagg.

**NETWORKING BUFFET/DRINKS:** Finger buffet and soft drinks will be available at approximately 14.15 in the Devant Room (first floor). At the same time a Cash Bar will open in the Club House on the Ground Floor.

**FORM OF PROXY:** If any Member is unable to attend but wishes to appoint a proxy, notice must be given on the form enclosed in order for the said person to attend and vote on their behalf. This must be in the hands of the Director no later than **11am Tuesday 24th April 2018**. The Form of Proxy enclosed is to be completed by a member company only.

**REGISTRATION FORM:** Registration is preferred by completing the on-line form via [www.essa.uk.com/agm2018](http://www.essa.uk.com/agm2018) however, you may complete & return the enclosed registration form.

**NOMINATIONS FORM:** Each year a third of the Board are required to stand down by rotation. Should you wish to stand for election to join the ESSA Board please complete and return the enclosed ESSA Board Nomination Form 2018 by no later than **11am Friday 20 April 2018**, together with a short profile and photograph.

Yours sincerely



Andrew Harrison  
ESSA Director

**Attached:**

2017-2018 ESSA Board Record of Attendance  
Registration Form  
Form of Proxy  
ESSA Board Nomination Form 2018  
Agenda  
2017 AGM Minutes  
ESSA Ltd 2017 Financial Statements