

10 December 2019

To: Each Affiliated Organisation
Executive Council Members

CONGRESS WOMEN'S SEMINAR 2019
7th and 8th March 2019, Slieve Donard Hotel, Newcastle

**WOMEN'S LEADERSHIP – IN WORK AND IN SOCIETY
CHALLENGES AND OPPORTUNITIES**

Dear Colleague,

The Congress Women's Seminar will take place from 7th – 8th March 2019. Congress has decided that the venue will be The Slieve Donard Hotel, Newcastle, County Down <https://www.hastingshotels.com/slieve-donard-resort-and-spa/>

Congress has made a block booking of a number of single and twin rooms in the Slieve Donard for Wednesday 6th and Thursday 7th March, 2019. **However, rooms must be booked directly and well in advance by each union for its own delegation.** Please see the attached details of accommodation, rates and contacts for hotels. The Seminar will commence at 11.00am on Thursday 7th March and conclude no later than 1.00pm on Friday 8th March 2019. There will be a dinner arranged for Thursday 7th March in the Slieve Donard Hotel.

The following are the last days for accommodation reservation, receipt delegate's names, fees and crèche applications:

- **Accommodation reservations** 25th January, 2019
- **Delegates names and fees** 11th February, 2019
- **Applications for crèche** 11th February, 2019

Names and addresses of delegates, along with fees **€95.00 or £85.00 Sterling**, (this fee includes seminar documentation, tea, coffee, and dinner. Please note that the fee DOES NOT include accommodation which should be arranged directly with the hotel.

Fees should be forwarded to **Tony Gallagher, ICTUNI, 45-47 Donegall St., Belfast, BT1 2FG** or e-mail tony.gallagher@ictuni.org no later than. **Fees should be paid by cheque payable to Irish Congress of Trade Unions. All delegate fees must be paid in advance of seminar.**

Crèche facilities, if required, will be provided at the Seminar. Please note that crèche facilities are provided for **pre-school children**; children who would normally be in school will not be accepted unless there are exceptional circumstances. Delegates requiring childcare facilities need to complete the enclosed registration form and return it to tony.gallagher@ictuni.org no later than **11th February 2018**. **Applications received after this date will not be accepted.**

Yours sincerely


Patricia King
General Secretary

ACCOMODATION INFORMATION

**Slieve Donard Resort & Spa
Downs Road
Newcastle
Co. Down
BT33 0AH**

£90.00 Sterling Single Occ. Bed and Breakfast or £65.00 Sterling per person sharing Bed and Breakfast.

A non-refundable deposit of £75.00 per room will be required at time of Reservation with full payment on departure.

Reservations can be made – Monday – Friday: 9.00am – 5.00pm via the following;

- Nora Hanna – 028437 21010
- Laura Hanna – 028437 21011
- Siobhan Northrope – 028437 21040

Please quote Group ID '153686' when making reservations.

All accommodation must be made directly with the Slieve Donard by 25th January 2019.

IRISH CONGRESS OF TRADE UNIONS

REGISTRATION FORM FOR CRÈCHE FACILITIES

Parent(s) Name(s): _____

Child/Children(s) Name(s): _____ Age: _____

(Please give name by which child is generally known)

Address: _____ Emergency
Number _____

Health: *Has your child any allergies, or recently received immunisation injections, etc.?*

*Does your child suffer any
illness?* _____

Toilet: *Nappy/Potty/WC (Delete as applicable)* _____

Sleep: *When and how long does your child nap during the day?* _____

Other details: *(rocked, sung to, soother, teddy)* _____

Special Possessions: _____
(If possible, please label clearly)

Please state anything else you feel crèche workers should know about your child. You will of course meet the crèche workers and can call at any time.

Child/Children: *A change of clothes, clearly labelled with child's name, may be brought if you feel they may be needed.*

Baby: *Parent(s) of babies, please bring the following, clearly labelled:*

** change of clothes*

** disposable nappies*

I hereby consent to _____ receiving medical treatment if the crèche workers or a doctor thinks it is required as a matter of emergency and I cannot be contacted following reasonable attempts to do so prior to such treatment being administered.

Signed: _____ Relationship: _____
Date: _____

Meal Arrangements:

You will be required to collect your child/children from the crèche at meal times and at the end of each day (5pm) of the conference.

This form must be completed by delegate(s) wishing to book crèche facilities and returned not later than Monday 11 February, 2019 to Tony Gallagher, ICTUNI, 45-47 Donegall St., Belfast, BT1 2FG

Please note that crèche facilities will only be provided for delegates who have booked in advance and complete the Registration Form.