

Dear <<First Name>>,

I am writing to formally notify you of our Annual General Meeting (AGM). It's taking place on Thursday **10th October 2024, starting at 6.00pm (BST)**.

We are delighted to announce that this year's AGM will be conducted in an on-line only format. This approach means that all our members, irrespective of your location, can actively participate in the meeting. The video link will be sent to you closer to the event, if you register to join us.

The purpose of this AGM is to talk to you and have conversations about the PSA's business items as, outlined in the agenda. This agenda will be sent to you via email and will also be posted on the PSA website 14-days before the meeting (i.e. by the 26th of September 2024.)

This formal notice is being distributed via email, and it will also be available on our website [at https://the psa.co.uk/legal/agm/](https://the psa.co.uk/legal/agm/) where you can also view the board reports, resolutions and other documentation as they become available.

Every fully paid up member is entitled to attend virtually and vote at the AGM. There is no charge for attending. We do request that you register in advance to make sure that the online platform can accommodate all virtual attendees.

To register, please visit our PSA Events online booking page via [this link](#) or scan this QR Code.



If you have any reports or resolutions to present, they must be received by the Association Secretary at secretariat@the psa.co.uk no later than 30 days ahead of the AGM (i.e. by the 10th of September.)

This advance notice will give us time to organise and finalise the agenda. The details of this process can be found on the booking link above.

Your active participation in the AGM is invaluable. It offers you the opportunity to stay informed about the progress made by the Board and the PSA over the past year. It contributes to shaping our future plans for 2025 and beyond.

The board took the decision to hold the AGM as in an on-line only format this year for the purposes of accessibility, balancing cost and impact to the Speaking Business Summit (SBS) agenda.

We weighed up the feedback we had valuing the accessibility of the online format together with the disproportionate costs involved for the hybrid setup at SBS'23 – we also balanced this with the need to be transparent and open for scrutiny by all members.

It is also worth noting the significant impact it had on our resources and delegates by overrunning into the preparation time for the evening agenda last year – something we were keen to avoid this year.

The Board will be scheduling a formal drop-in session at SBS'24, details to be announced, for members to come and ask questions and

raise any concerns or queries directly to myself and the Board.

Thank you for your continued support. We look forward to seeing you and hearing from you at our virtual AGM and the drop-in session at SBS'24.

Best wishes,



Joanne Lockwood
Chair of the Board 2022-25
Professional Speaking Association UK&I.