

Dear South East Regional Group of COT Specialist Section - Children Young People and Families members and non members,

My name is Marj Dawson, and I am the Regional Co-coordinator of the COT Specialist Section - Children Young People and Families NEC and I would like to invite you to an extraordinary meeting of the South East Regional Group.

The Extraordinary General meeting will be held on the 10th July 2008 to regenerate the group in the South East, share ideas and see what CYPF can do for you. The meeting is to be held at;

Seminar Room 1, Post Graduate Centre, Crawley Hospital, West Green Drive, Crawley, West Sussex RH11 7DH. Time 5pm - 6.30pm

All COT Specialist Section - Children Young People and Families members AND non-members are welcome!

The Post Graduate Centre is on the ground floor – turn left out of Reception. Pass the canteen & turn left again.

Parking on site is very limited but surrounding roads have plenty of spaces – some within payment zone others out of zone but within five minutes walk.

**In case of difficulty, call Linda Richards, Paediatric OT Lead on:
Tel: 01293 600300 x4049**

This COT Specialist Section – Children Young People and Families regional group has been set up to enable you to access a regional network of OTs working with children and young people, with expertise in a wide variety of areas of practice. With the importance of this group in mind, please negotiate with management to get the time for this meeting and future meetings.

The agenda for the meeting is as follows:

- Background information to meeting
- Chair
- Present
- Apologies
- Benefits of COT Specialist Section - Children Young People and Families Membership
- The COT Specialist Section - Children Young People and Families South East
- Voting for Committee Members (COT SS - Children Young People and Families, members only)
- Study Days - brainstorming
- Set Annual Review date
- Any Other Business

Please forward this information to any OTs within Surrey, Kent, East and West Sussex, as this information may not have reached everyone, particularly non COT Specialist Section - Children Young People and Families members.

Should you wish to nominate someone for a committee role please make sure you ask the person beforehand. Descriptions of role requirements can be found on the Specialist Section WebPages.

Please send nominations to myself prior to the Extraordinary General Meeting. Nominees do not have to be COT Specialist Section - Children, Young People and Families members, however if successful in nomination, it is a requirement that they join the COT Specialist Section - Children Young People and Families group.

Please take time to complete the attached questionnaire prior to the meeting.

Thank you.

QUESTIONNAIRE for COT Specialist Section – CHILDREN YOUNG PEOPLE AND FAMILIES members and non members

Please complete the following questionnaire and bring it to the Extraordinary General Meeting. If you are unable to attend please return it to:

Mrs. M. Dawson
Roseneath,
Landscore Road,
Teignmouth
TQ14 9JL

marj.dawson@virgin.net

(IMPORTANT: Contact details are required to update database. Please read Data Protection Statements at end of Questionnaire)

Name:

Address:

E-Mail Address:

Please note that some correspondence may only be sent by e-mail and it is your responsibility to ensure that your preferred email address is not only correct but also able to receive attachments.

Telephone number:

COT Specialist Section - Children Young People and Families member
(Please circle) YES / NO
Membership Number

- What do you want from South East Regional Group of COT Specialist Section - Children Young People and Families?

- Do you have, or are able to book, a venue to host a meeting or training session (please detail available venues, facilities and potential capacity)

- What day and time best suits you for meetings//study days?

- What speakers/topics would you like to hear?

- What can you offer to speak about/present/contribute towards the meeting?

- Do you have any contact details of anyone else willing to speak?

Data Protection Statement:

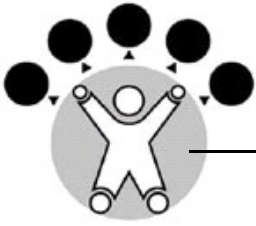
By providing any contact details above, you are authorizing the COT Specialist Section -Children Young People and Families national, and regional committee members to contact you with details relevant to your membership.

If you do NOT wish to be contacted by COT Specialist Section -Children Young People and Families by post email or otherwise with items that are not directly related to the specialist section i.e. publications or equipment suppliers please tick this box.

If you do NOT wish to participate in research relating to Occupational Therapy Practice with Children Young People and Families, please tick this box.

Signed:

Date:



Children, Young People and Families

A specialist section of College of Occupational Therapy



College of
Occupational
Therapists

Specialist Section

Children,
Young
People &
Families

CYPF SOUTH EAST Extraordinary General Meeting

Date: 10th July 2008

Time: 5pm – 6.30pm

Venue: Post Graduate Centre
Crawley Hospital, W Sussex.

CYPF Region: South East

Contact person: Linda Richards 01293 600300 ext 4049

Mrs M Dawson
Roseneath,
Landscore Road,
Teignmouth
TQ14 9JL

Sarah Little

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