



## ITF Annual General Meeting Representation and Travel Policy

### Representation

In accordance with Article 13 of the ITF Constitution, Class B and Class C Members may send **TWO** delegates to the ITF Conference & AGM. (Class B Members with 12 votes may send **THREE** delegates).

Regional Associations may be represented by **TWO** delegates.

**Nations and Regions are encouraged to send a gender balanced delegation.**

Observer status for any additional person(s) to attend will be granted in exceptional circumstances only. Requests should be made in writing to ITF President.

### National Association and Regional Association Travel Policy

- ITF will reimburse \$600 per association towards one delegate airfare
- ITF will cover up to 4 nights' accommodation for one delegate per association. *Exact room night quota may vary and will be published in the AGM information document for the relevant year.*

### Terms and Conditions

- **\$600** contribution towards flight will be paid approximately 30 days after completion of the AGM to the National Association bank account the ITF holds on record. This will only be paid to national associations who have attended the ITF AGM in-person.
- The date range for the offer is specified in the AGM Information document published in the relevant year. No dates outside of those published will be covered.
- The costs covered by the ITF Hotel Room Offer are for a standard, single occupancy room only and will be deducted from your final hotel bill.
- Accommodation cannot be split between 2 delegates.
- Room must be booked via the link provided by the ITF and guaranteed with a credit card. Bookings made directly with the hotel will not be covered.
- Room rate only covered and where possible this will include breakfast; incidentals not included.
- The maximum is the published number of nights, no monetary value will be offered for stays of less.
- The ITF hotel room offer is only available for the category of Standard room (single occupancy), for ONE delegate from each member National Association.
- If a Standard Deluxe room is booked for 2 people, any additional occupancy cost will be at your association's expense.
- Only Standard rooms are covered by the offer, the ITF is unable to cover the cost of a higher category room or contribute towards it.
- A no show or cancellation after the date specified in the ITF Information document will result in the credit card guaranteeing the booking being charged 100% of booked room nights (non-refundable by the ITF).
- Meeting attendance will be taken daily, and non-attendance may result in the offer being withdrawn.
- Flight and hotel offer not available to National Associations in subscription arrears