

# Memorandum

## BWF AGM 2020 – Deadlines



Tuesday 11 February 2020

---

Dear Members and Continental Confederations

Further to our notice of 31 October 2019 ([linked here](#)), please find enclosed important information on the BWF AGM 2020 to be hosted in Aarhus, Denmark on **Friday 22 May**. The AGM will be held in conjunction with the **TOTAL BWF Thomas and Uber Cup Finals** – 16 – 24 May.

Please note that there are important deadlines that you need to note below.

1. **Key Dates** – action needed by Members / delegates
2. **Proposals to the AGM** – deadline **28 February 2020**
3. **Delegates Nomination Form** - attached
4. **Online Forms to Complete** ([linked here](#)) - and deadlines
5. **Hotel, Accommodation Bookings / Payment** – deadline **25 March 2020**
6. **Visa Application Process** – deadline **1 April 2020**
7. **Booking flights / Transport Request Form**– deadline **15 April 2020**
8. **Accreditation Passes** – deadline **15 April 2020**
9. **Travel Grant for Delegates** - 2020 BWF AGM
10. **Being 'In Good Standing'** – eligibility to make proposals / participate in the AGM
11. **Contacts / Assistance** – Host / BWF

All AGM information can also be found on the **Forum & AGM** pages of the BWF website ([linked here](#)).

---

### 1. Summary of Key Dates – and action required

- **28 February 2020** – **Deadline for proposals / seconding** (12 weeks out)
  - 03 April 2020 – Deadline for the Notice of the Meeting (7 weeks out)
  - 17 April 2020 – Deadline for amendments to proposals (5 weeks out)
  - 20 May 2020 – 1000 am local time – deadline for delegate nomination forms
  - 21 May 2020 – Members' Forum / Gala Dinner
  - 22 May 2020 – Annual General Meeting
  
  - Sunday 19 – 26 May 2019 – TOTAL Cup
- 

### 2. Proposals to the AGM

As per the [BWF constitution](#) (clause 15.12), Members can make proposals to the Annual General Meeting. Please send these to the Secretary General – Thomas Lund [t.lund@bwfbadminton.org](mailto:t.lund@bwfbadminton.org)

The deadline for BWF to receive proposals and seconding of proposals in **Friday 28 February**.

---

### 3. Delegates Nomination Form

Attached is the Delegates Nomination Form 2020. Please decide early on who will be your delegate(s), and start the planning now.

See the deadlines above, and the process to complete below ([linked here](#)).

---

### 4. Online Forms to Complete and Deadlines

All Members / delegates must complete a number of forms online for the host, in order to participate in the AGM 2020. The forms can be accessed from this website ([linked here](#)).

The forms and deadlines are:

1. **Accommodation Bookings / Payment** – deadline **25 March 2020**
2. **Visa Application Process** – deadline **1 April 2020**
3. **Booking flights / Transport Request Form**– deadline **15 April 2020**
4. **Accreditation Passes** – **15 April 2020**

If you have any questions related to these, please contact the host association – Nicolaj Knudsen, Tel: +45 70 60 50 76, [event@badminton.dk](mailto:event@badminton.dk)

---

### 5. Hotel / Accommodation Bookings / Payment

The official hotel for AGM Delegates is the **Radisson Blu Scandinavia Hotel Aarhus** ([website link](#)).

Bookings and payment of the hotel accommodation must be completed no later than **25 March 2020**.

Bookings made after this deadline cannot be guaranteed. If the hotel is fully booked by the time you try and book, an alternative hotel will be offered.

After booking, you will receive a confirmation and at that time you will be asked to provide the names of the people staying in the room.

Book and make payment online ([link here to booking](#)).



Rates for Single (one person) or Twin (2 people) for two room types – Standard and Superior.

- **Standard Room** – 1,470 DKK (approx. USD \$215) / per night – single or twin
  - **Superior Room** – 1,820 DKK (approx. USD \$265) / per night – single or twin
- 

### 6. Visa Application Process

- Check your passport and make sure it does not expire this year (to be safe, you need at least 6 months from the date of the AGM).
  - Check if you need a visa to enter Denmark ([link here to see who needs a visa](#)). Look at this website also for general visa application information.
  - If you do need a visa, complete the online form the hosts have provided ([visa application form](#)). You must complete this process *as soon as possible* – but not later than the deadline 1 April 2020.
  - Once you have submitted this to the host, they will send you an invitation letter, and a copy of the letter will also be sent to the Danish Embassy where you have said you will complete your application process.
- 

### **7. Booking Flights / Delegates Transport / - deadline 15 April 2020**

Please book early – HOWEVER – please note that there is only one airport where the hosts will pick up / return delegates to – and that is **Billund Airport** – BLL.

Once you have booked - please complete the transport form online so the host knows when you will arrive ([linked here](#)).

---

### **8. Accreditation Form - deadline 15 April 2020**

Please register online with the host to apply for accreditation to watch badminton while you are in Aarhus ([linked here](#)).

---

### **9. Travel Grant to the AGM**

The BWF is again offering a travel grant to support the travel costs and accommodation for one (1) delegate to attend the 2020 AGM. The same principles apply as last year.

More details will be available at the end of this week.

---

### **10. Being In Good Standing - Eligibility to Participate in the AGM**

“Being in good standing” means that the Member must have ...

- a) paid the 2020 subscription (see below)
- b) completed and submitted its Schedule A for 2019

...before the Member can nominate a delegate, nominate / second someone for an elected position, make / second a proposal to the AGM.

---

### **11. Contacts / Assistance**

Please contact the following people if you need assistance:

- Host - Nicolaj Knudsen - [event@badminton.dk](mailto:event@badminton.dk)
  - BWF - Patricia Wong – [p.wong@bwfbadminton.org](mailto:p.wong@bwfbadminton.org)
- 

Information can be downloaded from the **Forum & AGM** pages of the BWF website ([linked here](#)).

---

**Stuart Borrie**

Chief Operating Officer

E: [s.borrie@bwfbadminton.org](mailto:s.borrie@bwfbadminton.org)