

**TO: ALL CHAIRS OF IMBs IN PRISON ESTABLISHMENTS**  
**CC: National Council**  
**Clerks**

DC 01/2004

6 April 2004

Dear Chair

**ANNUAL CONFERENCE 9 - 11 SEPTEMBER 2004**

We are writing to ask you to nominate two Board members to attend this year's annual conference for Independent Monitoring Boards in prison establishments, which will be held at Keele University in Staffordshire from Thursday 9 September to Saturday 11 September.

Before we mention the arrangements for the conference, we would like to express our sincere thanks to everyone who took the time to telephone, write or e-mail the Secretariat with their ideas about topics for this year's conference. We read and considered every single suggestion and will try to incorporate as many of your ideas as we can, but you will appreciate that there are only so many sessions we can fit into three days! There was, however, overwhelming support for the idea that you meet together in your functional areas (High Security, Women's etc) and we will definitely include this idea into the programme.

As we mentioned in our previous letter, each Board may send two delegates to the conference. Should you wish to nominate more than two members from your Board, any additional names will be added to a waiting list and allocated on a 'first come first served' basis to any spare places we may have nearer the time.

We would therefore be grateful if Chairs could circulate the information contained in this letter to all members as soon as possible and pass on the necessary paperwork to those who will be attending.

**Details of those attending the Conference should be submitted to the Secretariat on the enclosed form by Monday 28 June at the latest.**

**CONFERENCE PROGRAMME**

This has yet to be finalised and further information will follow in due course. Registration will take place from 14.00 onwards on Thursday 9 September, with the Conference commencing at 17.00. The Conference will end after lunch on Saturday 13 September.

## **EXPENSES**

The Conference will be residential, and expenses other than travel to and from Keele University, will be met centrally.

## **TRAVELLING TO KEELE**

Keele University is situated near Newcastle-under-Lyme, Staffordshire, and free parking will be available to all those who require it. The nearest railway station to the University is Stoke, followed by Stafford and Crewe. Further details about travelling to the conference will be sent to delegates nearer the time.

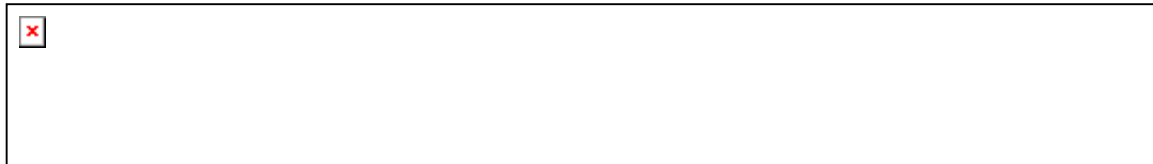
## **CONFERENCE ENQUIRIES**

Any enquiries about the event should be directed as follows:

**General Enquiries:** Janet Goddard (☎ 020 7035 2267)  
Clare Batt (☎ 020 7035 2265)  
**Rail Warrant Enquiries:** David Hawes (☎ 020 7035 2258)

We look forward to meeting all delegates and guests in September.

Yours sincerely



**David Graham and Jill Berliand**  
**National Council**