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Grand Secretary
G. Selby R.O.H.

GLCL91/30/09/20/GS

30th September 2020

GRAND LODGE CIRCULAR LETTER No. 91/2020

To All P.G. Secretaries (Home and Overseas)
Minor Lodges Secretaries
Grand Lodge Direct Lodges
Grand Lodge Management Committee
Grand Lodge Treasurer
Grand Lodge Trustees

Re: **Grand Lodge Meetings 2023**

Dear Sir and Brother,

I am instructed by the Grand Lodge Management Committee to write to all Provinces on the subject of the meeting place of Grand Lodge for 2021. Changes to Rule require the Grand Lodge venue to be decided every year for two years in advance. Thus, at the March 2022 meeting of Grand Lodge the host for 2023 must be chosen.

The United Kingdom is to be divided into two sections North and South. A line from Liverpool to Kingston upon Hull being the boundary between North and South. Any Province having difficulty in deciding which half of the country they fall into should contact Grand Lodge Office for guidance.

I therefore request applications to host Grand Lodge in 2023 to be held in the "Southern" part of the U.K. Applications are required to reach Grand Lodge office by the 30th January 2022.

I attach the guidelines drafted by GLMC to aid Provinces in their application process, but if any Province wishes to host Grand Lodge and has any questions please do not hesitate to contact me at Grand Lodge Office. I will be only too pleased to provide any guidance that may be needed.

Yours fraternally

Grand Secretary

Hosting Grand Lodge Meetings

Please find below guidelines for hosting Grand Lodge meetings.

The following notes are produced to help Provinces/G.L.D.L.'s considering making an application for hosting Grand Lodge. Whilst they are guidelines they must not be considered as a 'straight jacket' preventing your Province/Lodge exercising imagination.

- 1) The venue must be held in a central location within your Province area accessible by means of public transport.
- 2) The venue should be available on the first Saturday in March, June, September and December as required by Rule. In Convention Year the June month should have the room available from Monday.
- 3) The meeting should be held in a hall with suitable facilities with a minimum capacity for 400 people
- 4) Should the venue not be a hotel, there should be suitable hotels not more than 5 miles distance from the venue.
- 5) The venue must have disabled access and facilities.
- 6) It is important that you carry out a site inspection where you can select the meeting room, check the ventilation and accommodation. Also check the access to the venue. Are there enough washroom facilities? Security, car parking?
- 7) A facility for PowerPoint presentation would be an advantage.
- 8) The room for the main G.L. meeting must be set up in "Theatre" style seating arrangements.
- 9) There should be a stage/platform suitable for 20 people on the front row with a second row capable of accommodating a further 5 people. There must be a minimum of 7 microphones on the front row of tables
- 10) A suitable changing room(s) for the GP/DPGP/IPGP should be available.
- 11) The public address (PA) system should be tested to ensure that delegates throughout the room can hear what the speaker is saying. This is particularly important if a gym is to be used due to bad acoustics; loop system required.
- 12) Recording equipment will be required to record the meetings for the verbatim report that is required for the BQJ.
- 13) Before placing any other equipment in the room, consider the obstruction it may cause to the seated delegates.
 - a. Two lecterns will be required
 - b. Is the room going to be darkened whereby the speaker may require some lighting to read his notes?

- 14) Please check on the current budget. You will have to base the costs for the meeting from 08:00 to 13:00 i.e. half day rate cost of hiring the room. Please also check on additional time availability and cost if Grand Lodge runs past 13.00.
- 15) Sufficient volunteers will be required to man registration tables (10 volunteers) and volunteers to direct members in the foyer.
- 16) Should the Province/G.L.D.L. be successful in obtaining Grand Lodge, a list of suitable hotels for use by G.L.M.C. needs to be submitted for consideration by the D.G.P. in the year prior to the Grand Lodge meeting?
- 17) You will be required to host a social night on the Friday for up to 300 delegates and partners.
- 18) There should be a room booked which is suitable to host a meeting for up to 20 people for G.L.M.C. prior to the main G.L. meeting, set up in "Boardroom" style seating arrangement. This should be in the hotels submitted to the Deputy Grand Primo via the Grand Secretary.
- 19) If you are successful in the bid to host the Grand Lodge meeting, the Deputy Grand Primo proceeding the year in which the venue will be hosted will inspect the hall and hotels.
- 20) Consideration must also be given to provide tea and coffee to disabled members and for delegates arriving from 8am, refreshments should also be provided during GL.
- 21) It is understood that not all venues will provide full refreshment service.
- 22) If you are successful, Grand Lodge will provide a delegate pack for members of Grand Lodge if required.
- 23) A requirement to distinguish the Visitors area from the Delegates is essential.