**Annual General Meeting Booking Form**



**Fill out one form for each person**

|  |  |
| --- | --- |
| **When is the meeting?** | |
| Calendar pages showing 31 August 2022. | Wednesday 31 August 2022 |
| clocks showing 1pm to 3pm. | 1pm to 3pm |
| The Motability Operations building in Edinburgh. | You can choose to join the meeting at:  Motability Operations Ltd  Forthstone  The Stones  56 South Gyle Crescent  Edinburgh  EH12 9EB |
| A smiling woman using her tablet to see a grid of screens with other smiling people in them. | **OR** you can choose to join the same meeting on Zoom.  A link will be sent to you after we get your booking form. |
| **Tell us how to get in touch with you.** | |
| a woman holding up a form showing her full name. | Name: |
| a workplace showing people doing different jobs | Organisation: |
| an envelope showing an address and postcode. | Address: |
| Postcode: |
| Email on a computer screen. | Email: |
| a mobile phone showing a number. | Telephone Number: |
| **How are you joining the meeting?** | |
|  | Please tick 1 box. |
| A picture containing text, monitor, screen, electronics  Description automatically generated | |  |  | | --- | --- | | I am coming to Motability Operations in Edinburgh. |  | | I am joining online using Zoom. |  | |
| **Accessibility Support** | |
| A woman using a ramp with her wheelchair. | If you are coming to Motability Operations in Edinburgh for the meeting, do you need any accessibility support? |
|  | |  |  | | --- | --- | | a red cross**NO**, I don’t need support. |  | | a green tick**YES**, I need some support. |  | |
| A woman saying 'I need' next to some accessible things - like a ramp, an easy read document and a timer. | **If you ticked ‘YES’ tell us about the support you need here:** |
| **Communication Support** | |
| A large print document and a group of people using British Sign Language. | Do you need communication support – for example - large print or a British Sign Language interpreter?  Tick the box for your answer.  a green tickYes  a red cross No |
| a person shrugging their shoulders with a question mark beside their head. | **If you ticked ‘yes’, please tell us how we can support you:** |
| **Parking Information** | |
| The Motability Operations building in Edinburgh. | This information is just for people who are coming to Motability Operations in Edinburgh for the meeting. |
| 2 accessible parking spaces. | Motability Operations has:   * 30 parking spaces * 11 accessible parking spaces   7 of the accessible parking spaces have electric charging points. |
|  | **Would you like a parking space?** |
| An accessible parking space with a green tick. | Yes I would like an accessible parking space |
| a green tick | Yes I would like a regular parking space |
| a red cross | No thanks |
| **How to return your form to us** | |
| A hand writing on an envelope. | Please send it to:  Calum Byers  Suite 204B, The Pentagon Centre  36 Washington St  Glasgow G3 8AZ |
| Email on a computer screen. | **OR** save this form and email it to Calum at:  [calum@disabilityequality.scot](mailto:calum@disabilityequality.scot) |
|  | If you have any questions, please phone Calum on **0141 370 0968**. |

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