



20th August 2010

Dear Member,

FORMAL NOTICE OF ANNUAL GENERAL MEETING

Please accept this as formal notice of the 2010 Annual General Meeting of the Institute.

I attach an agenda for the meeting.

By kind permission of Jaguar Cars, the 2010 AGM will be held at their site, the address of which is:-

THE LECTURE THEATRE
JAGUAR PLANT
CASTLE BROMWICH
BIRMINGHAM
B35 7RA

Please note AGM Agenda Item 7. Council will be proposing Ken Day to members for election to President but I am obligated to ask all members for any other nominations prior to the AGM. Please send any further nominations to me directly in writing. A further call for nominations will be made at the AGM.

I would be grateful if you would let me know if you are attending by returning the tear off slip or emailing Sharon Lawrence at the address indicated on the agenda.

I hope you can make the meeting and look forward to seeing you there.

With best wishes,

Dr R W Docherty QFSM, PhD, CEng, MEI, FIFireE, FIFSM
Secretary General