

TRAVEL & ACCOMMODATION MEMORANDUM



To: Sport Members, Associate Members, Life Members and State Division Representatives
From: Maria Cabeliza - CGA Executive & Office Manager
Date: Friday 10 April 2026
Subject: COMMONWEALTH GAMES AUSTRALIA LIMITED (CGA)
 2026 ANNUAL GENERAL MEETING (AGM) - SYDNEY

CGA AGM EVENT DETAILS:

Friday 22 May 2026

Ballroom 1 – Four Seasons Hotel Sydney

Registration and networking breakfast from 9:00am. AGM to commence at 10:00am.

A schedule of all meetings, events and further information for 21 and 22 May is attached overleaf. Please note, unless stated otherwise, flights and accommodation are provided to facilitate the attendance of Delegates at the AGM. CGA will cover the costs of the following for Delegates attending the AGM:

	Flight [^] to Syd. Thu 21 May (unless advised otherwise)	Return flight [^] Fri 22 May (unless advised otherwise)	Transport from/to Four Seasons from Sydney Airport	Accommodation Wed 20 May*	Accommodation Thu 21 May*
Sport Member Delegate (2)	Yes (if based outside Sydney)	Yes	Delegates will have access to a limited number of digital taxi vouchers, if required. Additionally, CGA may arrange group transportation to Sydney Airport after the AGM concludes.	No	Yes (if based outside Sydney)
State Division Representative (2) #	Yes (if based outside Sydney)	Yes		No #	Yes (if based outside Sydney)
Life Member	Yes (if based outside Sydney)	Yes		No	Yes (if based outside Sydney)
Associate Member & Sporting System Partners	No	No	No	No	No

[^] Flights (if required) will be booked with either Qantas or Virgin, as 'best fare of the day' and non-flexible as per CGA's Travel Policy. The most economic flight will be booked to ensure Delegates arrive on time for their respective meetings and the earliest possible departure flight will be booked post-AGM. Flights are paid for by CGA to facilitate the attendance of Delegates at the AGM. Any flight changes after the initial booking or any higher fare classes requested will be at the Delegate's expense.

* Accommodation for interstate Delegates is in a standard room or equivalent at the Four Seasons Hotel (if required). The networking breakfast on Friday morning (for all Delegates attending the AGM) will be served in the pre-function space outside the Ballroom prior to the AGM. Breakfast in the main restaurant on Friday morning is not included in the accommodation package. If breakfast is taken in the main restaurant on Friday, this will be at the Delegate's expense.

State Division Representatives will arrive on Thursday 21 May unless flight schedules do not permit.

All attendees will be required to RSVP to each event/meeting online. For any logistics enquiries please feel free to contact me via phone 03 9453 9300 or email maria.cabeliza@commonwealthgames.com.au or for event RSVP enquiries contact kylie.peake@commonwealthgames.com.au.



SCHEDULE OF MEETINGS & EVENTS

WEDNESDAY 20 MAY 2026

TIME	EVENT	DELEGATES
10:00am – 5:00pm	CGA Team Executive (TEXE) Meeting Venue: Gallery 2, Four Seasons Hotel Sydney	CGA TEXE and Key Functional Area Leads only.

THURSDAY 21 MAY 2026

TIME	EVENT	DELEGATES
8:30am – 9:30am	CGA State Divisions Meeting Venue: Loft 1, Four Seasons Hotel Sydney	CGA State Division representatives only.
10:00am for 10:30am – 11:30am	Glasgow 2026 Team Uniform Reveal, presented by Valour Sport Venue: Museum of Contemporary Art	By invitation only.
11:30am – 12:30pm	RAP Advisory Group Meeting Venue: Loft 1, Four Seasons Hotel Sydney	CGA RAP Advisory Group members only.
12:45pm – 2:00pm	Sponsor Workshop	By invitation only.
12:30pm – 1:30pm	Networking Lunch Venue: outside Studio 1 – 3, Four Seasons Hotel Sydney	CGA Delegates are invited to attend a networking lunch held prior to the CGA Members' Forum.
1:30pm – 5:00pm	CGA Members' Forum Venue: Studio 1 – 3, Four Seasons Hotel Sydney	CGA Sport Member Presidents/CEOs, Associate Member Presidents/CEOs, CGA State Division representatives and CGA Board.
5:30pm – 6:45pm	CGA Athlete Advisory Group Meeting Venue: Loft 1, Four Seasons Hotel Sydney	CGA Athlete Advisory Group members only.
7:00pm for 7:30pm – 11:30pm	CGA President's Dinner Venue: Grand Ballroom, Four Seasons Hotel Sydney	By invitation only.

FRIDAY 22 MAY 2026

TIME	EVENT	DELEGATES
9:00am – 9:50am	Networking Breakfast and Event Registration Venue: outside Ballroom 1 Foyer, Four Seasons Hotel Sydney	CGA Sport Member Presidents/CEOs, Associate Member Presidents/CEOs, CGA State Division representatives, CGA Life Members, CGA Board & staff.
10:00am – 12:00pm	CGA Annual General Meeting Venue: Ballroom 1, Four Seasons Hotel Sydney	
12:15pm – 4:00pm	ACGF AGM and CGA / ACGF Board Meeting Venue: Loft 1, Four Seasons Hotel Sydney	CGA/ACGF Board only.

Please note, timings are indicative and may vary.