



Association of Electoral Administrators

Annual General Meeting and Conference – Brighton

13 February to 16 February 2011

Delegate Fees (ex vat):

£625 including three nights bed and breakfast accommodation, refreshments, lunch, Annual Dinner and all Conference Documentation. A reduced registration fee of **£405** is available for those persons who have retired from normal employment and have no other substantial source of gainful employment.

£487 excluding accommodation. A reduced registration fee **£297**, is available for those persons who have retired from normal employment and have no other substantial source of gainful employment.

Non-Members pay a surcharge of **£155**.
Membership forms are available from the AEA website www.aea-elections.co.uk
Day Rates: Full day **£292**.

Hotels:

The Association is using the Hilton Hotel as the main conference venue. All of the plenary sessions and workshops conference events will be held here.

The Association has 150 bedrooms at the Hilton Hotel and Grand Hotel(30 available in each hotel on Saturday Night) and these will be allocated, **on receipt of payment. (See booking form).**

Car parking is available at both hotels at the following rates: Hilton – £16 per 24hrs Grand - £25 per 24hrs

Alternative parking is also available adjacent to both hotels.

How to register:

Please complete the enclosed form and send it **with your payment to AEA Bookings.**

Closing Date for applications is 28 January 2011

Enquiries:

AEA Bookings, Electoral Services, Sunderland City Council
on Tel: 0191 561 1144 Fax: 0191 553 1389.

Partner Fees:

For Partner rates please see separate sheet. **Please note that lunches for partners are not included.** The Sunday evening buffet is included. Separate payment will be required for partners. A separate receipt will be issued.

Special Requirements:

Please complete the relevant parts of the application form if you, or your partner, have special dietary needs, require assistance with a wheelchair or require any other assistance.

Cancellation:

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will be payable:-

Less than 4 weeks before Conference 100%
Less than 6 weeks before Conference 60%
More than 6 weeks before Conference £20

Confirmation:

You will receive a payment receipt and booking confirmation in January 2011, which will show your hotel allocation. The Conference Programme will also be sent to you by email in January. Delegates' packs will be issued at Conference registration in the Hilton Hotel.

Conditions:

Delegates will be responsible for paying for any damage caused by them to the hotel or conference venue premises and for any extra hotel costs such as newspapers, telephone calls, etc.

VAT:

The AEA is required to charge VAT on all delegate fees. It is currently 17.5% but will change to 20% from Jan 2011

It may be necessary for reasons beyond the control of the organisers to reschedule or cancel the event.

The Association of Electoral Administrators

Annual General Meeting and Conference 2011



Hilton Metropole, Brighton

Sunday 13 February –
Wednesday 16 February 2011

The Association of Electoral Administrators Provisional Conference Programme - 2011

Sunday 13 February

Registration
Opening of Exhibition and Reception
Conference Opener – a topical and thought provoking session to set the scene

Monday 14 February

Visit exhibition stands
Keynote speech
Review of 2010 elections
Information Commissioner
Referendums
Workshops (am & pm)

Tuesday 15 February

Visit exhibition stands
Polls Apart
Individual Electoral Registration
Alternative Vote
Customer Service Excellence Awards
AGM
Workshops (am & pm)

Wednesday 16 February

Cabinet Office update
Electoral Commission update

Plenary Sessions

- 1. Review of the 2010 elections**
How was it for you - did it all go smoothly? Any cross-boundary issues? Did you have queues waiting to vote? A brief look back so we all learn from experience.
- 2. Information Commissioner**
How is the ERO and the RO (not the Council) affected by the Freedom of Information Act and the Data Protection Act?
- 3. Referendums**
Assuming the date and question has been fixed for a referendum on the voting system - how will it work? What about other referendums?
- 4. Polls Apart**
At the 2010 elections there were accessibility barriers at 67% of polling stations surveyed. And 47% of people who responded about their postal voting experience reported accessibility issues. Only 49% of polling stations had large ballot papers on display! Do you accept Scope's latest findings?
- 5. Individual Electoral Registration**
Is it speeding up? Find out the latest information on when and how this will be implemented.
- 6. Alternative Vote**
This method may be more desirable from a Proportional Representation viewpoint, but how easy is it to administer? Find out how this system will affect the running of the poll and the organisation of the count.
- 7. Customer Service Excellence Awards**
So you think of electors as customers now do you? Find out how to prove it!
- 8. Cabinet Office update**
Which government department do we now come under? Do they know anything about elections? Does Malcolm Rawlings work there? Find out the answers to these (and more relevant) questions.
- 9. EC update**
Find out what the Electoral Commission have in store for us in the future.

Workshops

- 1. Election disasters and how to avoid them!**
There were numerous problems experienced at the 2010 elections. How can you ensure they don't happen to you?
- 2. Electoral Law**
When it's not clear, what should you do?
- 3. Objections & Reviews**
Do you understand the process and are you prepared?
- 4. Review of polling districts and polling places**
We have to carry them out and it's time again this year!