



Association of Electoral Administrators

Annual General Meeting and Conference – Blackpool

31 January to 3 February 2010

Delegate Fees:

£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, excluding accommodation** 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 274 bedrooms (100 available on Saturday) and these will be allocated, **on receipt of payment. (See booking form).**

The remaining delegates will be accommodated in the Barcelo Imperial Hotel, which is approximately 200 yards from the Hilton Hotel.

Car parking is available at both hotels free of charge.

How to register:

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

Closing Date for applications is 15 January 2010

Enquiries:

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

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

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 2010, 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.

The Association of Electoral Administrators

Annual General Meeting and Conference 2010



Hilton Hotel, Blackpool

Sunday 31 January –
Wednesday 3 February 2010

The Association of Electoral Administrators Provisional Conference Programme - 2010

Sunday 31st January

Registration
Opening of Exhibition and Reception
Topical session following on from the National Seminar

Monday 1st February

Visit exhibition stands
Keynote speech
European Parliamentary Election review
Moj Update
Parliamentary General Election (PGE): 2010
Workshops (am & pm)

Tuesday 2nd February

Visit exhibition stands
PGE media session
Electoral Commission Update
Individual Electoral Registration
Workshops (am & pm)

Wednesday 3rd February

Visit exhibition stands
Annual General Meeting
Credit Reference Agencies

Plenary Sessions

- 1. European Parliamentary Election review.**
How was it for you? Did it all go smoothly? Are combined polls a good thing? Was the ballot paper too big? Our panel looks back at the 2009 elections so we all learn from experience.
- 2. Moj Update**
What will be the date of the PGE? What efficiency savings will be made to the Fees and Charges for future elections - Will we have enough funding for a Parliamentary election? What about The Political Parties & Elections Act 2009? Find out all the answers from Moj.
- 3. Parliamentary General Election: 2010.**
Well, by now there can't be too many options for the date! We should all be warmed up and on the starting blocks awaiting the pistol shot - but just in case we're not, this will be your last chance to pick up any final points for consideration.
- 4. PGE media session**
Chris Mead (Press Association) and David Cowling (BBC) will be seeking our help to gather candidates' details, turnout figures and election results. What should we do to help them and (more importantly) what can they do to make our lives easier?
- 5. EC Update**
Are Regional Electoral Management Boards the way forward? How might these work in reality? What happens next with Performance Standards? Find out what the Electoral Commission has in store for us.
- 6. Individual Electoral Registration**
Well we asked for it... and now we're going to get it! Hopefully our thoughts on the practicalities of implementation will be properly taken into account and we won't end up with a dog's breakfast (again!). Share your views with the movers and shakers.
- 7. Credit Reference Agencies**
You could describe our relationship as a love/hate thing. They love us... but whatever we think of them the (possible) end of the edited register does not mean the end of our relationship with these agencies. What exactly do they (and are they allowed to) use the information for? Why can't they get it right so we don't get all the irate phone calls? This is your opportunity to make some assertive points on this emotive topic.

Workshops

- 1. Performance Standards – Aspire to improve.**
We all know where we stand, but we shouldn't stand still! This workshop will look at the level of evidence you need, and consider good practice approaches.
- 2. Working with suppliers – to minimise risks.**
Are all your contracts in place for ballot papers and postal packs at the 2010 elections? What could possibly go wrong?! This workshop will consider the issues you need to resolve to ensure you have the best chance of success.
- 3. Nominations.**
This workshop will consider the practical effects of recent changes to legislation that will be in place at a parliamentary general election (electronic payment of deposits and dealing with non-disclosure of candidates' addresses) as well as a timely reminder of general good practice.
- 4. Availability of the Register – Which, who, what, why, when, how?**
We all know that councillors are entitled to a free copy, but are your request forms and recording systems up to scratch? And what should you do when someone wants information under S.29 of the Data Protection Act? This workshop will delve into the lesser known areas of the legislation regarding access and supply.