

Booking Details and Conditions

Fees - The fees for the Conference are: AEA Members - **£220**. Non-members - **£260**

V.A.T. is **not** payable on the Conference fee.

The fee includes lunch, refreshments and a copy of the Conference pack.

How to book a place - Please complete the form below and return to Ruth Reah (address below).

Delegate Details:

Title: (e.g. Mr, Miss, Ms, Mrs): Forename(s)

Surname:

Local Authority:

Office Address:

Home Address:

e-mail Address:

AEA Membership Number:

Special Needs/Dietary:

Signed: Date: 2007

Payments - Please tick to indicate your method of payment. Please note that delegates are required to pay their registration fee prior to attendance at the Conference.

- Please find a cheque enclosed. Cheques should be made payable to 'Association of Electoral Administrators'
- Payment by BACS to The Association of Electoral Administrators Ltd.
Bank Sort Code: 089001, Bank Account Number: 70644001
Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA
- Please invoice my organisation:

Order Number: Contact Name:

Department:

Address:

Tel:

Please complete this form, and return to:

Ruth Reah, Elections Office, City of Sunderland, Civic Centre, Sunderland SR2 7DN.

Telephone enquiries to 0191 553 1141. Fax: 0191 553 1389

Accommodation Hilton Hotel Coventry - Thursday 6 September 2007

Bed & Breakfast	<input type="checkbox"/>	£118.00
Dinner Bed & Breakfast	<input type="checkbox"/>	£130.00
Delegate Fee	<input type="checkbox"/>	£ _____
Total Amount		£ _____



The Association of Electoral Administrators

2007 National Conference

Electoral Administration – Where Now?

at the Hilton Hotel Coventry

on Friday, 7th September 2007

The Conference Programme

9.00 a.m.	Registration, exhibition stands and tea/coffee	
9.50 a.m.	Opening of Conference: Welcome to the Conference The context for the day	John Turner, Chief Executive AEA Paul Morris, Chairman AEA, Chair of Conference
10.00 a.m.	Keynote speech	Minister
10.30 a.m.	Lessons from May 2007 – The AEA Post Election Review	John Turner, Malcolm Dumper, Bill Crawford, John Owen
11.45 a.m.	Coffee/Tea break	
12.15 p.m.	Lessons from Northern Ireland	Douglas Bain, Chief Electoral Officer
1.00 p.m.	Lunch	
2.00 p.m.	Improving participation, registration and turnout	EC and MoJ
3.00 p.m.	Coffee/Tea break	
3.30 p.m.	Performance Standards - what it means for the profession	EC & Malcolm Dumper
4.15 p.m.	Review of the Day/Questions	Paul Morris, Chairman AEA
4.30 p.m.	Close of Conference	Bill Crawford

What is the A.E.A.?

The A.E.A. was founded in 1987 and is the leading professional body in the United Kingdom solely interested in the administration of electoral matters. It is a non governmental and non partisan body and has over 1,500 members, the majority of whom are employed by local authorities to provide electoral registration and election services. It has a close relationship with Government Departments, the Electoral Commission and other national bodies working in the same field. The introduction of formal qualifications has further enhanced the profile of the Association and a training strategy enables Members to become expert in their field of work.

Who should attend?

This Conference is looking to bring together all those having an interest in the electoral process in the United Kingdom and in ensuring that it develops and thrives. It is aimed particularly at:-

Members of Parliament, Leaders of Councils, Council members, Chief Executives, Returning Officers, Electoral Administrators, Central and Local Government Officers with a responsibility for the democratic process.

Exhibition

An Exhibition for companies providing services to the electoral community will be held in conjunction with the Conference. Further details about the Exhibition including the booking of space can be obtained from Bill Crawford on 0191 553 1141 or via e-mail at bill.crawford@aea-elections.co.uk

Accommodation

We have been allocated 80 bedrooms at the Hilton Hotel, Coventry. The rates are set out on the booking form and will be allocated on receipt of payment.

Cancellation

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

Less than four weeks before the event	100%
Less than six weeks before the event	60%
More than six weeks before the event	£50

It may be necessary for reasons beyond the control of the organisers to re-schedule or cancel this event.