



## The Association of Electoral Administrators

### Elections (and Referendums) 2011

The essential one-day practical guide to running elections in 2011  
(Including a combined referendum if necessary)

|                 |                               |
|-----------------|-------------------------------|
| Camden          | 10 <sup>th</sup> January 2011 |
| York            | 11 <sup>th</sup> January 2011 |
| Bury St Edmunds | 17 <sup>th</sup> January 2011 |
| Camden          | 20 <sup>th</sup> January 2011 |
| Coventry        | 27 <sup>th</sup> January 2011 |
| Manchester      | 28 <sup>th</sup> January 2011 |

**AEA CPD = 4:30 hours**

## Overview of the Course

This one-day course will focus on the key points to be considered to ensure the efficient and effective organisation of elections in 2011. As such it is intended as a refresher for experienced administrators. It will provide a good overview for less experienced staff including those with a managerial responsibility for the service.

All the main election procedures will be covered, in addition to any new or topical arrangements – **including a possible referendum on the same day** - and a detailed programme will be finalised and circulated before the event.

## Draft Course Programme

|                |  |  |
|----------------|--|--|
| <b>9.30am</b>  | Registration and Coffee  | <b>Method</b> The Course will be delivered using presentational material, handouts and example documentation to provide delegates with legislative and practical advice and guidance. Delegates will be provided with a pack on arrival at the course, containing Course Notes, guidance documents and example materials. Group discussion will also take place during the day to enable the exchange of knowledge, experience and ideas.<br><br><b>Who Should Attend</b> The course is aimed at experienced administrators who require a refresher or for less experienced staff who want a good overview with a managerial responsibility. |
| <b>10.00am</b> | <b>Morning sessions</b> <ul style="list-style-type: none"><li>• Introductions and overview of course</li><li>• Managing the election, roles and responsibilities</li><li>• Combined polls/referendums</li><li>• Nominations</li><li>• Poll cards, Ballot Papers, Notices</li></ul> |  |
| <b>12.30pm</b> | Lunch  |  |
| <b>1.30pm</b>  | <b>Afternoon sessions</b> <ul style="list-style-type: none"><li>• Postal votes</li><li>• Polling day</li><li>• The Count</li><li>• Post election issues</li></ul>  |  |
| <b>4.00pm</b>  | Questions, course conclusion and departure.  |  |
|                |  |  |

## Cost of Attendance

The delegate fees are **£195 (plus vat)** for the first delegate and **£95 (plus vat)** for the second and subsequent delegates from the same Authority.

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

Less than two weeks before the event 100%

Less than four weeks before the event 60%

More than four weeks before the event £20

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.

|              |                      |
|--------------|----------------------|
| Course Title | <b>Election 2011</b> |
|--------------|----------------------|

Please select the venue and date the people detailed below wish to attend. If attending more than one venue, please complete another form.

| Venue           | Date                          | Attend? | Venue      | Date                          | Attend? |
|-----------------|-------------------------------|---------|------------|-------------------------------|---------|
| Camden          | 10 <sup>th</sup> January 2011 |         | Camden     | 20 <sup>th</sup> January 2011 |         |
| York            | 11 <sup>th</sup> January 2011 |         | Coventry   | 27 <sup>th</sup> January 2011 |         |
| Bury St Edmunds | 17 <sup>th</sup> January 2011 |         | Manchester | 28 <sup>th</sup> January 2011 |         |

Which Local Authority / Organisation do the people detailed below work at?

|                 |  |
|-----------------|--|
| Local Authority |  |
| Address         |  |

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person.

**If you do not receive an email acknowledgement from us you have not been booked onto the course!**

| First Name  | Surname | Email | Telephone |
|---|---------|-------|-----------|
|   |         |       |           |
|   |         |       |           |
|   |         |       |           |
|   |         |       |           |
| Please state special needs or dietary requirements. |         |       |           |

The table below lists the charges for attending the course. Please indicate how many there are of each type and calculate the total cost including the VAT.

|                        | Number | Fee ex VAT | VAT    | Fee (inc VAT) |
|------------------------|--------|------------|--------|---------------|
| First Delegate         |        | £195.00    | £34.13 | £229.13       |
| Subsequent Delegate(s) |        | £95.00     | £16.63 | £111.63       |
|                        |        |            | Total  |               |

Please tick to indicate your method of payment.

|                    |  |  |  |
|--------------------|--|--|--|
| Cheque (Enclosed)  |  | Cheques should be made payable to<br><b>'Association of Electoral Administrators'</b><br><br>Payment by BACS: The Association of Electoral Administrators<br>Bank Sort Code: <b>089001</b> Bank Account Number <b>70644001</b><br>Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA |  |
| Cheque (To Follow) |  |  |  |
| BACS               |  |  |  |
| Order Number       |  | Require Invoice?   |  |
| Invoices To        |  |  |  |

Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN  
**Fax 0191 553 1389.** Telephone enquiries 0191 561 1144