



Association of Electoral Administrators

Annual canvass 2010

**A one day course focusing on the relevant
legislation and procedures**

24th June 2010 – Ramada Hotel, Leeds
29th June 2010 – Council House, Coventry
2nd July 2010 – Council Offices, Cambourne
5th July 2010 – Town Hall, Camden
8th July 2010 – Council Offices, Guildford

Overview of the Course

This 1 day course, as well as considering options for undertaking the annual canvass, will consider good practice and guidance on methods for ensuring that as full a register as possible is produced. The new challenges presented by the future introduction of voluntary individual registration will also be considered and discussed.

Other aspects that will be covered will include eligibility, elections during the canvass and publication and supply of registers.

Course Programme

9.30am **Registration and Coffee**

10.00am **Introductions and start**

Topics covered through the day will include –

- Eligibility to register
- The annual canvass
- Elections during canvass
- Publication and supply of the revised register

4.00pm **Close**

The final programme, including approximate times of refreshment breaks, will be supplied on registration.

Method

The Course trainers will explain relevant legislation and procedural requirements and facilitate consideration and discussion through group work on a number of specific aspects of electoral registration.

Who Should Attend

- The course has been designed for staff within Electoral Services in local authorities who are involved in administering electoral registration processes and in particular the annual canvass
- The course will provide a very useful refresher for staff who have previous experience of administering electoral registration processes
- The course will also provide an opportunity for staff who have little experience of administering electoral registration processes to gain a general knowledge of relevant legislation, procedures and good practice

Registration Fees and Cancellation

First delegate £195 + VAT

Second and subsequent delegate(s) £95 + VAT

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	RE1 – Electoral Registration 2010
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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
Leeds	24 th June 2010		Coventry	29 th June 2010	
Cambourne	2 nd July 2010		Camden	5 th July 2010	
Guildford	8 th July 2010				

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.

	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 'Association of Electoral Administrators'
Cheque (To Follow)		
BACS		Payment by BACS: The Association of Electoral Administrators Bank Sort Code: 089001 Bank Account Number 70644001 Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA
Order Number		Require Invoice?
Invoices To		

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