



Association of Electoral Administrators

A 2-Day Residential Training Course in Electoral Registration

22nd/23rd June 2010 – Ramada Hotel, Newbury

6th/7th July 2010 - Ramada Hotel, Nottingham

Course Overview

This residential course will cover all aspects of electoral registration, including the annual canvass, monthly updates, special category electors and absent voting applications. The course is timed prior to the commencement of the annual canvass process in the Autumn and will provide all delegates with a detailed understanding of all the processes involved. Delegates will be updated on legislation and be provided with practical guidance and developing good practice. The new challenges presented by voluntary individual registration will also be considered and discussed.

The course provides an opportunity to network with other administrators and share views, ideas and experiences.

Course Tutors

The course tutors will be chosen from a list of AEA Accredited Trainers who have a great depth of knowledge and direct experience as practitioners in electoral administration.

Method

A pack incorporating comprehensive course notes will be issued to delegates on arrival. Group work and exercises will be used during the course and delegates will be encouraged to participate to the full.

Delegates

The course will provide inexperienced staff with knowledge and practical guidance in relation to all aspects of electoral registration. It will also provide more experienced electoral administrators with a refresher and an opportunity to consider different methods and procedures.

Registration Fees

The course fees include one night's accommodation at the hotel and dinner on day 1, breakfast and lunch on day 2 and coffee/tea during the course sessions. Each delegate will also receive a course booklet containing details of relevant legislation and procedures for future reference.

AEA Member	£495 (plus vat)
AEA Member taking qualifications	£445 (plus vat)
Non-Member	£545 (plus 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 Programme

Day 1

- 1.30pm Registration and coffee/tea on arrival
- 1.40pm Introductions and domestic announcements
- 2.00pm **Session 1 – Electoral Registration Officer and Electors**
- 3.00pm **Session 2 – Special Category Electors**
- 4.00pm Tea/coffee break
- 4.15pm **Session 3 – Monthly Updates**
- 6.00pm End of Day 1
- 7.30pm Dinner

Day 2

- 8.45am **Session 4 – Annual Canvass**
- 10.15am Coffee/Tea Break
- 11.00am **Session 4 – Annual Canvass (cont'd)**
- 11.45am **Session 5 - Publication, Inspection, Supply and Sales of Registers**
- 12.30pm Lunch
- 1.30pm **Session 5 – Publication, Inspection, Supply and Sales of Registers (cont'd)**
- 2.30pm **Session 6 – Absent Voters**
- 3.30pm **Review of Course and Questions**

Course Title	RE2 – 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
Ramada Hotel, Newbury	22nd/23rd June 2010	
Ramada Hotel, Nottingham	6th/7th 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
Anyone have special needs / 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
AEA Member		£495	£86.63	£581.63
AEA Member taking qualifications		£445	£77.88	£522.88
Non Member		£545	£95.38	£640.38
			Total	£

Please tick to indicate your method of payment.

Cheque (Enclosed)	<input type="checkbox"/>	Cheques should be made payable to 'Association of Electoral Administrators' 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	
Cheque (To Follow)	<input type="checkbox"/>		
BACS	<input type="checkbox"/>		
Order Number		Require Invoice?	<input type="checkbox"/>
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