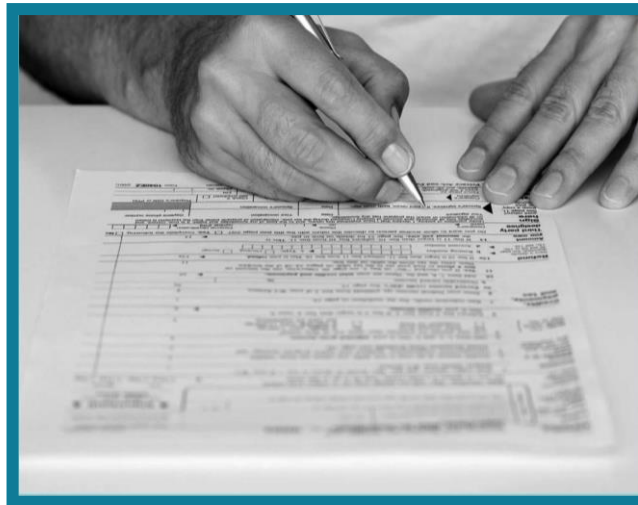




# 2 Day Electoral Registration



<b>Aim</b>	To provide delegates with a comprehensive understanding of electoral registration, to include the legislative framework and areas of good practice.
<b>Objectives</b>	<ol style="list-style-type: none"><li>1. To define the legal requirements that govern electoral registration and the duties of the Electoral Registration Officer.</li><li>2. To outline the registration framework including the annual canvass and year-round registrations.</li><li>3. To consider other aspects of electoral registration such as the inspection and supply of electoral registers and absent vote applications.</li><li>4. To explore areas of good practice relating to all aspects of electoral registration.</li></ol>
<b>Audience</b>	This course is designed for those who have a good knowledge of electoral registration but are looking for a more comprehensive understanding behind processes and want to identify ways of improving service delivery. It is recommended as a revision tool for those undertaking the Certificate in Electoral Administration.

<b>Course Overview</b>	<p>This course follows a comprehensive manual which guides delegates through all key aspects of electoral registration.</p> <p>Using practical exercises to facilitate learning, this residential course engages attendees in exchanging knowledge, experience and ideas.</p> <p>The course starts at 11.30 on day one, finishing at 17.00 on day two. During the course all accommodation and meals are included.</p> <p>The Course will be delivered using a mixture of presentational material and practical exercises, and with reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to facilitate the exchange of knowledge, experience and ideas.</p> <p>Attendees will be provided with a pack on arrival at the course, containing course notes, guidance documents and example materials as well as a comprehensive manual.</p>	
<b>Dates and Venues</b>	<b>21-22 January 2019</b>	<p><b><u><a href="#">Nottingham Double Tree Hotel</a></u></b></p> <p>Nottingham - Gateway Nuthall Road, Nottingham, NG8 6AZ</p>
<b>Cost of Attendance</b>	<b>Delegate fee</b>	<p><b><u><a href="#">Hilton Hotel Milton Keynes</a></u></b></p> <p>Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6HL</p> <hr/> <p>AEA member – <b>£660 (plus vat)</b></p> <hr/> <p>Non-member – <b>£858 (plus vat)</b></p> <hr/> <p>AEA member taking Qualification – <b>£594 (plus vat)</b></p>
<p>Non-members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a></p>		
<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>		
<p>If you cannot attend a substitute from the same Authority may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> <li>• Less than two weeks before the event 100%.</li> <li>• Less than four weeks before the event 60%</li> <li>• More than four weeks before the event £20.</li> </ul> <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		