



2 Day Elections



Aim	To provide delegates with a comprehensive understanding of managing an election, to include the legislative framework and good practice.
Objectives	<ol style="list-style-type: none">1. To define the legal requirements that govern election administration and the duties of the Returning Officer.2. To outline the framework for both by-elections and scheduled polls, including timetables, nominations, poll cards and postal voting.3. To consider other aspects of an election such as polling day organisation, the count and post-election procedures.4. To explore good practice relating to all aspects of election management.
Audience	This course is designed for those who have a good knowledge of election administration 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.

Course Overview	<p>This course follows a comprehensive manual which guides delegates through all key aspects of election management.</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 9.00 on day one, finishing at 15.00 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>	
Dates and Venues	23-24 January 2019	<p><u>Nottingham Double Tree Hotel</u> Nottingham - Gateway Nuthall Road, Nottingham, NG8 6AZ</p>
	19 – 20 June 2019	<p><u>Hilton Hotel Milton Keynes</u> Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6HL</p>
Cost of Attendance	Delegate fee	AEA member – £660 (plus vat)
		Non-member – £858 (plus vat)
		AEA member taking Qualification – £594 (plus vat)
Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join		
*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>If you cannot attend a substitute may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		