



Electoral Administration



Aim	To provide delegates with a comprehensive understanding of electoral administration including electoral registration and election management, to include the legislative framework and areas of good practice.
Objectives	<ol style="list-style-type: none">1. To define the legal requirements that governs election administration and the duties of the Returning Officer and Electoral Registration Officer.2. To outline the framework governing elections and electoral registration.3. To consider the annual canvass and year-round registrations as well as the inspection and supply of electoral registers and absent vote applications.4. To consider nominations, poll cards, postal votes, polling day organisation, the count and post-election procedures.5. To explore good practice relating to all aspects of electoral administration.
Audience	This course is designed for those who have a good knowledge of electoral 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 electoral administration.</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 15.00 on day four. The remaining days run from 9.00 – 17.00. 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 a comprehensive manual.</p>	
Dates and Venues	21- 24 January 2019	<p><u>Nottingham Double Tree Hotel</u></p> <p>Nottingham - Gateway Nuthall Road, Nottingham, NG8 6AZ</p>
	17 – 20 June 2019	<p><u>Hilton Hotel Milton Keynes</u></p> <p>Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6HL</p>
Cost of Attendance	Delegate fee	AEA member – £1210 (plus vat)
		Non-member – £1573 (plus vat)
		AEA member taking Qualification – £1089 (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>		