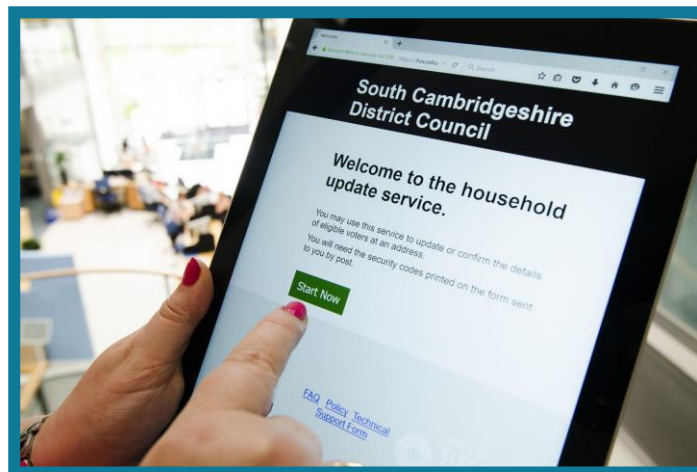




Maintaining the Register



Aim	To outline the steps EROs are required to take to ensure they maintain a complete and accurate register, to include the legislative framework and areas of good practice.
Objectives	<ol style="list-style-type: none"> 1. To examine options for maximising registration, including through the use of local data 2. To examine options for ensuring that only those who are eligible are registered 3. To highlight specific considerations at election and canvass time 4. To learn from each other's experiences
Audience	This course is designed for anyone involved in maintaining the electoral register who wants a comprehensive understanding of the requirements in relation to maintaining the register or to consider possible improvements to their own processes.

Course Overview	<p>This Course will focus on approaches and processes for effectively maintaining the register throughout the year, including during the canvass and in the run-up to an election.</p> <p>Key topics include:</p> <p>The use of local data; ways of reaching under-registered or difficult-to-reach groups; the effective use of canvassers; reviews of registration and deletions; particular considerations at election time.</p> <p>Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.</p> <p>It 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 take place to enable the sharing of knowledge, experience and ideas.</p>	
	7 June 2019	Cambourne
	26 June 2019	Camden – Crowndale Centre
	4 July 2019	Preston
Dates and Venues	First delegate	AEA member – £275 (plus vat)
		Non-member – £358 (plus vat)
	Second and subsequent delegates from the same Authority*	AEA member – £138 (plus vat)
		Non-member – £179 (plus vat)
Cost of Attendance	<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</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"> • 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>	