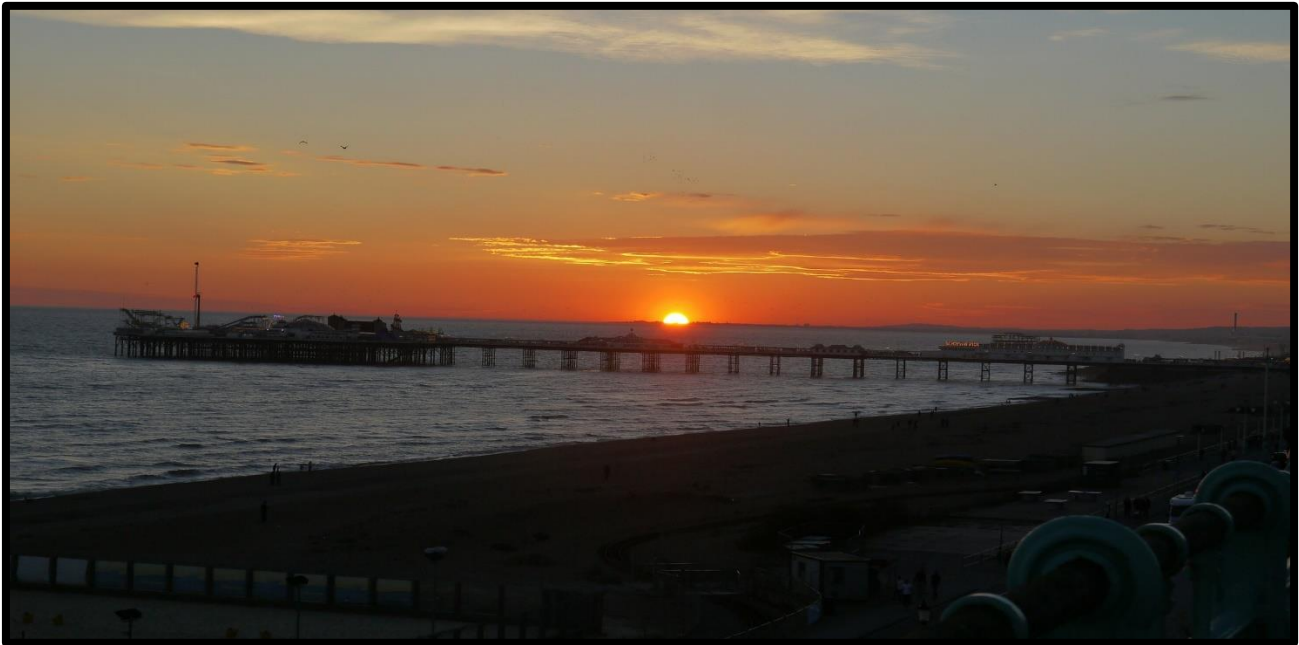




**Help and Advice for UK Professionals  
involved in Electoral Administration**

# **Annual Conference 2019**

## ***Rising to the Challenge***



**Hilton Brighton Metropole**

**Sunday, 3 February –  
Wednesday, 6 February 2019**



# Annual Conference 2019

## Hilton Brighton Metropole,

### 3–6 February

Think about what you have achieved in the last few years: the delivery of major national polls (two UK Parliamentary elections, the EU referendum) and the implementation of unprecedented changes in electoral law (the completion of the transition to individual electoral registration, constant refinement of the registration and election rules). You will also have been dealing with your own local elections, the increase in BID ballots, NPRs, CGRs, boundary reviews, and the impact of changes to data protection legislation. Electoral Services teams continue to rise to these challenges and deliver.

Looking ahead, the spectre of an unscheduled UK Parliamentary election remains and there continues to be calls for a second EU referendum. Further changes to electoral law are expected around the annual canvass processes, overseas voter registration, the registration of EU citizens, and there may be additional demands resulting from devolution agendas and voter ID. There is no doubt that we are all working in uncertain and challenging times.

Conference 2019 will focus on *Rising to the Challenge* and will support you in preparing for the future. Plenary Sessions will include reform of the canvass, and voter ID – looking back at the pilots and what the future holds. There will be interactive plenary sessions on what to do when there is no legislation to guide your actions, and on access to the register. There will also be the opportunity to speak with colleagues from the Cabinet Office and the Electoral Commission.

Based on your feedback, we have pulled together a diverse and interactive series of workshops. You will be able to attend all four workshops, and further information on the content is on the next page.

We've also listened to comments from AEA branches about encouraging attendance at conference from those of you who have not been before, and also to recognise the efforts of those taking AEA qualifications. Whilst the standard delegate fee is unchanged from last year, we will therefore be offering a special **25% discount** on the delegate fee to any full member who:

- has never attended conference before; or
- is currently enrolled on our foundation (all five modules), certificate or diploma courses; or
- has successfully completed our certificate or diploma courses in 2018 **and** will receive their qualification at the 2019 conference.



# Workshops

## **Workshops:**

### **Workshop One - Dealing with Challenging Conversations**

Using examples you may encounter in your day-to-day work, this workshop will identify the skills and techniques for dealing effectively with challenging conversations. It will look at how you can take control of the conversation; discuss options for dealing with conflict; and, how you can develop your personal resilience when dealing with challenging conversations.

### **Workshop Two - Polling District and Polling Place Reviews**

The next compulsory review must be started and completed between 1 October 2018 and 31 January 2020. This workshop will outline the stages of the review, looking at the process for reconsidering polling districts and their importance as the building blocks of electoral areas. It will look at how to involve stakeholders; how to administer the review; communication and timing issues (including the implications of the Parliamentary boundary review); and, what can go wrong and how this can be avoided.

### **Workshop Three - Staff Recruitment and Payments**

This workshop will outline staff recruitment ideas for electoral processes (i.e. polling station staff, canvassers...) including good practice and overcoming challenges. It will also look at the requirements relating to right to work and the information that you should hold for each employee. It will also consider issues such as Real Time Information (RTI), auto pension enrolment, working time regulations, performance related pay and the implications of the national minimum wage.

### **Workshop Four - Business Improvement Districts (BIDs)**

This workshop will give you a practical understanding of the rules, pitfalls and reoccurring issues around BIDs that you need to be aware of. It will consider the complexities around the timetable, the ballot paper requirements and how the result is determined. This workshop will be 60 minutes to allow for an additional 30 minutes for you to network and visit the exhibition.



# Delegate/Booking Information

Conference opens with delegate registration from 15.30 on Sunday 3 February and closes at 11.00 on Wednesday 6 February. Both Monday and Tuesday start at 8.30 until 16.30

Delegate Fees (ex VAT):	Venue:
<p><b>£740</b> (or <b>£555</b> if eligible, see below*) <b>including</b> three nights bed and breakfast accommodation, refreshments, lunches and dinners, to include our annual dinner as well as all Conference documentation.</p> <p>The cost of attending conference as a day delegate excluding accommodation, breakfasts and dinners is <b>£575</b> (or <b>£431.25</b> if eligible, see below*).</p> <p>To attend for either Monday or Tuesday only costs <b>£275</b> (or <b>£206.25</b> if eligible, see below*) per day.</p> <p>Non-members pay a surcharge of <b>£185</b> in addition to the fees outlined above. Membership forms are available from the AEA website <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a></p> <p><b>*The delegate fee is discounted to full members if:</b></p> <ul style="list-style-type: none"> <li>You are attending annual conference for the first time; or</li> <li>You are currently enrolled on our foundation<sup>1</sup>, certificate or diploma courses; or</li> <li>You successfully completed our certificate or diploma courses in 2018 <b>and</b> are receiving your qualification at the 2019 conference.</li> </ul> <p><small><sup>1</sup> Applies where the delegate is enrolled on <b>all</b> five foundation modules; or has already completed some of the modules and is enrolled on the outstanding ones.</small></p> <p>If eligible for the discounted rate, this should be indicated on the booking form and will be checked against our records.</p>	<p>The Association is once again using the Hilton Brighton Metropole as the conference venue. All of the plenary sessions and workshops will be held here. The Association has secured 310 bedrooms at the hotel (with 80 available on Saturday night) and these will be allocated, <b>on receipt of payment (please see the booking form)</b>.</p> <p>For delegates staying either three or four nights, a single reduced car parking charge of £30 will be payable on departure.</p>
	Cancellation:
	<p>If you cannot attend, a substitute may attend in your place. Otherwise the following charges will be payable:-</p> <p>Less than 4 weeks before Conference – 100%</p> <p>Less than 6 weeks before Conference – 60%</p> <p>More than 6 weeks before Conference – £50</p>
	Partners:
	<p>For Partner rates, see separate sheet. <b>Please note that lunches for partners are not included.</b> The Sunday evening buffet is included. Separate payment is required for partners. A separate receipt will be issued.</p>
	VAT:
	<p>The AEA is required to charge 20% VAT on all delegate fees.</p>
Conditions:	Special Requirements:
<p>Delegates will be responsible for paying for any damage caused by them to the hotel or Conference venues premises and for any extra hotel costs such as newspapers, telephone calls, etc.</p>	<p>If you or your partner have any special dietary needs or require any assistance, please complete the relevant parts of the booking form.</p>
How to Register:	
<p>Please complete the booking form and send it with your payment to: AEA Bookings, Electoral Services, Sunderland City Council, Sunderland, SR2 7DN. Contact details Tel: 0191 561 1144</p>	
<p><b>Closing date for applications is: 25 January 2019</b></p>	
It may be necessary for reasons beyond the control of the organisers to reschedule or cancel the event	