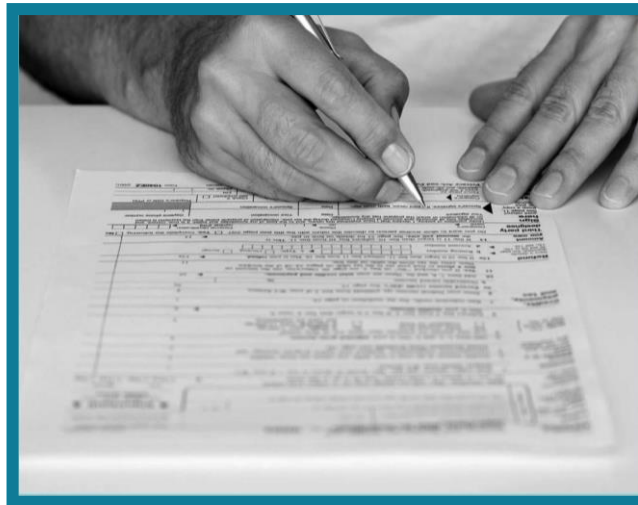




2 Day Electoral Registration



Aim	To provide delegates with a comprehensive understanding of electoral registration, to include the legislative framework and areas of good practice.
Objectives	<ol style="list-style-type: none">1. To define the legal requirements that govern electoral registration and the duties of the Electoral Registration Officer.2. To outline the registration framework including the annual canvass and year-round registrations.3. To consider other aspects of electoral registration such as the inspection and supply of electoral registers and absent vote applications.4. To explore areas of good practice relating to all aspects of electoral registration.
Audience	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.

Course Overview	<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>				
Dates and Venues	20-21 January 2020	<p style="text-align: center;"><u>Nottingham Double Tree Hotel</u></p> <p style="text-align: center;">Nottingham - Gateway Nuthall Road, Nottingham, NG8 6AZ</p>			
Cost of Attendance	Delegate fee	<table border="1" style="width: 100%;"> <tr> <td data-bbox="644 981 1155 1111"> AEA member – £660 (plus vat) With Member support fund discount £550 (plus vat) </td> </tr> <tr> <td data-bbox="644 1111 1155 1234"> Non-member – £858 (plus vat) </td> </tr> <tr> <td data-bbox="644 1234 1155 1361"> AEA member taking Qualification – £594 (plus vat) With Member support fund discount £500 (plus vat) </td> </tr> </table>	AEA member – £660 (plus vat) With Member support fund discount £550 (plus vat)	Non-member – £858 (plus vat)	AEA member taking Qualification – £594 (plus vat) With Member support fund discount £500 (plus vat)
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<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>					