



# 2 Day Elections



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

<b>Course Overview</b>	<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>	
	<b>Dates and Venues</b>	<p><b>22-23 January 2020</b></p> <p style="text-align: center;"><b><u><a href="#">Nottingham Double Tree Hotel</a></u></b>          Nottingham - Gateway          Nuthall Road, Nottingham, NG8 6AZ</p>
<b>Cost of Attendance</b>	<b>Delegate fee</b>	AEA member – <b>£660 (plus vat)</b> With Member support fund discount <b>£550 (plus vat)</b>
		Non-member – <b>£858 (plus vat)</b>
	AEA member taking Qualification – <b>£594 (plus vat)</b> With Member support fund discount <b>£500 (plus vat)</b>	
Non-members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk/join">www.aea-elections.co.uk/join</a>		
*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"> <li>• Less than two weeks before the event 100%.</li> <li>• Less than four weeks before the event 60%</li> <li>• More than four weeks before the event £20.</li> </ul> <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		